CANDIDATE HANDBOOK 2022

For 2022 County and Special District Candidates

Pinellas County
Supervisor of Elections

RV 2/22

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CHAPTER 1: BACKGROUND

This candidate handbook is printed with the intention of familiarizing Pinellas County candidates for county and special district offices with their duties and responsibilities as provided by Florida Law.

We hope the information contained in this publication is useful as a quick reference guide. It is current upon publication and serves as a supplement to Florida Statutes Chapters 97-106 (the Election Code), the Constitution of the State of Florida, the Pinellas County Charter, the Division of Elections' opinions and rules, Attorney General opinions, and municipal charters and ordinances.

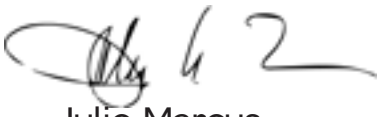
It is important for you and all persons involved in your campaign to become familiar with this handbook and the laws that govern Florida elections. As a candidate, you are responsible for all aspects of your campaign – from filing timely treasurer's reports, to ensuring proper political disclaimers appear on your advertisements, to filing the necessary forms to complete qualifying. Investing the necessary time and attention to ensure compliance with the Florida Election Code can help you avoid making errors that could result in monetary fines and negative publicity.

Please review this handbook as well as the Florida Election Code in its entirety and applicable constitutional and rule provisions for a more comprehensive understanding of the laws. The Election Code can be viewed on the Division of Elections' website at www.DOS.MyFlorida.com/Elections.

Remember, all the materials contained in this handbook are subject to change by the Florida Legislature.

As your qualifying officer, we are available and ready to assist you. Please call us at 727-464-4987 if you have any questions regarding the information in this handbook.

Sincerely,



Julie Marcus
Pinellas County Supervisor of Elections

Contact Information

COUNTY

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Wendy Grimes
Elections Administrator
Candidate Qualifying, Candidate Finance,
Office: (727) 464-4987
Email: WGrimes@VotePinellas.gov

Nicole Sokolowski & Jacob Stephen
Data orders regarding voter file
and requests for mail ballots
Office: (727) 464-4958
Email: SOEIT@VotePinellas.gov
Fax: (727) 464-4080

STATE

State of Florida Department of
State Division of Elections
DOS.MyFlorida.com/Elections

Director's Office, Rm 316, R. A. Gray Bldg
500 S. Bronough St., Tallahassee, FL 32399

Maria Matthews
Director, Division of Elections
Office: (850) 245-6200
Email: DivElections@DOS.MyFlorida.com

Bureau of Election Records
Office: (850) 245-6240
Email: ElecRecords@DOS.MyFlorida.com

Florida Elections Commission
FEC.State.fl.us
107 W. Gaines St., The Collins Bldg, Ste 224,
Tallahassee, FL 32399
Email: FEC@MyFloridaLegal.com
Office: (850) 922-4539

Florida Commission on Ethics
Ethics.State.fl.us
P.O. Drawer 15709, Tallahassee, FL 32317
Office: (850) 488-7864 / Fax: (850) 488-3077

FEDERAL

Federal Elections Commission
FEC.gov
1050 First Street, NE, Washington DC 20002
Office: (800) 424-9530

Online Resources

Pinellas County Supervisor of Elections - VotePinellas.gov
What information can I find at VotePinellas.gov?

Candidates & Committees > Candidates > Information for Candidates (VotePinellas.gov/Candidates)
- Provides documents with candidate qualifying requirements, links to candidate forms, campaign treasurer reporting schedule, candidate handbook and link to the Florida Election Code.

Candidates & Committees > Candidates > Candidate Finance Login (VotePinellas.gov/CFinance)
- Online campaign reporting software to file campaign treasurer reports.

Candidates & Committees > Candidates > Contributions and Expenditures
- List of current and past candidates with links to their campaign treasurer reports and qualifying documents.

General Information > Voter Information > Municipal Clerks
- List of municipalities in Pinellas County, their websites and municipal clerk contact information.

Election Information > Voter Registration > Third-Party Registration Organizations
- Link to Division of Elections page with requirements, procedures and forms for third-party registration organizations. Also links to list of currently registered organizations in the state.

  Please Note: Before collecting voter registration applications, individuals or organizations must be registered with the Division of Elections.

General Information > Maps > District Maps
- District maps for congressional, legislative, county commission and school board.
- County Precinct Map

Election Results
- By year; includes results by precinct.

General Information > Statistics > Voter Registration Statistics
- By election; month-end reports; precinct breakdown by district.

General Information > Statistics > Voter Turnout Statistics
- By election; By election type (lists all general elections together, all primary elections together, etc.).
- Municipal elections (chronology by year or by municipality).
- Early voting turnout reports and mail ballot summary reports.

Online Resources

Florida Division of Elections - DOS.MyFlorida.com/Elections
State candidate handbook, candidate forms, state and federal candidates and statewide election results. Click on Statistics in the top header for updates on early voting and mail ballot reports. (Oath of Acquisition must be filed to view mail ballot reports.)

Florida Elections Commission - FEC.state.fl.us
Complaints alleging a violation of Chapter 104 or 106 of the Election Code are filed with the F.E.C.

Florida Commission on Ethics - Ethics.state.fl.us
An independent commission responsible for investigating and issuing public reports on complaints of breaches of the public trust by public officers and employees. The Commission also renders legally binding advisory opinions interpreting the ethics laws and implements the State's financial disclosure laws.

Data Resources

Voter records and other data orders for Pinellas County:
Call (727) 464-4958 or email SOEIT@VotePinellas.gov

- Order a copy of the voter file - by district, municipality, or the whole county
- Order current or past mail ballot request information (must be a qualified candidate with opposition)

Candidates are required to file an Oath of Acquisition with the Pinellas County Supervisor of Elections before placing data orders regarding mail ballot requests.

Voter registration/Voter outreach – to request a voter registration booth at a community event:
Call (727) 464-5700 or email VoterEd@VotePinellas.gov

Candidate questions for county candidates – qualifying forms, campaign finance reports, etc.:
Call (727) 464-4987 or email Wendy Grimes at WGrimes@VotePinellas.gov

Candidate questions for state/federal candidates – qualifying forms, campaign finance reports, etc.:
Call (850) 245-6240 or email ElectionRecords@DOS.State.fl.us

Candidate questions for municipal candidates – qualifying forms, campaign finance reports, etc.:
Call the appropriate municipal clerk, who is the supervisor of elections for municipal elections.

Legislative Changes

- The 2022 Legislative Session is January 11 - March 11, 2022.

The information contained in this candidate handbook is subject to change.

Year of Reapportionment/Redistricting

The U.S. Constitution establishes reapportionment based on a national census conducted every 10 years for allocating U.S. House of Representatives. The U.S. Constitution also requires states to redraw electoral district lines to account for population shifts.

Reapportionment refers to the reallocation of seats among units, such as Congressional seats among the states or Legislative seats among the counties. Each state gets at least one seat. Effective with elections in 2022, Florida gets 28 representatives in the U.S. House of Representatives, an increase of one from last decade. Two U.S. Senators represent the entire state.

Redistricting is the process of adjusting electoral district boundaries, usually in response to census results; district boundaries determine which voters can participate in electing a representative. The purpose of redistricting is to ensure equal representation among citizens and equal opportunity to elect one's representatives.

The Florida Constitution directs the Legislature to redraw district boundaries in the second year following each decennial census. The Legislature does this during its Regular Session, which this year will begin on January 11, 2022. Prior to the start of the 2022 Regular Session, the Legislature is holding interim committee meetings, at which time the committees that conduct the redistricting and reapportionment processes may meet.

Though the COVID-19 pandemic delayed the U.S. Census Bureau's delivery of population and demographic data, Florida is still well within its required timeframe to complete the redistricting process, inclusive of committee stops and time for discussion and debate in each of the legislative chambers.

As the federal and state district lines are being redrawn, the Board of County Commissioners and School Board will redraw their district lines. Then, the Supervisor will redraw precinct lines within all districts as needed.

All proposed precinct line changes by the Supervisor of Elections require approval by the County Commissioners. The Supervisor will then update all voter files with the final precincts and districts and mail voter information cards with updated precinct and district information to all registered voters.

In a year of apportionment such as 2022, the requisite number of signatures for county offices may be obtained from any registered voter in Pinellas County, regardless of district boundaries, per F.S. 99.095(2)(d).

Additional information regarding processes for collecting candidate petitions is provided in this handbook on pages 18 and 19.

