



Dear Candidate:

Congratulations on your decision to run for public office!

To aid you in the qualifying process, I am providing you with information that hopefully will help you to understand the election process. It is important that you familiarize yourself with the Florida Election Laws, City Charter and the City Code (The information contained in the qualifying packet and other literature is not all-inclusive). It is your responsibility to become acquainted with relevant Florida election laws and the City of Edgewood's Charter that might have a bearing on your campaign or qualifications to run for office.

Please note that before you move forward to qualify as a candidate, you must be able to answer yes to the following per the City Charter, Sec. 18-2 — Qualification of candidates.

- 1) I am a citizen of the United States;
- 2) I am a legal resident of the city for not less than one year prior to the date of qualifying and a registered voter; and
- 3) Meet other voting qualifications as established by the state.

Carefully review the election packet to ensure you have received all the documents that the Document Affidavit states that you are receiving. Once you verify you have all your documents, you can complete each form prior to submitting to me during the qualifying period.

Again, congratulations on your decision to run for public office.

Best Regards,

Sandtc Riffle, CMC, FCRM
City Clerk



**2024 Municipal Election
(and Presidential Preference Primary)
Election Date – March 19, 2024**

DOCUMENT AFFIDAVIT – RECEIPT OF CHECKLIST

I, _____, hereby state that I have received the following materials for the March 11, 2025, City of Edgewood's Municipal Election included in the Candidate qualifying packet.

2025 City Council Candidate Information Checklist

1. Candidate Information
2. 2025 Election Calendar
3. DS-DE 12 Campaign Treasury Report and MANDATORY Due Dates
4. DS DE 09 Appointment of Campaign Treasurer/Designation of Campaign Depository for Candidates (with applicable reporting forms)
5. Receipt of Notice- Penalty for Late Filing of Treasurer's Reports
6. Statement of Candidate
7. DS-DE 24B Candidate Oath
8. Oath of Office (Sample)
9. Form 6 – Financial Disclosure
10. Tabulating Equipment & Test Notice
11. Designation of Poll Watchers
12. City Code- Chapter 122, §122-12-Supplemental temporary sign standards
13. Questions Frequently Asked by Candidates (FAQ)
14. Poll-Watchers Rules and Designation Form (FS 101.13)

Resources:

- **Chapter 106, Florida Statutes, on Campaign Financing**
- Link: <https://www.flsenate.gov/Laws/Statutes/2019/Chapter106> Link to 2022 Guide to the **Sunshine Amendment and Code of Ethics** for Public Officers and Employees: <https://www.myfloridalegal.com/open-government/sunshine-manual>
- **Link to City of Edgewood Charter:** https://library.municode.com/fl/edgewood/codes/code_of_ordinances?nodeId=PTICH

Signature: _____ Date: _____

This receipt is to be signed at the time Candidate receives the Qualifying Packet.



**CITY OF EDGEWOOD
CANDIDATE INFORMATION
ELECTION: March 11, 2025**

CANDIDATE NAME: _____

OFFICE SOUGHT: _____

RESIDENCY ADDRESS: _____

RESIDENCY REQUIREMENT*: _____

TELEPHONE: **HOME:** _____ **CELL:** _____

REGISTERED VOTER: **YES:** _____ **NO:** _____

EMAIL ADDRESS: _____

FORMS FILED AT QUALIFYING TIME:

APPOINTMENT OF CAMPAIGN TREASURER _____

FINANCIAL DISCLOSURE _____

Chapter 18 - Elections - sec. 18-2- Qualifications 18-2 (3) Legal resident of the city for not less than one year prior to the date of qualifying and a registered voter.



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Again, congratulations on your decision to run for public office.

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Sandtc Riffle, CMC, FCRM
City Clerk

2025 ELECTION CALENDAR

The City of Edgewood's Municipal Election is Tuesday, March 11, 2025

**Open seats: Mayor: John Dowless
Councilmember Richard A. Horn**

DATE	EVENT
Thursday, December 26, 2024	Council to announce date of election. Election notices posted at City Hall (required at least 75 days prior to election day).
Thursday, December 12, 2025 Sunday, December 15, 2025	Notice of Election ad to be published in a newspaper of general circulation; must be posted at City Hall (F.S. 100.021). [During the 30 days prior to the beginning of qualifying, the Department of State shall have the notice published two times in a newspaper of general circulation in English and Spanish.
Monday, January 20, 2025 9:00 am through Friday, January 24, 2025 at Noon	Qualifying begins at 9 a.m. on Monday, January 20, 2025, and ends at Noon on Friday, January 24, 2025 City Code Sec. 6.03 - A candidate for elected office must file his or her application with the city clerk by hand delivery or by registered mail at least forty-six (46) days prior to the election day.
Friday, January 24, 2025	Qualifying ends at 12 noon
Monday, February 10, 2023	Last day to register with Orange County Supervisor of Elections to vote in the March 11, 2025 election [must be registered 29 days before the election].
Monday, February 24, 2025 10:00 a.m.	Public Test at Orange County Supervisor of Election's Office - 119 W. Kaley St., Orlando, FL 32806
Tuesday, March 11, 2025	General Election for the City of Edgewood
Tuesday, March 18, 2025	Newly elected council members take office. Per §3.05, City Charter, Terms commence and begin at the next regularly scheduled council meeting.
CAMPAIGN TREASURER REPORTING DATES	
Friday, February 14, 2025 12:00 NOON	Campaign Treasurer Report due (25 days prior to election) [G1 Report/ January 1 – February 7, 2025].
Friday, February 28, 2025 12:00 NOON	Campaign Treasurer Report due (11 days prior to election) [G2 Report/February 8 – 21, 2025.
Friday, March 7, 2025 12:00 NOON	Campaign Treasurer Report due (4 days prior to election) [G3 Report/February 22 – March 6, 2025].
Thursday, June 12, 2025	90-Day Termination Report due <u>if unopposed</u> after qualifying ends on January 24, 2025.