Helpful Links:

- The redistricting timeline is available on the Senate Committee on Reapportionment website: FLSenate.gov/session/redistricting

- Visit FloridaRedistricting.gov for more information, access to the same redistricting data and map-drawing application used by the Legislature, as well as information about opportunities for public engagement.

CHAPTER 2: ELECTION INFORMATION

Candidate Qualifying Dates [F.S. 99.061]

NOON, Monday, April 25, 2022 - Noon, Friday, April 29, 2022 (*Pre-Qualifying begins on April 11, 2022)
State Attorney, Public Defender, Justice of Supreme Court, District Court of Appeal Judge and Judicial Candidates

NOON, Monday, June 13, 2022 - NOON, Friday, June 17, 2022 (Pre-Qualifying begins on May 31, 2022)**
US Senator, Representative in Congress, Governor, Attorney General, Chief Financial Officer, Commissioner of Agriculture, State Senator, State Representative, Board of County Commissioners, School Board Members, Special Fire District and Community Development District Candidates.

***Pinellas County Election Offices will be CLOSED on Monday, May 30 in observance of Memorial Day.*

*F.S. 99.061(8) states that qualifying papers may be submitted to the qualifying officer beginning 14 days prior to the qualifying period. However, the papers cannot be processed until the qualifying period begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in F.S. 99.061(7)(a)

Please call (727) 464-4987 or email wgrimes@votepinellas.gov to make an appointment to file your qualifying forms.

Registration Deadlines [F.S. 97.055]

- **Primary Election Registration Deadline: Monday, July 25, 2022**
- **General Election Registration Deadline: *Tuesday, October 11, 2022**

Voters must be registered to vote 29 days prior to the election to be eligible to vote in that election. Voters must be registered with a political party 29 days prior to the primary election to be eligible to vote for candidates running with that party affiliation.

**If the 29th day preceding an election falls on a Sunday or a legal holiday, the registration books must be closed on the next day that is not a Sunday or a legal holiday. October 10, 2022 is Columbus Day, observed as a Federal Holiday.*

Election Dates and Election Day Voting [F.S. 100.061, 100.031, 101.045 & 100.011]

- **Primary Election (Gubernatorial) - August 23, 2022**
- **General Election (Gubernatorial) - November 8, 2022**

Polling places on Election Day are open from 7:00 a.m. to 7:00 p.m. A voter can locate his/her polling place by using the "Precinct Finder" application on our website or by calling our office at (727) 464-VOTE (8683).

Voters must vote in their home precincts. In order to vote a regular ballot, voters are required to present both picture and signature identification, F.S. 101.043. Voters who do not bring both types of identification will be required to vote a provisional ballot, F.S. 101.048.

Ballot Mailing Schedules [F.S. 101.62]

TENTATIVE Ballot Mailing Schedule

- F.S. 101.62 Candidates will be notified if ballot mailing schedule changes.

Primary Election (August 23, 2022) Tentative Mailing Schedule:

- Absent Military and Overseas Ballots - Week of July 4, 2022 (Deadline: July 9, 2022) (Deadline to mail is at least 45 days prior to election)
- All Domestic Ballots - Beginning July 14, 2022 (Deadline: July 21, 2022) (Ballots must be mailed between 40 and 33 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request a ballot to be mailed is 5:00 p.m. the tenth day before the election, August 13, 2022.

General Election (November 8, 2022) Tentative Mailing Schedule:

- Absent Military and Overseas Ballots - Week of September 19, 2022 (Deadline: September 24, 2022) (Deadline to mail is at least 45 days prior to election)
- All Domestic Ballots - Beginning September 29, 2022 (Deadline: October 6, 2022) (Ballots must be mailed between 40 and 33 days prior to election)
- After initial mailing, ballot requests will be fulfilled as received. The deadline to request a ballot to be mailed is 5:00 p.m. the tenth day before the election, October 29, 2022.

Voting at an Early Voting Site [F.S. 101.657]

As a convenience to voters, the following locations serve as early voting sites in Pinellas County. Voters can go to any early voting site.

Gubernatorial Primary Election (August 23, 2022)

Tentative Dates/Times: August 8 - 16, 2022 (M-F: 10:00 a.m. - 6:00 p.m.; S-S: 9:00 a.m. - 5:00 p.m.)

Tentative Locations:

- Supervisor of Elections Office - County Building, 501 1st Ave. N., St. Petersburg, 33756
- Supervisor of Elections Office - Election Service Center, 13001 Starkey Rd., Largo, 33773
- Supervisor of Elections Office - County Courthouse, 315 Court Street, Room 117, Clearwater, 33701

Gubernatorial General Election (November 8, 2022)

Tentative Dates/Times: October 19 - November 1 (Daily: 7:00 a.m. - 7:00 p.m.)

Tentative Locations:

- Centre of Palm Harbor, 1500 16th St., Palm Harbor, 34683
- Countryside Recreation Center - 2640 Sabal Springs Dr., Clearwater, FL 33761
- J.W. Cate Recreation Center - 5801 22nd Ave. N., St. Petersburg, FL 33756
- Supervisor of Elections Office - County Building, 501 1st Ave. N., St. Petersburg, 33756
- Supervisor of Elections Office - Election Service Center, 13001 Starkey Rd., Largo, 33773
- Supervisor of Elections Office - County Courthouse, 315 Court Street, Room 117, Clearwater, 33701
- Gulfport Neighborhood Center, 1617 49th St. S., Gulfport, 33707

CHAPTER 3: BECOMING A CANDIDATE IN PINELLAS COUNTY

County Offices Up for Election in 2022		
OFFICE TITLE	**INCUMBENT**	**TERM LENGTH**
Board of County Commissioners - At Large	District 2 - Pat Gerard (D)	4-year
Board of County Commissioners - Single Member	District 4 - Dave Eggers (R) District 6 - Kathleen Peters (R)	4-year
County Judge (Nonpartisan)	Group 1 - John D. Carballo Group 4 - Holly Grissinger Group 6 - Paul A. Levine Group 8 - Theodora “Dora” Komninos Group 9 - Brett Szematowicz Group 11 - Joseph Lawhorne Group 12 - Dorothy L. Vaccaro Group 13 - Kathleen T. Hessinger	6-year
School Board Member - At Large (Nonpartisan)	District 2 - Lisa N. Cane District 3 - Nicole Carr	4-year
School Board Member - Single Member (Nonpartisan)	District 6 - Bill Dudley District 7 - Caprice Edmond	4-year
East Lake Tarpon Special Fire Control District (Nonpartisan)	Seat 2 - Tom McQueen Seat 4 - Randy Burr	4-year
Lealman Special Fire Control District (Nonpartisan)	Seat 1 - James Banning Seat 2 - Kathleen Quinn Litton Seat 4 - Rebecca Harriman Seat 5 - Jeremy Heath	4-year
Palm Harbor Special Fire Control and Rescue District (Nonpartisan)	Seat 2 - Julie Peluso Seat 4 - Stu Williams	4-year
Pinellas Suncoast Fire and Rescue District (Nonpartisan)	Seat 2 - Elizabeth McKenna Seat 3 - David D. Gardella Seat 4 - Joseph Bruni	4-year
Eastlake Oaks Community Development District (Nonpartisan)	Seat 1 - J.R. “Nick” Yagnik Seat 2 - Darlene Lazier Seat 3 - Brinton George	4-year
Clearwater Cay Community Development District (Nonpartisan)	Seat 3 - Donald “Don” Dwyer Seat 4 - Patrick “Pat” O’Malley Seat 5 - Michael Herd	4-year
You may find additional candidate information at VotePinellas.gov/Candidates		

Definition of a Candidate F.S. 97.021(7)

A candidate is a person to whom any one or more of the following applies:

- Seeks to qualify for nomination or election by means of the petitioning process.
- Seeks to qualify for election as a write-in candidate.
- Receives contributions or makes expenditures, or gives consent for any other person to receive contributions or make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office.
- Appoints a campaign treasurer and designates a primary depository.
- Files qualifying papers and subscribes to a candidate's oath as required by law.