<p>Thursday, June 12, 2025</p>	<p>Campaign Treasurer Report due (TR Report/ 90-day termination) REPORT <u>if elected or defeated</u> on March 11, 2025. Covering period March 7, 2025 through date report filed. [March 5 – June 9, 2025].</p>
<p align="center">LAST DAY TO RECEIVE CAMPAIGN CONTRIBUTIONS BEFORE THE MARCH 11, 2025 ELECTION IS MIDNIGHT, THURSDAY, MARCH 6, 2025</p> <p>F.S. §106.08(3) (a) Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days before the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.</p>	

CAMPAIGN TREASURER REPORTING DEADLINES AND PENALTIES: All reports must be received by 4:00 p.m. (12 Noon on Friday) on the due date in the City Clerk’s Office **UNLESS** the report envelope is postmarked by the US Postal Service no later than midnight of the day designated is deemed timely filed. 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. The reports must be filed on the dates provided in the calendar above.

Florida Statute 106.07(7): 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 (Form DS-DE-87).

Forms may be obtained from the state at <http://election.dos.state.fl.us/forms/index.shtml> then under “Candidate Forms” select “Statewide or Multicounty Candidates”. You can fill them in and print them but you can’t save them via a computer.

Candidates are responsible for reading and understanding Florida Statute Chapter 106, Campaign Financing. The City Clerk and/or City Staff cannot assist any candidate in filling out their treasurer’s report.

Offices Open – Offices currently opened are held by **Mayor John Dowless and Councilmember Richard A. Horn**. The candidates elected as councilmembers will serve three (3) year terms. Voting in the City of Edgewood is at-large and the two candidates receiving the highest number of votes are elected.

i Filing of required, periodic Campaign Treasurer’s Reports.

Chapter 106, Campaign Finance, Florida Statutes governs campaign reporting activities. A candidate will be provided with an election cycle calendar of the campaign treasurer’s reporting dates. **The reports must be filed when due even if a bank account HAS NOT been opened.** Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, candidates will be sent reminder notices when reports are due. F.S. 106.06 - 106.07

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

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.
 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**
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.
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).
Check one of the appropriate boxes:
 Original: first report filed for this reporting period.
 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.
 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:**
Cash and Checks: total amount for this reporting period.
Loans: total amount for this reporting period.
Total Monetary: sum of Cash and Checks and Loans.
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:**
Monetary Expenditures: total amount of monetary expenditures for this reporting period.
Transfers to Office Account: total amount transferred to an office account by elected candidates only.
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:**
 Candidate report: treasurer and candidate must sign.
 PC report: treasurer and chairperson must sign.
 PTY report: treasurer and chairperson must sign.
 ECO report: organization's treasurer must sign.
 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.**

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

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

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)

3. Address (include post office box or street, city, state, zip code)

4. Telephone

5. E-mail address

()

6. **Office sought** (include district, circuit, group number)

7. **If a candidate for a nonpartisan office, check if applicable:**

My intent is to run as a Write-In candidate.

8. **If a candidate for a partisan office, check block and fill in name of party as applicable:** My intent is to run as a

Write-In No Party Affiliation _____ Party candidate.

9. **I have appointed the following person to act as my** Campaign Treasurer Deputy Treasurer

10. Name of Treasurer or Deputy Treasurer

11. Mailing Address

12. Telephone

()

13. City

14. County

15. State

16. Zip Code

17. E-mail address

18. **I have designated the following bank as my** 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 APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF 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 block)

I, _____, do hereby accept the appointment
(Please Print or Type Name)

designated above as: Campaign Treasurer. Deputy Treasurer.

X

_____ Date

_____ Signature of Campaign Treasurer or Deputy Treasurer

**RECEIPT OF NOTICE
PENALTY FOR LATE FILING OF TREASURER'S REPORTS**

I, _____, **HEREBY CERTIFY** that I have been informed of the following penalties for late filing of Treasurer's Reports for the March 13, 2027 City of Edgewood's Municipal Election.