Who Can Qualify as a Candidate in Pinellas County? F.S. 99.012, 99.021

To qualify as a candidate in Pinellas County one must meet the following requirements:

- Qualified elector (registered voter) of Florida;
- Seeking office for Board of County Commissioner, School Board, County Judge, Special Fire District, Community Development District;
- Has qualified for no other public office in the state, the term of which office or any part thereof runs concurrently with that of the office he/she seeks;
- Has resigned 10 days prior to the first day of qualifying from any office required by F.S. 99.012(3)
  - April 15, 2022 (Deadline for County Judge)
  - June 3, 2022 (Deadline for County and Special District Offices)
- Completed the necessary candidate qualifying documents and either paid the qualifying fee for the position sought or collected the number of petition signatures required for position sought;
- Registered member of the political party for which he/she is qualifying and has been a registered member of the political party for which they are seeking nomination as a candidate for 365 days before the beginning of qualifying OR registered with no party affiliation at the time of qualifying and not a registered member of any political party for 365 days before the beginning of qualifying.
  - Persons qualifying for offices that are nonpartisan or write-in are not affected by this requirement.

Has met the residency requirements of the office sought:

- Board of County Commissioner candidates must reside in the At-Large or Single Member district on the date the county canvassing board certifies the election results. [F.S. 100.041(2)(a)] [Section 3.01 County Charter]
- School Board At-Large candidates must reside in the county at the time of qualifying. [School District Bylaws]
- School Board Single-Member candidates must reside in the district at the time of qualifying and must maintain residency in that district throughout their term of office. [School District Bylaws]
- County Judicial candidates must be a member in good standing of The Florida Bar for the last five years (Florida Constitution, Article 5, Section 8); and must reside in the territorial jurisdiction of the court at the time he/she assumes office.

NOTE: *Candidates for Federal, State and Multi-County offices will qualify with the Division of Elections (DOS.MyFlorida.com/Elections). All qualifying, resign-to-run and residency requirement and questions should be directed to the Division.*

When Can I Announce my Candidacy? F.S. 106.021

A person can become an active/ announced candidate at any time by filing a Form DS-DE 9 with the Supervisor of Elections (qualifying officer), which must be done before a campaign account is opened and any contributions or expenditures are made, per F.S. 106.021.*

*Special district candidates may choose to opt out of opening a campaign account, and declaring a campaign treasurer if they do not accept any contributions and their only expenditure is the filing fee or cost of verifying petitions, F.S. 99.061(3). Candidates are required to complete and sign an Affidavit of Intention Form.

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy treasurer gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

A candidate must also file a DS-DE 84 - Statement of Candidate within 10 days of filing the Form DS-DE 9, per F.S. 106.023.

Can I Run for a Different Office After I Become a Candidate? F.S. 106.021(1)(a)

Yes, candidates are permitted to run for a different office if they file a new Form DS-DE 9 and a signed, written statement indicating the change with our office. However, the candidate must notify each contributor in writing and offer to return their contribution using the following procedure:

- Within 15 days after filing the change with the filing officer, the candidate must send a written notice to all contributors.
- The candidate must offer (in the notice) to return to the contributor on a pro rata basis all contributions given in support of the original office.
- The candidate must include (with the notice) a copy of Form DS-DE 86, Request for Return of Contribution.
- If the contributor returns Form DS-DE 86 within 30 days of receiving the notice, the candidate must return a pro rata share of all contributions given in support of the original office.
- If the contributor does not return Form DS-DE 86 within 30 days of receiving the notice, the candidate may use the contribution for the newly designated office up to the maximum of the contribution limits allowed by law. The full amount of the contribution for the original office shall count toward the contribution limits for the new office. Any amount that exceeds the contribution limits for the new office must be properly disposed of pursuant to law.

Resign to Run

F.S. 99.012(2) & (3)

No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently.

No officer (elected or appointed) may qualify as a candidate for another state, district, county or municipal public office, if the terms or any part thereof run concurrently, without resigning from the office he/she presently holds.

- The resignation is irrevocable.
- The written resignation must be submitted at least 10 days prior to the first day of qualifying for the office sought.

The resignation must be effective no later than the earlier of the following dates:

- The date the candidate would take office, if elected; or
- The date the candidate's successor is required to take office.

Restrictions on Individuals Qualifying for Public Office

F.S. 99.012(4)

A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying pursuant to this chapter if the person is seeking to qualify for a public office that is currently held by an officer who has authority to appoint, employ, promote, or otherwise supervise that person and who has qualified as a candidate for re-election to that office.

This provision in the law does not apply to political party offices or persons serving without salary as members of an appointive board or authority.

NEW LAW - Changing Parties for Partisan Offices 99.021(1)(b)(c) & (2)

Candidate with Party Affiliation

Any person seeking to qualify for nomination as a candidate of any political party shall, at the time of subscribing to the oath or affirmation, state in writing:

- The party of which the person is a member.
- **That the person has been a registered member of the political party for which they are seeking nomination as a candidate for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify.**

Note: This provision also applies to individuals seeking election to a political party executive committee office.

Candidate with No Party Affiliation

Any person seeking to qualify for office as a candidate with no party affiliation shall, at the time of subscribing to the oath or affirmation, state in writing that he or she is registered without any party affiliation and that he or she has not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify.

Changing the Designation of Office .

A candidate may change the designation of office by filing a new Form DS-DE 9 and a signed, written statement indicating the change with the filing officer. However, the candidate must notify each contributor in writing and offer to return their contribution using the following procedure:

- Within 15 days after filing the change with the filing officer the candidate, must send a written notice to all contributors.
- The candidate must offer (in the notice) to return to the contributor on a pro rata basis all contributions given in support of the original office.
- The candidate must include (with the notice) a copy of Form DS-DE 86, Request for Return of Contribution.
- If the contributor returns Form DS-DE 86 within 30 days of receiving the notice, the candidate must return a pro rata share of all contributions given in support of the original office.

CHAPTER 4: ACTS PROHIBITED BY CANDIDATES

Paying to Speak at Political Meetings - F.S. 106.15(1)

- A candidate may not pay money or give anything of value for the privilege of speaking at a political meeting in the furtherance of his or her candidacy, nor shall anyone speaking for such a person pay money or give anything of value for such privilege.

Using Services of State Officers/Employees - F.S. 106.15(3)

- A candidate may not use the services of any state, county, municipal or district officer or employee during working hours to further his or her candidacy.

Contributions in a Government-Owned Building - F.S. 106.15(4)

- A person may not make, solicit or accept any political contribution in a building owned by a governmental entity. “Accept” means to receive a contribution by personal hand delivery from a contributor or his or her agent. This prohibition does not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fund raiser.
- Soliciting contributions in a building owned by a governmental entity includes correspondence such as USPS mail, email or fax that is sent to a government address. As a reminder, please remove any addresses associated with the Supervisor of Elections from campaign distribution lists.

Contributions/Expenditures and Reporting Requirements - F.S. 106.19(1)(a) & (b) & (c)

- A candidate, campaign manager, campaign treasurer, or deputy treasurer of any candidate cannot knowingly or willfully accept a contribution in excess of the limits prescribed by F.S. 106.08, fail to report any contribution required to be reported by Chapter 106 of Florida Statutes, or falsely report or deliberately fail to include any information required by Chapter 106 of Florida Statutes, or make or authorize any expenditure in violation of F.S. 106.11(4) or any other expenditures prohibited in Chapter 106 of Florida Statutes.

Making Malicious Statements - F.S. 104.271

- A candidate may not willfully make a false and/or malicious statement about an opposing candidate; civil penalties up to $5,000 apply.

Making False Statements About One’s Military Service - F.S. 104.2715

- A candidate who falsely represents that he or she served or is currently serving in the military violates the Florida Election Code.

Tampering With or Unlawful Possession of Voting Equipment - F.S. 104.30

- No person shall have possession of any voting system, components, or key thereof without direct authorization from the Supervisor of Elections. No person shall tamper with or attempt to tamper with or destroy any voting system or equipment with the intention of interfering with the election process or the results.

Limitations of Judicial Candidates on Political Activity F.S. 105.071 & 106.143(3)

A candidate for judicial office shall not:

- Participate in any partisan political activities, except that such candidate may register to vote as a member of any political party and may vote in any party primary for candidates for nomination of the party in which he or she is registered to vote.
- Campaign as a member of any political party.
- Publicly represent or advertise herself or himself as a member of any political party.
- Endorse any candidate.
- Make political speeches other than in the candidate's own behalf.
- Make contributions to political party funds.
- Accept contributions from any political party.
- Solicit contributions for any political party.
- Accept or retain a place on any political party committee.
- Make any contribution to any person, group, or organization for its endorsement to judicial office.
- Agree to pay all or any part of any advertisement sponsored by any person, group, or organization wherein the candidate may be endorsed for judicial office by any such person, group, or organization.
- Nonpartisan candidates may not state their political party affiliation; however, a political advertisement may state the candidate's partisan-related experience, for example, "Precinct Committeeman for the PCREC/PCDEC."