Any Candidate failing to file a report on the designated due date shall be subject to a fine of \$50.00 per day for the first 3 days late and, thereafter, \$500.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

For a Candidate's Termination Report, the fine shall be \$50.00 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater for the period covered by the late report.

The fine MUST be paid from the Candidate's personal funds – NOT campaign funds [F.S. 106.07(8)(a)].

Date: _____ Candidate's Signature: _____

ATTEST: _____
Sandra Riffle, CMC, FCRM
City Clerk

**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).

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

Candidate Oath

Name to appear on ballot: _____

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

Check box if name includes nickname. (For use of a nickname, you must complete the Nickname Affidavit on reverse side.)

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

_____, _____; I am a qualified elector of _____ County, Florida.
(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.

Statement of Outstanding Fines, Fees, or Penalties

I owe outstanding fines, fees, or penalties, that cumulatively exceed \$250, for ethics or campaign finance violations (s. 99.021(1)(d), F.S.).

YES, I Do _____ NO, I Do Not _____

If you do, you must also specify the amount owed and each entity that levied the same on the reverse side.

X _____ ()
Signature of Candidate Telephone Number Email Address

Address of Legal Residence City State ZIP Code

STATE OF FLORIDA

COUNTY OF _____

Signature of Notary Public
Print, Type, or Stamp Commissioned Name of Notary Public below:

Sworn to (or affirmed) and subscribed before me by means of
online notarization OR physical presence

this _____ day of _____, 20____.

Personally Known OR Produced Identification

Type of Identification Produced: _____

Phonetic Spelling of Name

Phonetic spelling for the audio ballot (not required for qualifying purposes): Print the name phonetically on the line below as you wish it to be pronounced on the audio ballot as may be used by persons with disabilities (see instructions on page 3 of this form):

Statement of Outstanding Fines, Fees or Penalties

Pursuant to Section 99.021(1)(d), F.S., each candidate, whether a party candidate, a candidate with no party affiliation, or a write-in candidate, shall, at the time of subscribing to the oath or affirmation, state in writing whether he or she owes any 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.

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 _____

Signature of Notary Public

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

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

of online notarization OR physical presence

this _____ day of _____, 20____.

Personally Known OR Produced Identification

Type of Identification Produced: _____

DO NOT SUBMIT THIS PAGE TO THE FILING OFFICER

Guide for Designating Phonetic Spelling of Candidate's Name for Audio Ballot

1. Use the tables below.
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	(CHUCRCH) church
K	(KAD) cad	SH	(SHEEP) sheep
L	(LAIM) lame	TS	(ITS) its (PITS-feeld) Pittsfield
M	(MAT) mat	TH	(THEI) thigh
N	(NET) net	TH	(THEI) thy
NG	(SING-uhr) singer	ZH	(A-zuhr) azure (VI-zuhhn) vision
P	(PET) pet	Z	(GOODZ) goods (HUH-buhz-tuhn) Hubbardston

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)

DO NOT SUBMIT THIS PAGE TO THE FILING OFFICER

SAMPLE

OATH OF OFFICE

(Art. II, § 5(b), Fla. Const.)

STATE OF FLORIDA

County of _____

I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State, and that I will well and faithfully perform the duties of

(Full Name of Office – Abbreviations Not Accepted)

on which I am now about to enter, so help me God.

[NOTE: If you affirm, you may omit the words “so help me God.” See § 92.52, Fla. Stat.]

Signature

(Affix Seal Below)

Sworn to and subscribed before me by means of ____ physical presence
Or ____ online notarization this ____ day of _____, 20 ____.

Signature of Officer Administering Oath or of Notary Public

Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known or Produced Identification

Type of Identification Produced _____

ACCEPTANCE

I accept the office listed in the above Oath of Office.

Mailing Address: Home Office

Street or Post Office Box

Print Name

City, State, Zip Code

Signature

Please print or type your name, mailing address, agency name, and position below:

OF FINANCIAL INTERESTS

FOR OFFICE USE ONLY:

LAST NAME — FIRST NAME — MIDDLE NAME:

MAILING ADDRESS:

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK IF THIS IS A FILING BY A CANDIDATE

PART A -- NET WORTH

Please enter the value of your net worth as of December 31, 2021 or a more current date. [Note: Net worth is not calculated by subtracting your *reported* liabilities from your *reported* assets, so please see the instructions on page 3.]

My net worth as of _____, 20 ____ was \$ _____.

PART B -- ASSETS

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use, whether owned or leased.

The aggregate value of my household goods and personal effects (described above) is \$ _____

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

DESCRIPTION OF ASSET (specific description is required - see instructions p.4)	VALUE OF ASSET

PART C -- LIABILITIES

LIABILITIES IN EXCESS OF \$1,000 (See instructions on page 4):

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY

PART D -- INCOME

Identify each separate source and amount of income which exceeded \$1,000 during the year, including secondary sources of income. Or attach a complete copy of your 2021 federal income tax return, including all W2s, schedules, and attachments. Please redact any social security or account numbers before attaching your returns, as the law requires these documents be posted to the Commission's website.

I elect to file a copy of my 2021 federal income tax return and all W2's, schedules, and attachments. [If you check this box and attach a copy of your 2021 tax return, you need not complete the remainder of Part D.]

PRIMARY SOURCES OF INCOME (See instructions on page 5):

NAME OF SOURCE OF INCOME EXCEEDING \$1,000	ADDRESS OF SOURCE OF INCOME	AMOUNT

SECONDARY SOURCES OF INCOME [Major customers, clients, etc., of businesses owned by reporting person--see instructions on page 5]:

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART E -- INTERESTS IN SPECIFIED BUSINESSES [Instructions on page 6]

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY			
ADDRESS OF BUSINESS ENTITY			
PRINCIPAL BUSINESS ACTIVITY			
POSITION HELD WITH ENTITY			
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS			
NATURE OF MY OWNERSHIP INTEREST			

PART F - TRAINING

This section applies only to officers required to complete annual ethics training pursuant to section 112.3142, F.S. [See instructions p. 6]

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

OATH

I, the person whose name appears at the beginning of this form, do depose on oath or affirmation and say that the information disclosed on this form and any attachments hereto is true, accurate, and complete.

STATE OF FLORIDA

COUNTY OF _____

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

physical presence or online notarization, this _____ day of

_____, 20___ by _____.

(Signature of Notary Public--State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

SIGNATURE OF REPORTING OFFICIAL OR CANDIDATE

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 6 in accordance with Art. II, Sec. 8, Florida Constitution, Section 112.3144, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

Signature

Date

Preparation of this form by a CPA or attorney does not relieve the filer of the responsibility to sign the form under oath.

IF ANY OF PARTS A THROUGH E ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

NOTICE

Annual Full and Public Disclosure of Financial Interests is due July 1. If the annual form is not filed or postmarked by September 1 an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3144, F.S. - applicable to officials other than judges]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

INSTRUCTIONS FOR COMPLETING AND FILING FORM 6 FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS

WHAT TO FILE

File only the first sheet (pages 1 and 2). **Originals are required. Photocopies, faxed copies and emailed copies will not be accepted.** A candidate who has filed Form 6 for 2021 with the Commission, prior to qualifying, may file a copy of that Form 6 at the time of qualifying.

WHERE TO FILE

Officeholders: Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303;

Candidates: The officer before whom they qualify. **If a Form 6 is filed with a qualifying officer, it need not also be filed with the Commission.**

WHEN TO FILE

Officeholders: No later than July 1, 2022.

Candidates: During the qualifying period.

WHO MUST FILE FORM 6:

All persons holding the following positions: Governor, Lieutenant Governor, Cabinet members, members of the Legislature, State Attorneys, Public Defenders, Clerks of Circuit Courts, Sheriffs, Tax Collectors, Property Appraisers, Supervisors of Elections, County Commissioners, elected Superintendents of Schools, members of District School Boards, Mayor and members of the Jacksonville City Council, Judges of Compensation Claims; the

Duval County Superintendent of Schools, and members of the Florida Housing Finance Corporation Board, each expressway authority, transportation authority (except the Jacksonville Transportation Authority), bridge authority, toll authority, or expressway agency created pursuant to Chapter 348 or 343, F.S., or any other general law, and judges, as required by Canon 6, Code of Judicial Conduct.

INSTRUCTIONS FOR COMPLETING FORM 6:

INTRODUCTORY INFORMATION (At Top of Form):

If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, or for which you are a candidate.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held as of December 31, 2021, even if you have since left that position. If you are a candidate, check the box below your name and address.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record and is required by law to be posted to the Commission's website. **Your Social Security number, bank account, and credit card numbers are not required and you should redact them from any documents you file.** If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address or other information is exempt from disclosure, the Commission will maintain that confidentiality **if you submit a written request.**

PART A — NET WORTH

[Required by Art. II, s. 8(a)(i)(1), Fla. Const.]

Report your net worth as of December 31, 2021, or a more current date, and list that date. This should be the same date used to value your assets and liabilities. In order to determine your net worth, you will need to total the value of all your assets and subtract the amount of all of your liabilities. Simply subtracting the liabilities reported in Part C from the assets reported in Part B will not result in an accurate net worth figure in most cases.

To total the value of your assets, add:

- (1) The aggregate value of household goods and personal effects, as reported in Part B of this form;
- (2) The value of all assets worth over \$1,000, as reported in Part B; and,
- (3) The total value of any assets worth less than \$1,000 that were not reported or included in the category of "household goods and personal effects."

To total the amount of your liabilities, add:

- (1) The total amount of each liability you reported in Part C of this form, except for any amounts listed in the "joint and several liabilities not reported above" portion; and,
- (2) The total amount of unreported liabilities (including those under \$1,000, credit card and retail installment accounts, and taxes owed).