Limitations of Political Activity on Behalf of a Candidate for Judicial Office F.S. 105.09

No political party or partisan political organization shall endorse, support, or assist any candidate in a campaign for election to judicial office.

Florida Code of Judicial Conduct F.S. 105.031(5)(a) 4

Judicial candidates are required to read and understand the requirements of the Florida Code of Judicial Conduct.

CHAPTER 5: CANDIDATE QUALIFYING

Who is my Qualifying Officer? F.S. 99.061(2)

The Qualifying Officer for Pinellas County candidates is:

- Julie Marcus
  Pinellas County Supervisor of Elections
- 13001 Starkey Rd.
  (Starkey Lakes Corp. Center),
  Largo, FL 33773
- **Phone:** (727) 464-4987 / (727) 464-6108
- **Email:** Election@VotePinellas.gov

The Pinellas County Supervisor of Elections office qualifies Pinellas County candidates for:

- Constitutional Officer
- Board of County Commissioner
- School Board Member
- County Judge

Special Districts:

- East Lake Tarpon Special Fire Control District Commissioner
- Lealman Special Fire Control District Commissioner
- Palm Harbor Special Fire Control and Rescue District Commissioner
- Pinellas Suncoast Fire and Rescue District Commissioner
- Eastlake Oaks Community Development District Commissioner
- Clearwater Cay Community Development District Commissioner
- State/Precinct Committeemen and Committeewomen

NOTE:

- **Federal, State, Multi-County Candidates:** Information can be found on the Florida Division of Elections website (DOS.Myflorida.com/elections). Federal, State and Multi-County candidates file and qualify with the Florida Division of Elections.
- **Municipal Candidates:** Contact the City/Town Clerk's Clerk's Office for information on offices up for election in any of the 24 municipalities in Pinellas County. Municipal candidates file and qualify with the City/Town Clerk's Office.

When, Where and How do I File my Qualifying Papers? F.S. 99.061

When?

Candidate Qualifying Dates

- **NOON, April 25, 2022 - NOON, April 29, 2022**
- State Attorney, Public Defender and Judicial Candidates
- **NOON, June 13, 2022 - NOON, June 17, 2022**
- Federal, State, Multi-County, Constitutional Officer, Board of County Commissioner, School Board, Special Fire District and Community Development District Candidates.

All qualifying papers must be received in a Supervisor of Elections Office by NOON on the last day of qualifying.

Qualifying papers may be accepted beginning 14 days prior to the start of the qualifying period. [F.S. 99.061(8)]

NOTE: Pinellas County Elections Offices will be CLOSED in observance of Memorial Day on Monday, May 30, 2022.

Where?

Three Supervisor of Elections Offices (Office hours: M - F, 8:00 a.m. - 5:00 p.m.):

- **Election Service Center (ESC): 13001 Starkey Rd., (Starkey Lakes Corp. Center) Largo, FL 33773**
  All candidate appointments are held here. You may also drop off or mail county candidate paperwork to this office.
- **St. Petersburg Office: 501 1st Ave. N., St. Petersburg, FL 33701**
- **Clearwater Office: 315 Court St., Room 117, Clearwater, FL 33756**

How?

Please call (727) 464-4987 to make an appointment with an Elections Administrator if you would like to file your qualifying papers in person at the Election Service Center.

Candidate qualifying documents can also be received by mail or delivery to any of our three offices.

What do I File to Qualify? F.S. 99.061(7)(a) 105.031(4) & (5)

X	Required Documents
	DS-DE 9 Form - Appointment of Campaign Treasurer and Designation of Campaign Depository; if not already on file.*
	DS-DE 84 Form - Statement of Candidate; if not already on file.
	(Judicial Candidates ONLY) DS-DE 83 - Statement of Candidate for Judicial Office.
	Candidate Oath (forms vary according to type of office).
	Disclosure of Financial Interests - CE Form 6 - Full and Public Disclosure of Financial Interests OR CE Form 1 - Statement of Financial Interests (special district candidates only).
	A check drawn from the campaign account to pay the qualifying fee, unless the candidate is running for a special district office and opts not to have a campaign account.*# OR A Certificate of Signature Verification, if qualifying by petition.#

**Special district candidates may choose to opt out of opening a campaign account and declaring a campaign treasurer if they do not accept any contributions and their only expenditure is the filing fee or cost of verifying petitions, F.S. 99.061(3). Candidates are required to complete an "Affidavit of Intention."*

 # Write-in candidates are not required to pay the qualifying fee or collect petition signatures.

If My Qualifying Papers are Filed with an Error or Omission, What Will Happen? F.S. 99.061(7)(b)(c)

If a candidate notices an error, he or she has until the end of the qualifying period to rectify. If the filing officer receives qualifying papers that do not include all items required prior to the last day of qualifying, the filing officer shall make a reasonable effort to notify the candidate and shall inform the candidate that all required items must be received by the end of qualifying. The Supervisor of Elections performs a ministerial function in reviewing qualifying papers. The Supervisor may not determine whether the contents of the qualifying papers are in compliance.

After Filing as a Candidate, May I Later Change the Way My Name is to Appear on the Ballot? F.S. 99.061(7)(a) 2. & (b)

No. This CANNOT be changed after the end of qualifying. A candidate's name will appear on the ballot as it appears on the Candidate Oath.

Can I Qualify to Run with No Party Affiliation and Still be Registered to vote as a Republican, Democrat or with a Minor Political Party?

No. Any person seeking to qualify for office as a candidate with no party affiliation shall, at the time of subscribing to the oath or affirmation, state in writing that he or she is registered without any party affiliation and that he or she has not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify.

What is the Qualifying Fee? F.S. 99.092(1)

The qualifying fee for partisan candidates is 6% of the annual salary as of July 1, 2021 for the office sought.

The qualifying fee for nonpartisan candidates and candidates with no party affiliation is 4% of the annual salary as of July 1, 2021 for the office sought.

Allocation of the qualifying fee is as follows (Partisan includes minor parties, per F.S. 99.096):

- Filing Fee: 3% -- partisan, nonpartisan and no party affiliation
- Election Assessment: 1% -- partisan, nonpartisan and no party affiliation
- Party Assessment: 2% -- partisan

The qualifying fee for Special District Candidates is $25.00, per F.S. 99.061(3).

Will I Get my Qualifying Fee Back if I Decide Not to Run? F.S. 99.092(1)

The qualifying fee will be returned only if the candidate withdraws his or her candidacy BEFORE the qualifying period ends.

How do I Qualify by Petition? F.S. 99.095 & 101.254

- A candidate running for countywide office in 2022 may qualify by submitting valid petition signatures equal to 1% (or 7,112 petition signatures) of the registered voters in Pinellas County as of the last general election, November 3, 2020.
- A candidate running for single-member district in 2022 must submit petition signatures equal to one fourth of 1% (or 1,778 petition signatures) of the registered voters in in Pinellas County as of the last general election, November 3, 2020.
- A candidate seeking office for a special fire district or community development district must obtain 25 valid signatures of the registered voters in the area represented by the office sought.

In a year of reapportionment, a candidate for district office is not required to put the district number on each petition. If the district number is missing, the petition is not invalid. In addition, the number of signatures for county offices may be obtained from any registered voter in Pinellas County, regardless of district boundaries, per F.S. 99.095(2)(d).

After filing a Form DS-DE 9 with the qualifying officer, a candidate may begin collecting petition signatures. Signatures are valid only for the qualifying period immediately following the filing of the candidate's Form DS-DE 9.

Candidates must use for reproduction the Candidate Petition Card prescribed by the Division of Elections. Petition cards may be printed to include the candidate's information and/or the voter's information.

The petition can be resized within the Division's requirements (no smaller than 3 inches by 5 inches and no larger than 8.5 inches by 11 inches), but the format CANNOT be changed.

For copying purposes, multiple petitions can be included per page. BUT, prior to presenting petitions to be verified by the Supervisor of Elections, the petitions must be separated.

How do I Qualify by Petition? *(continued)* F.S. 99.095

Nonpartisan candidates and candidates running with No Party Affiliation (NPA)

The candidate petition provides two check boxes for "Nonpartisan" and "No Party Affiliation (NPA)." Nonpartisan and NPA candidates need to either pre-populate the form by checking the applicable box or ensure voters are accurately populating the applicable box. For a candidate petition to be valid, there must be a clear indication of what type of candidate the voter is petitioning to have placed on the ballot – Nonpartisan or No Party Affiliation (NPA).