(CONTINUED on page 4) 

PART B — ASSETS WORTH MORE THAN \$1,000

[Required by Art. II, s. 8, Fla. Const.; s. 112.3144, F.S.]

HOUSEHOLD GOODS AND PERSONAL EFFECTS:

The value of your household goods and personal effects may be aggregated and reported as a lump sum, if their aggregate value exceeds \$1,000. The types of assets that can be reported in this manner are described on the form.

ASSETS INDIVIDUALLY VALUED AT MORE THAN \$1,000:

Describe, and state the value of, each asset you had on the reporting date you selected for your net worth in Part A, if the asset was worth more than \$1,000 and if you have not already included that asset in the aggregate value of your household goods and personal effects. Assets include, but are not limited to, things like interests in real property; cash; stocks; bonds; certificates of deposit; interests in businesses; beneficial interests in trusts; money owed you (including, but not limited to, loans made as a candidate to your own campaign); bank accounts in which you have an ownership interest; Deferred Retirement Option Program (DROP) accounts; and the Florida Prepaid College Plan. Assets also include investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan, is your asset—not the account or plan itself.

You are not required to disclose assets owned solely by your spouse.

How to Identify or Describe the Asset:

- Real property: Identify by providing the street address of the property. If the property has no street address, identify by describing the property's location in a manner sufficient to enable a member of the public to ascertain its location without resorting to any other source of information.
- Intangible property: Identify the type of property and the business entity or person to which or to whom it relates. **Do not list simply "stocks and bonds" or "bank accounts."** For example, list "Stock (Williams Construction Co.)," "Bonds (Southern Water and Gas)," "Bank accounts (First National Bank)," "Smith family trust," "Promissory note and mortgage (owed by John and Jane Doe)."

How to Value Assets:

- Value each asset by its fair market value on the date used in Part A for your net worth.
- Jointly held assets: If you hold real or personal property jointly with another person, your interest equals your legal percentage of ownership in the property. However, assets that are held as tenants by the entirety or jointly with right of survivorship, including bank accounts held in such a manner, must be reported at 100% of their value.
- Partnerships: You are deemed to own an interest in a partnership which corresponds to your interest in the equity of that partnership.
- Trusts: You are deemed to own an interest in a trust which corresponds to your percentage interest in the trust corpus.
- Real property may be valued at its market value for tax purposes, unless a more accurate fair market value is available.
- Marketable securities which are widely traded and whose prices are generally available should be valued based upon the closing price on the valuation date.

— Accounts, notes, and loans receivable: Value at fair market value, which generally is the amount you reasonably expect to collect.

— Closely-held businesses: Use any method of valuation which in your judgment most closely approximates fair market value, such as book value, reproduction value, liquidation value, capitalized earnings value, capitalized cash flow value, or value established by "buy-out" agreements. It is suggested that the method of valuation chosen be indicated on the form.

— Life Insurance: Use cash surrender value less loans against the policy, plus accumulated dividends.

— The asset value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART C — LIABILITIES

[Required by Art. II, s. 8, Fla. Const.; s. 112.312, F.S.]

LIABILITIES IN EXCESS OF \$1,000 :


List the name and address of each creditor to whom you owed more than \$1,000 on the date you chose for your net worth in Part A, and list the amount you owed. Liabilities include: accounts, notes, and interest payable; debts or obligations (excluding taxes, unless the taxes have been reduced to a judgment) to governmental entities; judgments against you, and the unpaid portion of vehicle leases.

You are not required to disclose liabilities that are solely your spouse's responsibility.

You do not have to list on the form any of the following: credit card and retail installment accounts, taxes owed (unless the taxes have been reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a partner (without personal liability) for partnership debts, or where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" on a note and are jointly liable or jointly and severally liable, then it is not a contingent liability.

How to Determine the Amount of a Liability:

- Generally, the amount of the liability is the face amount of the debt.
- The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments.
- If you are the only person obligated to satisfy a liability, 100% of the liability should be listed.
- If you are jointly and severally liable with another person or entity, which often is the case where more than one person is liable on a promissory note, you should report here only the portion of the liability that corresponds to your percentage of liability. *However*, if you are jointly and severally liable for a debt relating to property you own with one or more others as tenants by the entirety or jointly, with right of survivorship, report 100% of the total amount owed.
- If you are only jointly (not jointly and severally) liable with another person or entity, your share of the liability should be determined in the same way as you determined your share of jointly held assets.

(CONTINUED on page 5) 

Examples:

- You owe \$10,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 with your spouse to a savings and loan for the mortgage on the home you own with your spouse. You must report the name and address of the bank (\$10,000 being the amount of that liability) and the name and address of the savings and loan (\$60,000 being the amount of this liability). The credit card debts need not be reported.
- You and your 50% business partner have a \$100,000 business loan from a bank and you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability. If your liability for the loan is only as a partner, without personal liability, then the loan would be a contingent liability.