Deadline for Submitting Petitions (Before noon on the 28th day preceding the first day of the qualifying period for the office sought) - F.S. 99.095(3)

Judicial Candidates: PRIOR TO NOON on March 28, 2022

All Other County & Special District Candidates: PRIOR TO NOON on May 16, 2022

- The Supervisor of Elections must certify the number of valid signatures no later than seven days before the first day of qualifying, per F.S. 99.095(3).
- The Supervisor of Elections shall be paid in advance the sum of $0.10 for each petition verified [F.S. 99.097(4)]. This payment must be paid with a campaign check, with the exception of special district candidates who choose not to open a campaign account pursuant to F.S. 99.061(3). If such charges impose an undue burden on the candidate's personal resources or upon resources otherwise available, he/she may file an Undue Burden Affidavit and the fee will be waived, per F.S. 99.097(4).
- If a candidate pays any person to solicit signatures on a petition, he/she may not file an undue burden oath in lieu of paying the fee for signature verification. And, if an undue burden oath has been filed and a candidate subsequently pays any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for signatures previously submitted to the supervisor shall be paid by the candidate, per F.S. 99.097(6).
- If a candidate submits the required number of valid signatures, he or she has completed qualifying by petition and a Certificate of Signature Verification will be placed in the candidate's file.
- If the required number of valid signatures are not met, the candidate may still pay the qualifying fee.
- If a candidate qualifies by petition, he/she is not required to pay the filing, election assessment or party assessment fees.

Random Sampling of Petitions F.S. 99.097(1) 2. & (2)

If the number of petitions submitted equals at least 15% more than the required number of signatures, a candidate may request the Supervisor of Elections use the random sampling verification method in certifying petitions.

I am Running as a Write-In Candidate. Do I Have to Pay a Qualifying Fee or Collect Petitions? F.S. 99.061(4)(b)

No. However, a write-in candidate is not entitled to have his/her name printed on any ballot. A space will be provided for voters to write in the candidate's name on the General Election ballot.

In addition, a write-in candidate's name will not be made available to voters as part of the mail ballot kit, at early voting locations or at the polls on Election Day.

CHAPTER 6: CAMPAIGN ACCOUNTS

What is a Campaign Depository? F.S. 106.021

A campaign depository may be any bank, savings and loan association, or credit union authorized to transact business in the State of Florida. A campaign account must be separate from a personal or any other account.

A candidate must designate one primary campaign depository for the purpose of depositing all contributions received and disbursing all expenditures made by the campaign. In addition, a candidate may also designate one secondary depository for the sole purpose of depositing contributions and forwarding the deposits to the primary depository. No expenditures may be made from a secondary depository.

As soon as the Form DS-DE 9 is filed with the Supervisor of Elections, a candidate may begin accepting campaign contributions and expending campaign funds in furtherance of his or her candidacy.

When Do I Appoint a Campaign Treasurer and Name a Depository? F.S. 106.021

A candidate must appoint a campaign treasurer and name a depository when filing a Form DS-DE 9 with the qualifying officer. A candidate must file this form BEFORE opening a campaign account, accepting any campaign contributions or making any campaign expenditures.

A candidate must appoint a campaign treasurer and may appoint up to three deputy treasurers. If the candidate is not the treasurer, appointing him/herself as a deputy gives the candidate access to the campaign account, and the authority to sign checks and campaign reports. A campaign treasurer is not required to be a Florida registered voter.

What are the Duties of a Campaign Treasurer?
F.S 106.021, 106.05, 106.06, 106.07, 106.08, 106.11 & 106.141

- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. Such accounts must be kept current within two days of the date a contribution is received or an expenditure is made.
- Deposit all contributions into the campaign account by the end of five business days after receipt.
- Pay all expenditures by checks drawn on the campaign account.
- Prepare campaign treasurer reports signed by the candidate and treasurer/deputy treasurer.
- File reports with the Supervisor of Elections on or before the due date to avoid a fine for late filing.
- Keep detailed accounts of all deposits made in any separate interest-bearing account and all withdrawals made from these accounts to the primary campaign account, as well as all interest earned.
- After the campaign is over, all detailed accounts maintained by the campaign treasurer during the campaign must be preserved for the number of years equal to the term of the office to which the candidate seeks election.

A deputy campaign treasurer may exercise any of the powers and duties of the campaign treasurer when specifically authorized to do so by the campaign treasurer and the candidate.

May I Remove my Campaign Treasurer or Deputy Treasurer? F.S. 106.021(2)

Yes. A candidate may remove a treasurer by written notice to the treasurer, with a copy filed with the Supervisor of Elections. A treasurer may resign by submitting a written notice to the candidate, with a copy filed with the Supervisor of Elections. The resignation is not effective until the notice is received by the Supervisor of Elections. The candidate must immediately appoint a successor, by filing a new Form DS-DE 9 with the Supervisor of Elections.

May I use a Separate Interest-Bearing Account and May I Purchase Certificates of Deposit? F.S. 106.021(1)(b)

Yes. A campaign treasurer or deputy treasurer may deposit funds that are in the primary campaign depository which are not currently needed for the disbursement of expenditures into a separate interest-bearing account in any bank, savings and loan association, or credit union authorized to transact business in the State of Florida.

The separate interest-bearing account shall be designated “(Name of Candidate) separate interest-bearing campaign account.”

The campaign treasurer or deputy treasurer may purchase a certificate of deposit with such unneeded funds in such bank, savings and loan association, or credit union.

The separate interest-bearing account or certificate of deposit shall be separate from any personal or other account or certificate of deposit.

The transfer of funds from a primary depository to a separate interest-bearing account or certificate of deposit must be reported on the DS-DE 94 - Campaign Treasurer’s Report - Fund Transfers form. This amount will not reflect on the summary page.

Any interest earned must be reported as a contribution to the campaign account.

What Information Must be Included on my Campaign Checks?

F.S. 106.05 & 106.11(1)

Campaign checks must contain the following information:

- Name of Candidate
- Account number and name of financial institution
- Appropriate space for:
  - Exact amount of expenditure
  - Signature of campaign treasurer or deputy treasurer
  - Exact purpose of expenditure
  - Name of payee

This information may be typed on starter checks provided until printed checks arrive.

CHAPTER 7: CAMPAIGN CONTRIBUTIONS

What is the Definition of a Campaign Contribution? F.S. 106.011(5)

- A gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value, including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election.
- The payment, by a person other than the candidate or political committee, of compensation for the personal services of another person which are rendered without charge to a candidate for such services.
- The transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, and the term includes interest earned on such account or certificate.

F.S. 106.15(4) prohibits the acceptance or soliciting of a contribution in a building owned by a governmental entity except if the building is rented for the specific purpose of holding a fund raiser.

What is NOT Considered a Campaign Contribution? F.S. 106.011(5)

Services provided without compensation by individuals volunteering time on behalf of a candidate including, but not limited to, legal and accounting services or editorial endorsements.

Who Can Make a Campaign Contribution? F.S. 106.011(14), 106.08(5)(a) & 106.021(3)

Any person may contribute to a candidate as long as the contributions are within the limits provided. However, a person may not make any contribution through or in the name of another, directly or indirectly, in any election.

A “person” is defined as an individual or a corporation, association, firm, partnership, joint venture, joint stock company, club, organization, estate, trust, syndicate or other combination of individuals having collective capacity, which includes a political party, affiliated party committee or political committee.

Is There a Deadline for Accepting Campaign Contributions? F.S. 106.08(3)(a)

Yes. Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy treasurer on the day of that election or less than five days before the day of the election must be returned to the person contributing it and may not be used or expended by or on behalf of the candidate. For a Tuesday election, the deadline is midnight on Thursday prior to the election.

NOTE: The deadline of the Thursday prior to the Primary would not apply to a candidate who has no opposition in the Primary. However, the deadline prior to the General would apply because the candidate has opposition.

Contributions which are returned prior to being deposited into the campaign account may be reported to the Supervisor of Elections on the DS-DE 2 - Contributions Returned Form, per F.S. 106.07(4)(c).

Any contributions received by a candidate or campaign treasurer after the date on which the candidate withdraws his/her candidacy, or after the date the candidate is defeated, becomes unopposed, or is elected to office, shall be returned to the person and shall not be used or expended by or on behalf of the candidate.

A candidate who accepts contributions via a campaign website, e.g. PayPal, may want to consider restricting the website from accepting contributions after the deadline.

Are There Limits to Campaign Contributions? F.S. 106.08

Yes. A candidate seeking office for Constitutional Officers, County Commission, School Board, County Judge, Special Fire District or Community Development District cannot accept a contribution in excess of $1,000 from any one person (including family members). The contribution limit is $1,000 for the Primary Election, even if the candidate has no opposition in the Primary, and $1,000 for the General Election.

A candidate may not accept contributions from a county executive committee of a political party whose contributions in the aggregate exceed $50,000 or from the national or state executive committees of a political party, including any subordinate committee of such political party or affiliated party committees, whose contributions in the aggregate exceed $50,000. For this purpose:

Polling services, research services, costs for campaign staff, professional consulting services, and telephone calls are not contributions to be counted toward the contribution limits, but must still be reported by the candidate and the political party. [Political polls conducted by political party executive committees or affiliated party committees to determine the viability of a potential candidate are not contributions to the potential candidate. [F.S. 106.17]

All other contributions are counted toward the contribution limits.

What is an In-Kind Contribution? DE 78-23 (Division of Elections Advisory Opinion)

Anything of value in any form, made for the purpose of influencing the results of an election. In-kind contributions are subject to the same contribution limits outlined in F.S. 106.08.

Money; personal services provided by volunteers; independent expenditures [F.S. 106.011(12)]; and endorsements of three or more candidates by an affiliated party committee or political party [F.S. 106.021(3)(d)] are not considered in-kind contributions.

How do I Place a Value on In-Kind Contributions? F.S. 106.055

The person making an in-kind contribution must, at the time of making the contribution, place a fair market value on the contribution. In-kind contributions must be reported on the campaign treasurer's report, so it is recommended to get a written statement of value from the contributor. Travel conveyed upon private aircraft must be valued at the actual cost of per person commercial air travel for the same or a substantially similar route.

Note: If a candidate uses campaign materials from a previous campaign, e.g. campaign signs, as part of his/her current campaign efforts, those materials must be reported as in-kind contributions from the candidate during the reporting period in which the materials were used in the current campaign.

Can I Accept Cash Contributions? F.S. 106.09

Yes. A candidate may accept cash contributions as long as the total cash contribution (including cashier's check) from the same contributor does not exceed $50 per election. All cash contributions count towards the $1,000 contribution limit.

How Much Can I Contribute to my Campaign? F.S. 106.08(1)(b)

There is no limit to the amount of personal funds a candidate may contribute or loan their campaign. Candidates can reimburse themselves at any time as long as funds are available.

Can I Accept Campaign Contributions via Debit Card?

Division of Elections Opinion 00-03 (DE 00-03)

Yes. Accepting contributions via debit card is not specifically prohibited by Chapter 106, Florida Statutes. The Division concluded that as long as the disclosure requirements of Chapter 106, Florida Statutes, are met, a candidate, political committee or political party may accept campaign contributions via debit card.

Can I Accept or Spend Anonymous Campaign Contributions?

F.S. 106.07(4)(a) & DE 89-02

No. Florida law requires a candidate to show the source of each contribution. In the Advisory Opinion (DE 89-02), the Division of Elections (DOE) recommends that the contribution be reported on the treasurer's report as an anonymous contribution, and that the candidate send a cover letter to the qualifying officer explaining that the contribution is anonymous and impossible to return. The DOE further recommends that candidates not spend the contribution, and at the end of the campaign, donate the amount to an appropriate entity under F.S. 106.141.

Can I Accept Campaign Contributions From PayPal? F.S. 106.05 & DE 09-03

Yes. These contributions are limited to the same amounts and reporting requirements as all other contributions. A PayPal contribution would be reported as a check. The fee for using PayPal would be reported as an expenditure.

A candidate using PayPal may want to consider requiring a contributor to enter his/her contributor information, as part of their campaign website, prior to making a contribution through PayPal. PayPal does not require a person to enter the same information that Florida law may require a candidate to report on his/her treasurer's report (for example: a contributor's occupation).

Loans Made to my Campaign F.S. 106.075

Candidates ELECTED to office who had loans exceeding $500 in value, which were accepted and used for campaign purposes within the 12 months preceding the election, must be reported to the Supervisor of Elections within 10 days after the candidate's election to office. In addition, any person who makes a contribution to a candidate to pay all or part of a loan incurred, in the 12 months preceding the election, to be used for the individual's campaign, may not contribute more than the amount allowed in F.S. 106.08.

These loans would be reported to the Supervisor of Elections using DS-DE 73 - Campaign Loans Report and the DS-DE 73A—Campaign Loans Report Itemized.

Can I Conduct a Lottery to Raise Money for my Campaign? F.S. 846.09

No. It is unlawful for any person to set up, promote, or conduct any lottery for money or anything of value.

Can I Hold Fundraisers?

F.S. 106.025

Yes. F.S. 106.011(1) defines a campaign fundraiser as any event held to raise funds to be used in a campaign for public office.

- All money and other contributions collected with respect to a campaign fundraiser shall be deemed to be campaign contributions.
- All such contributions shall be accounted for and are subject to the limits of any other contribution.
- All expenditures made with respect to the campaign fund raiser which are made or reimbursed are to be paid with a check drawn on the campaign account of the candidate for whom the funds are to be used and shall be deemed to be campaign expenditures, accounted for and subject to the same restrictions as other campaign expenditures.
- Tickets and advertising for a campaign fundraiser are required to have a political disclaimer.
- Tickets with stubs can be used so the name, address and occupation of the contributor can be written on the stub at the time of sale and remitted to the campaign treasurer for reporting.

Contributions by Foreign Nationals

United States Code - Title 2, Chapter 14, Subchapter 1, Section 441e

It is unlawful for a foreign national directly or through any other person to make any contribution of money or other thing of value, or to promise expressly or impliedly to make any such contribution, in connection with an election to any political office or in connection with any primary election, convention, or caucus held to select candidates for any political office; or for any person to solicit, accept, or receive any such contribution from a foreign national.

As used in this section, the term “foreign national” means:

- A foreign principal, as such term is defined by Section 611(b)(3) of Title 22, except that the term “foreign national” shall not include any individual who is a citizen of the United States.
- An individual who is not a citizen of the United States and who is not lawfully admitted for permanent residence, as defined by Section 1101(a)(20) of Title 8.

Title 22, Section 611(b)(3) - the term “foreign principal” includes a partnership, association, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country.

Title 8, Section 1101(a)(20) - the term “lawfully admitted for permanent residence” means the status of having been lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the immigration laws, such status not having changed.

CHAPTER 8: CAMPAIGN EXPENDITURES

What is the Definition of a Campaign Expenditure? F.S. 106.011(10)(a)

Expenditure means a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificate of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election, or making an electioneering communication.

Can I Make a Campaign Expenditure? F.S. 106.11 & 106.14

Yes. All campaign expenditures must be paid from the campaign account.

The candidate qualifying fee must be paid using a campaign check.

Only a candidate's campaign treasurer or deputy campaign treasurer is allowed to sign checks drawn on the campaign account.

A candidate **may not** authorize any expenditure for the purchase of goods or services unless there are sufficient funds on deposit in the campaign account to pay the full amount of the authorized expense. F.S. 106.11(4) specifies that the term "sufficient funds on deposit" means that the funds have been delivered to the depository for deposit, not that the funds are available for withdrawal pursuant to funds availability policies of the bank.

A candidate must pay for all expenses authorized or incurred for the purchase of goods or services upon final delivery and acceptance of the goods or services.

Utility companies providing services to candidates must charge a deposit sufficient to meet all anticipated charges during a billing period. Payment for public utilities such as telephone, electric, gas, water and like services must be made when the bill is received.

F.S. 106.021(3) - No expenditure, including expenditures by a candidate or the candidate's family, shall be directly or indirectly made or received in furtherance of the candidacy of any person, except through the campaign treasurer; provides for exceptions.

May I Use Debit Cards for Campaign Expenditures? F.S. 106.11(2)(a)

Yes. A debit card may be used if it is obtained from the same financial institution that has been designated as the candidate's primary campaign depository. Debit cards can be issued in the name of the treasurer, deputy treasurer or authorized user. The debit card must include the candidate's name. No more than three debit cards can be requested or issued. A debit card cannot be used to receive cash back as part of, or independent of, any transaction for goods or services.