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

List in this part of the form the amount of each debt for which you were jointly and severally liable, that is not reported in the "Liabilities in Excess of \$1,000" part of the form. Example: You and your 50% business partner have a \$100,000 business loan from a bank and you both are jointly and severally liable. Report the name and address of the bank and \$50,000 as the amount of the liability, as you reported the other 50% of the debt earlier.

PART D — INCOME

[Required by Art. II, s. 8, Fla. Const.]

As noted on the form, you have the option of either completing Part D of the form or attaching a copy of your complete 2021 federal income tax return, including all schedules, W2's and attachments, with Form 6, or. If you do not attach your tax return, you must complete Part D.

PRIMARY SOURCES OF INCOME:

List the name of each source of income that provided you with more than \$1,000 of income during 2021, the address of that source, and the amount of income received from that source. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income.

"Income" means the same as "gross income" for federal income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples of income include: compensation for services, gross income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, distributive share of partnership gross income, and alimony, but not child support. Where income is derived from a business activity you should report the income to you, as calculated for income tax purposes, rather than the income to the business.

Examples:

- If you owned stock in and were employed by a corporation and received more than \$1,000 of income (salary, commissions, dividends, etc.) from the company, you should list the name of the company, its address, and the total amount of income received from it.
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$1,000, you should list the name of the firm, its address, and the amount

of your distributive share.

- If you received dividend or interest income from investments in stocks and bonds, list only each individual company from which you received more than \$1,000. Do not aggregate income from all of these investments.
- If more than \$1,000 of income was gained from the sale of property, then you should list as a source of income the name of the purchaser, the purchaser's address, and the amount of gain from the sale. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed simply as "sale of (name of company) stock," for example.
- If more than \$1,000 of your income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and the amount of income from that institution.

SECONDARY SOURCES OF INCOME:

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. **It is not for reporting income from second jobs.** That kind of income should be reported as a "Primary Source of Income." You will **not** have anything to report **unless**:

- (1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) during the disclosure period, more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, limited partnership, LLC, proprietorship, joint venture, trust, firm, etc., doing business in Florida); and
- (2) You received more than \$1,000 in gross income from that business entity during the period.

If your ownership and gross income exceeded the two thresholds listed above, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, the source's principal business activity, and the name of the business entity in which you owned an interest. You do not have to list the amount of income the business derived from that major source of income.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$1,000 in gross income last year. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of your business, the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your gross partnership income exceeded \$1,000. You should list the name of the partnership, the name of each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

(CONTINUED on page 6) 

PART E – INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this section include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies; utility companies; entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period, more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during 2021, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list: the name of the business, its address and principal business activity, and the position held with the business (if any). Also, if you own(ed) more than a 5% interest in the business, as described above, you must indicate that fact and describe the nature of your interest.

PART F – TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Instructions.)

OTHER FORMS YOU MAY NEED TO FILE IN ORDER TO COMPLY WITH THE ETHICS LAWS

In addition to filing Form 6, you *may* be required to file one or more of the special purpose forms listed below, depending on your particular position, business activities, or interests. As it is your duty to obtain and file any of the special purpose forms which may be applicable to you, you should carefully read the brief description of each form to determine whether it applies.

Form 6F — Final Full and Public Disclosure of Financial

Interests: Required of elected constitutional officers and others who must file financial disclosure using Form 6; to be filed within 60 days after leaving office or employment. This form is used to report financial interests between January 1st of the last year of office or employment and the last day of office or employment. [s. 112.3144, F.S.]

Form 6X — Amended Full and Public Disclosure of Financial

Interests: To be used by elected constitutional officers and others who must file financial disclosure using Form 6 or 6F to correct mistakes on previously filed form. [s. 112.3144, F.S.]

Form 2 — Quarterly Client Disclosure:

Required of elected constitutional officers, local officers, state officers, and specified state employees to disclose the names of clients represented for compensation by themselves, or a partner or associate before agencies at the same level of government as they serve. The form should be filed by the end of the calendar quarter (March 31, June 30, Sept. 30, Dec. 31) following the calendar quarter in which a reportable representation was made. [s. 112.3145, F.S.]

Form 9 — Quarterly Gift Disclosure:

Required of elected constitutional officers and others who must file financial disclosure using Form 1 or 6 (as well as State procurement employees) to report gifts worth more than \$100. The form should be filed by the end of the calendar quarter (March 31, June 30, September 30, or December 31) following the calendar quarter in which the gift was received. [s. 112.3148, F.S.]

Form 3A — Statement of Interest in Competitive Bid for Public Business

Form 4A — Disclosure of Business Transaction, Relationship, or Interest

Form 8A — Memorandum of Voting Conflict for State Officers

Form 8B — Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers

Form 10 — Annual Disclosure of Gifts from Governmental Entities and Direct Support Organizations and Honorarium Event Related Expenses

Copies of these forms are available from the Supervisor of Elections in your county; from the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864; and at the Commission's website: www.ethics.state.fl.us

Questions about any of these forms or the ethics laws may be addressed to the Commission on Ethics, Post Office Drawer 15709, Tallahassee, Florida 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303; telephone (850) 488-7864.



TO: March General Election Candidates

FROM: Sandra Riffle, City Clerk

DATE: October 31, 2026

SUBJECT: Testing of Tabulating Equipment

ELECTION DATE: March 13, 2027

TEST DATE February 26, 2027, at 10:00 a.m.

Notice is given that precinct tabulators will be tested prior to the 2027 election on the date indicated above. If you desire to **ACTIVELY PARTICIPATE**, you and/or your representative must be present by 9:45 a.m. on this date, as the test begins promptly at 10:00 a.m. at the Orange County Supervisor of Elections Office, 119 West Kaley Street, Orlando, Florida. Please report to the Voting Equipment Warehouse. All representatives must provide written authorization from the candidate.

If tabulators are being used for absentee ballots, such testing will be conducted at the same time and place.

Designation of Poll Watchers

Section 1. Election	Official Use Only
Election Date: <input style="width: 80%;" type="text"/>	
Select Early Voting or Election Day: <input style="width: 80%;" type="text"/>	

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:	<input style="width: 90%;" type="text"/>
I am the chair (or designee*) of the County Executive Committee of the following Party:	<input style="width: 90%;" type="text"/>
I am the chair (or designee*) of the following Political Committee:	<input style="width: 90%;" type="text"/>
* 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:	<input style="width: 90%;" type="text"/>
Address:	<input style="width: 90%;" type="text"/>
Email address:	<input style="width: 90%;" type="text"/>
Phone:	<input style="width: 90%;" type="text"/>
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: <input style="width: 15%;" type="text"/>	Note: This form becomes a public record when submitted to the Supervisor of Elections.

Section 4. List of Designated Poll Watchers					Official Use Only	
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

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

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.



Sign Code

Chapter 122-Signs	Section 122-12-Supplemental temporary sign standards
Residential	<p>a. One temporary freestanding sign no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises at any time.</p> <p>b. In addition to the sign allowed in subsection (2)a., above, one temporary freestanding sign no greater than nine square feet in copy area with sign height no greater than six feet shall be allowed on the premises during any period in which the property upon which such sign is located is listed for sale or lease.</p> <p>c. In addition to the signs allowed in subsections (2)a. and b., above, two temporary freestanding signs no greater than six square feet in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.</p>
Commercial	<p>On property zoned other than residential:</p> <p>d. In addition to the signs allowed in subsections (3)a. and b., above, three temporary signs no greater than six square feet each in copy area with sign height no greater than three feet shall be allowed on the premises during any period beginning 60 days prior to any local, state or federal election and lasting until three days after such election.</p> <p>(4) Temporary signs must be at least five feet from any right-of-way and at least ten feet from the side and rear property lines.</p> <p>(5) Temporary signs shall not be illuminated.</p>

Questions Frequently Asked by Candidates

Question: I may run for office in Florida. When may I begin raising campaign funds?

A potential candidate may begin raising campaign funds at any time after filing with the appropriate filing officer and designating a campaign treasurer and bank. [DS/DE 9]

- **The DS/DE 84 Statement of Candidate.** This form must be filed with the qualifying officer within 10 days of having filed the DS/DE 9 above.

Question: What are my responsibilities as a candidate for reporting campaign fund activities?

Each candidate is personally responsible for compliance with Chapter 106 requirements to designate a campaign treasurer, maintain records of contributions and expenditures and file campaign reports of contributions and expenditures with the appropriate filing officer. Failure to file a campaign report on the designated due date will result in a fine of \$50 per day for the first three days late and, thereafter \$500 per day for each late day, not to exceed 25% of total receipts or expenditures, whichever is greater. Fines increase for campaign reports due immediately before a primary or general election.

A candidate will be provided with an election cycle calendar of campaign treasurer's reporting dates. The reports must be filed when due even if a bank account **HAS NOT** been opened. Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, candidates will be sent reminder notices when reports are due. F.S. 106.06 - I 06.07.

Question: Where can I get required forms?

Chapter 106 forms, which are prescribed by the Secretary of State, are available from the Division of Elections and local supervisors of elections. NOTE: It is suggested that forms be obtained from the appropriate filing officer.

Question: If I don't collect or spend any money during a reporting period, do I still have to file a campaign treasurer's report?

If you do not collect or spend any money during a reporting period, the filing of the required report for that period is waived. HOWEVER, the next report must specify that the report covers the entire period between the last submitted report and the report being filed. ALSO, the candidate that is not required to file a treasurer's report must notify the filing officer in writing on due date of the report that no report is being filed since no contributions have been accepted and no expenditures made. Waiver of Report forms are used for this purpose. Failure to notify the filing officer on the designated due date will result in a fine.