All receipts for debit card transactions must contain:

- The last four digits of the debit card number
- The exact amount of the expenditure
- The name of the payee
- The signature of the campaign treasurer, deputy treasurer or authorized user
- The exact purpose for which the expenditure is authorized

Can I Have Petty Cash Funds? F.S. 106.12 & 106.07(4)(a)(8)

Yes. A candidate may establish a petty cash fund to be used by the campaign. To establish the fund, the campaign treasurer must write a check drawn from the campaign account. Cash contributions received by a candidate must not be mixed with petty cash.

Until the end of candidate qualifying, the campaign treasurer may withdraw $500 per calendar quarter from the campaign account for the petty cash fund.

After qualifying is over and until the election at which the candidate is eliminated, elected to office or becomes unopposed, the treasurer may withdraw $100 per week.

The petty cash fund must be spent in amounts less than $100. Petty cash may only be used for office supplies (pens, pencils, paper clips), transportation expenses, and other necessities. Petty cash shall not be used for the purchase of time, space, or services from communications media.

The total amount withdrawn and the total amount spent for petty cash must be reported in each reporting period. Individual expenditures of petty cash do not have to be reported, but complete records of petty cash expenditures must be kept.

Can I Use Credit Cards to Make Campaign Expenditures? F.S. 106.125

No. Only candidates for statewide office and political committees created to support or oppose any candidate for statewide office or to support or oppose any statewide issue may obtain a credit card. These credit cards are only to be used for making travel-related campaign expenditures.

May I Draw a Salary or Pay for Personal Living Expenses from my Campaign Account? F.S. 106.1405

No. A candidate or the spouse of a candidate may not use campaign funds to defray normal living expenses for the candidate or the candidate's family.

Expenses actually incurred for transportation, meals, and lodging by the candidate or a family member during travel in the course of the campaign can be paid for with campaign funds.

Are There Any Limits on How Much I Spend on my Campaign? F.S. 106.11(4)

A candidate is only limited by the funds available in his or her campaign account.

What is an Independent Expenditure? F.S. 106.011(12)(a)

Independent expenditure means an expenditure by a person for the purpose of expressly advocating the election or defeat of a candidate or the approval or rejection of an issue, which expenditure is not controlled by, coordinated with, or made upon consultation with, any candidate, political committee, or agent of such candidate or committee.

What is Not Considered an Independent Expenditure? F.S. 106.011(12)(b)

An expenditure for the purpose of expressly advocating the election or defeat of a candidate by a person having a contract with the candidate, political committee, or agent of such candidate or committee in a given election period is not an independent expenditure.

An expenditure for the purpose of expressly advocating the election or defeat of a candidate which is made by the national, state, or county executive committee of a political party, including any subordinate committee of the political party, an affiliated party committee, a political committee, or any other person, is not considered an independent expenditure if the committee or person:

1. Communicates with the candidate, the candidate's campaign, or an agent of the candidate acting on behalf of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member, concerning the preparation of, use of, or payment for, the specific expenditure or advertising campaign at issue;

2. Makes a payment in cooperation, consultation, or concert with, at the request or suggestion of, or pursuant to a general or particular understanding with the candidate, the candidate's campaign, a political committee supporting the candidate, or an agent of the candidate relating to the specific expenditure or advertising campaign at issue;

3. Makes a payment for the dissemination, distribution, or republication, in whole or in part, of a broadcast or a written, graphic, or other form of campaign material prepared by the candidate, the candidate's campaign, or an agent of the candidate, including a pollster, media consultant, advertising agency, vendor, advisor, or staff member;

4. Makes a payment based on information about the candidate's plans, projects, or needs communicated to a member of the committee or person by the candidate or an agent of the candidate, provided the committee or person uses the information in any way, in whole or in part, either directly or indirectly, to design, prepare, or pay for the specific expenditure or advertising campaign at issue;

5. After the last day of the qualifying period prescribed for the candidate, consults about the candidate's plans, projects, or needs in connection with the candidate's pursuit of election to office and the information is used in any way to plan, create, design, or prepare an independent expenditure or advertising campaign, with:

    - An officer, director, employee, or agent of a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate; or

    - A person whose professional services have been retained by a national, state, or county executive committee of a political party or an affiliated party committee that has made or intends to make expenditures in connection with or contributions to the candidate;

6. After the last day of the qualifying period prescribed for the candidate, retains the professional services of a person also providing those services to the candidate in connection with the candidate's pursuit of election to office; or

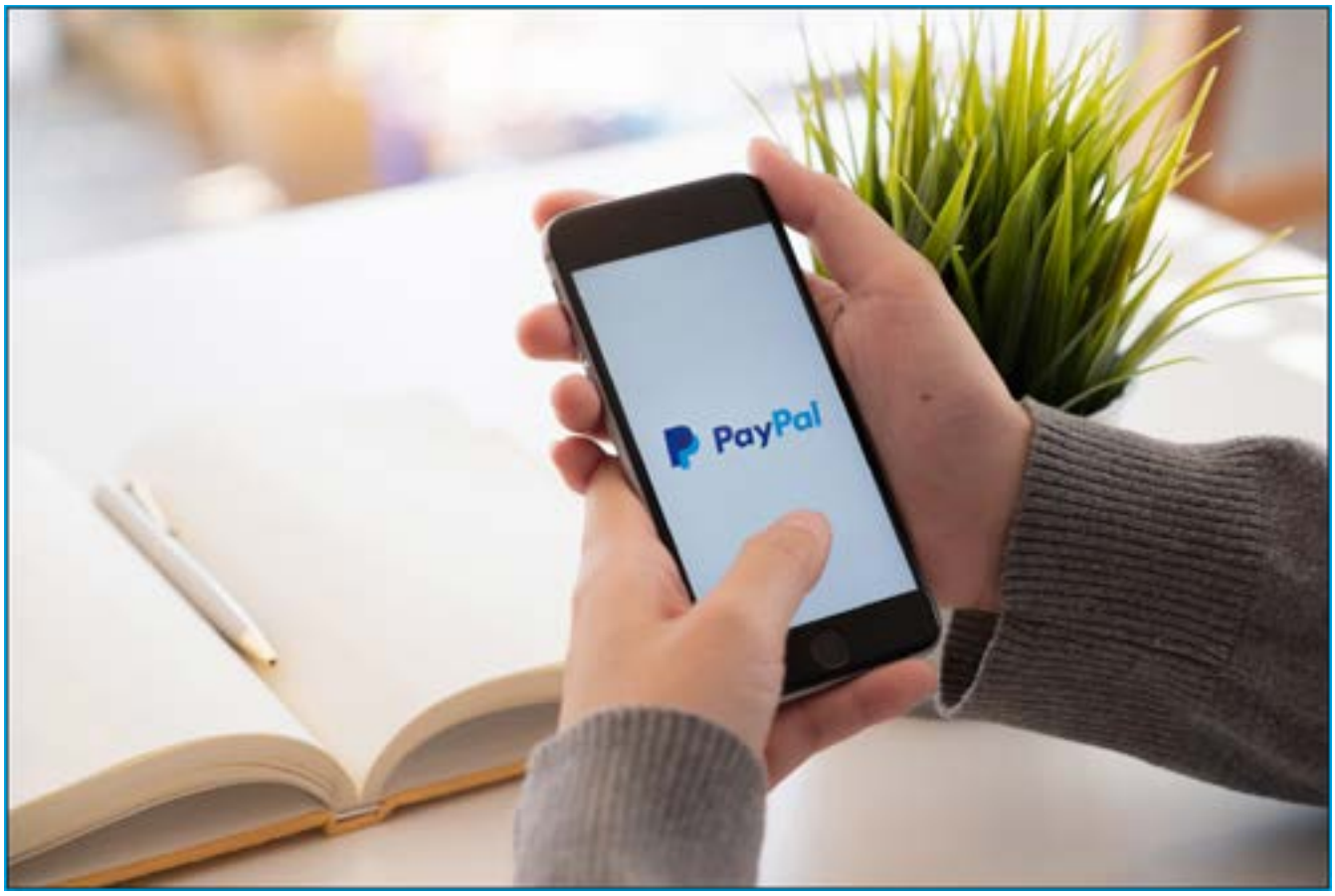
7. Arranges, coordinates, or directs the expenditure, in any way, with the candidate or an agent of the candidate.

What are the Reporting Requirements for Independent Expenditures?