Question: What are the maximum contribution limits in Florida? (see 106.08)

\$1000 (combination of monetary and/or in-kind)

1. To a candidate for countywide office or to a candidate in any election conducted on less than a countywide basis, \$1,000.
2. To a candidate for legislative or multi-county office, \$1,000.
3. To a candidate for statewide office, \$3,000.
4. To a candidate for county court judge or circuit judge, \$1,000.
5. To a candidate for retention as a judge of a district court of appeal, \$1,000.
6. To a candidate for retention as a justice of the supreme court \$3,000.

NOTE: The contribution limits provided above do not apply to contributions made by state or executive committees of a political party or to amounts contributed by a candidate to his own campaign.

The limitations do apply to each election. The primary and general election are deemed separate elections as long as the candidate is not an unopposed candidate.

NOTE: No contributions may be received by a candidate or his treasurer after the date at which the candidate:

1. Withdraws his candidacy.
2. Becomes unopposed.
3. Is elected to office or eliminated.

Question: What is an in-kind contribution?

An in-kind contribution is anything of value made for the purpose of influencing an election. In-kind contributions are subject to the \$1 ,000 contribution limit. In-kind contributions are not actual money but rather goods or services provided that has a monetary value attached to them such as: printing services, wood for signs, office space, office equipment. etc.

Question: What is the cut-off date for an opposed candidate to receive a contribution prior to an election?

No later than midnight five (5) days prior to the election. For a Tuesday election the cut-off would be the Thursday prior to the election at midnight.

Question: Can I accept cash contributions?

Yes. Chapter 106 limits any single cash contribution or contribution by cashier's check to no more than \$50. This \$50 limitation does not apply to personal or business checks and other things of value.

Question: Can I accept anonymous contributions?

No. Chapter 106 requires a candidate to maintain records of each contribution and its source.

Question: Must I have a disclaimer on my campaign advertisements?

Yes. Political disclaimer information is provided by the Division of Elections and the Supervisor of Elections. (see 106.143).

Question: If I am elected, defeated, unopposed, or withdraw my candidacy, what must I do with surplus funds?

A candidate must dispose of surplus funds pursuant to Chapter 106.141. Sec 106.141 by law for the various methods allowable by law for disposing of surplus funds.

Question: May I continue to accept contributions to pay a campaign debt after I lose or win an election?

No. A candidate may not accept a contribution after he is defeated, becomes unopposed, or is elected to office. Only refunds, such as deposits, for example, deposits required for erecting signs, are permitted.

Question: Can I still accept contributions after I take office?

No. A candidate has 90 days to dispose of campaign funds in a campaign account after he becomes unopposed, withdraws or is elected. (see 106.141).

Question: If I am elected, when can I start raising campaign funds for re-election to the same office?

An office holder may begin raising campaign funds for reelection at any time after he/she has redesignated a campaign depository and renamed a treasurer for that future election by filing with the appropriate filing officer.

Question: Can I use campaign funds collected for election for one office if I decide to seek a different office?

Yes. A candidate is not prohibited from changing his office designation and using campaign funds for a new candidacy; HOWEVER, certain rules must be followed. (See 106.021).

Question: Can I accept contributions from people who do not reside in Florida?

Yes. Chapter 106 does not distinguish between Florida and non- Florida individuals for contribution purposes.

Question: Can I put my campaign funds in a savings account and earn interest on them?

Yes.

Question: I am a candidate and I am complying with Chapter 106 reporting of campaign contributions and expenditures. My opponent is refusing to file any reports. What can I do?

You may file a complaint with the Florida Elections Commission by requesting a complaint form from your local Supervisor of Elections or the Division of Elections. The sworn complaint must be filed with the Florida Elections Commission.

Question: Can two candidates have a fund raiser together?

There are no restrictions on two candidates having a fund raiser together as long as they adhere to all the requirements of Chapter 106 and keep track of individual contributions.

Question: Can a candidate be his/her own campaign treasurer?

A candidate may serve as his/her own campaign treasurer. (sec 106.021) Campaigning is very demanding. We advise that a candidate appoint a treasurer, in addition to him/herself, known as a deputy treasurer.

Question: Who may serve as a campaign treasurer?

Any person who accepts appointment of such position may serve as campaign treasurer.

Question: Can a candidate make a contribution to a charity out of campaign funds?

No. However, he may make contributions to any charitable group for which he is a member or to which he has been a regular contributor from personal funds.

Question: If a candidate is receiving an in-kind contribution of office space for his/her campaign and it exceeds the limits, what should he/she do?

The candidate may accept an in-kind contribution up to the limits. He/she could not accept anything over the limits. It is suggested that he/she pay for the office space after the limit is reached if he/she wishes to continue to use the office space.

Question: If I do receive a contribution after I withdraw, become unopposed or after I am elected or eliminated, what do I do with it?

The contribution shall be returned to the person contributing it and shall not be used or expended by or on behalf of the candidate.

Question: Is a candidate required to use closed-captioning and descriptive narrative in all television broadcasts?

Yes. Each candidate, political party and political committee is required to use closed-captioning and descriptive narrative in all television broadcasts regulated by the Federal Communication Commission. (see FS 106.165).