F.S. 106.071(1)

A person making an independent expenditure which in the aggregate is in the amount of $5,000 or more must file a report with the qualifying officer of the candidate on whose behalf the expenditure was made at the same time as political committees that support or oppose candidates. The report must include the following information:

- The full name and address of the person making the expenditure.
- The full name and address of each person to whom and for whom each such expenditure has been made.
- The amount, date, and purpose of each such expenditure.
- A description of the services or goods obtained by each such expenditure.
- The issue to which the expenditure relates.
- The name and address of, and office sought by, each candidate on whose behalf such expenditure was made.



Can I Report a “summary” or “lump sum” of Transaction Fees from PayPal?

Yes. A candidate can report a “summary” or “lump sum” of all transaction fees during a reporting period. The candidate, like with all reported expenditures, would provide the name, full address and purpose of the expenditure, but would provide a “summary” or “lump sum” of the transaction fees in the total monetary expense box in that line item of the report.

CHAPTER 9: CAMPAIGN FINANCE REPORTING REQUIREMENTS

Reporting Campaign Contributions and Expenditures

F.S. 106.07 & 106.141

Candidates need to stay involved in managing campaign finances. Ultimately, it is the candidate's responsibility to ensure the completeness and accuracy of the treasurer's report. A candidate or campaign treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a first degree misdemeanor. F.S 106.07(5).

It is not the responsibility of the Supervisor of Elections, nor does the Supervisor of Elections have authority to investigate or ensure that all contributions and expenditures are reported. The Supervisor of Elections must accept the documents at face value.

Deadlines for Filing Reports

F.S. 106.07(2)(a) 1.

Campaign Finance Reports must be completed and filed electronically through the Supervisor of Elections website using the C-Finance module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Reporting Campaign Contributions

F.S. 106.07

A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer's Report - Summary totals for all contributions received during the reporting period. An itemization of contributions received, regardless of the amount, must be reported on the DS-DE 13 - Itemized Contributions form.

The DS-DE 13 - Itemized Contributions form must contain the following:

- The full name and full address of each person or political committee who made a contribution during the reporting period, the amount, and date the contribution was received. When contributions are received from joint checking accounts, the signer of the check is the contributor.
- If a contribution is more than $100, the report must include the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported). The occupation or type of business must be specific. A clear description of the type of business or occupation must be provided.
- The full name, full address, occupation and principal place of business, if any, of each person who made a loan to the campaign during the reporting period, together with the amount and date the loan was received.
- A statement of each contribution, rebate, refund, or other receipt not listed above.
- The DS-DE 12 - Campaign Treasurer's Report - Summary shall include the total contributions, loans, in-kind contributions, and other receipts by or for such candidate during the reporting period.

County and Special District Candidate Reporting Dates

Below is the campaign treasurer reporting calendar for 2022 candidates who file with the Pinellas County Supervisor of Elections.

Campaign treasurer reports must be electronically filed through the Supervisor of Elections' website using the C-Finance module **no later than Midnight** (Eastern Time) of the reporting due date as required by law or the reports are deemed filed late and are subject to the applicable penalties pursuant to F.S. 106.07.

Each candidate who withdraws his or her candidacy, becomes an unopposed candidate, or is eliminated as a candidate or elected to office shall, within 90 days, dispose of campaign funds in the campaign account and file a Termination Report (TR) with the Supervisor of Elections [F.S. 106.141(1)].

M = Monthly P = Primary G = General TR = Termination Report

REPORT	CODE	COVERED PERIOD	DUE DATE
Monthly	M1	January 1 - January 31, 2022	February 10, 2022
Monthly	M2	February 1 - February 28, 2022	March 10, 2022
Monthly	M3	March 1 - March 31, 2022	April 11, 2022
Monthly	M4	April 1 - April 30, 2022	May 10, 2022
Monthly	M5	May 1 - May 31, 2022	June 10, 2022
60th Day	P1	June 1 - June 17, 2022	June 24, 2022
46th Day	P2	June 18 - July 1, 2022	July 8, 2022
32nd Day	P3	July 2 - July 15, 2022	July 22, 2022
25th Day	P4	July 16 - July 22, 2022	July 29, 2022
18th Day	P5	July 23 - July 29, 2022	August 5, 2022
11th Day	P6	July 30 - August 5, 2022	August 12, 2022
4th Day	P7	August 6 - August 18, 2022	August 19, 2022
60th Day	G1	August 19 - September 2, 2022	September 9, 2022
46th Day	G2	September 3 - September 16, 2022	September 23, 2022
32nd Day	G3	September 17 - September 30, 2022	October 7, 2022
25th Day	G4	October 1 - October 7, 2022	October 14, 2022
18th Day	G5	October 8 - October 14, 2022	October 21, 2022
11th Day	G6	October 15 - October 21, 2022	October 28, 2022
4th Day	G7	October 22 - November 3, 2022	November 4, 2022
TR - April	TRA	April 30 - July 28, 2022	July 28, 2022
TR - June	TRJ	June 18 - September 15, 2022	September 15, 2022
TR- Primary	TRP	August 19 - November 21, 2022	November 21, 2022
TR - General	TRG	November 4, 2022 - February 6, 2023	February 6, 2023

Common Errors in Reporting Campaign Contributions

- Incomplete addresses.
- Contributions over $100 without a clear description of the occupation or type of business of the contributor (unless the contribution is from a relative and the relationship is reported).
- Contributions received outside the reporting period. A contribution is considered received on the day the candidate or treasurer actually received the contribution, not the date it is deposited.
- Contributions that exceed the contribution limit of $1,000 per person, per election.
- Cash contributions that exceed the $50 limit.

Returning Campaign Contributions

F.S. 106.07(4) & F.S. 106.08

Contributions which are returned prior to being deposited in the campaign account must be reported on the DS-DE 2 - Contributions Returned form.

A candidate receiving a contribution in excess of the contribution limit must return to the contributor the amount over the contribution limit.

Any contribution received on the day of an election or less than five days prior to an election by a candidate with opposition must be returned.

Once a candidate is elected, defeated, becomes unopposed or withdraws, contributions may not be accepted. Any contribution received after this time must be returned to the contributor.

If a candidate has deposited a contribution in the campaign account that is required to be returned, he or she must report the itemized contribution, write a check from the campaign account to the contributor for the amount of the contribution, report the itemized expenditure, and explain on the form under the “Purpose of Expenditure” column the reason for returning the contribution. A candidate may wish to notify the filing officer in writing of the error so that this information can be placed in the candidate’s file.

Reporting Campaign Expenditures

F.S. 106.07

A campaign treasurer must report on the DS-DE 12 - Campaign Treasurer’s Report - Summary totals for all expenditures during the reporting period. An itemization of expenditures made, regardless of the amount, must be reported on the DS-DE 14 - Itemized Expenditures form.

The DS-DE 14 - Itemized Expenditures form must contain the following:

- The full name and full address of each person to whom expenditures have been made during the reporting period, the amount, date and purpose of each such expenditure. The purpose of an expenditure must be clear.
- The full name and full address of each person to whom an expenditure has been made for personal services, salary or reimbursed expenses and which is not otherwise reported, including the amount, date and purpose of such expenditure. Receipts for reimbursement of expenditures shall be retained by the treasurer along with the records for the campaign account.
- The total amount withdrawn and the total amount spent for petty cash during the reporting period.Petty Cash – A candidate does not have to report individually each expenditure made from the petty cash fund. However, complete records of petty cash expenditures must be kept, F.S. 106.12.
- The amount and nature of any separate interest-bearing accounts or certificates of deposit and identification of the financial institution in which such accounts or certificates are located.
- The amount and nature of debts and obligations owed by or to the candidate, which relate to the conduct of any political campaign.
- The DS-DE 12 - Campaign Treasurer's Report - Summary shall include the total expenditures made during the reporting period.
- The primary purpose of an expenditure made indirectly through a campaign treasurer pursuant to F.S. 106.021(3) for goods and services such as communications media placement or procurement services, campaign signs, insurance, and other expenditures that include multiple components as part of the expenditure. The primary purpose of an expenditure shall be that purpose, including integral and directly related components, that comprises 80 percent of such expenditure.

Common Errors in Reporting Campaign Expenditures

- Incomplete addresses.
- Expenditures made outside the reporting period.
- Purpose of expenditures not provided.
- Contribution type is incorrect.

Reimbursement for Campaign Expenses F.S. 106.021(3)(b)

Campaign checks must be used to reimburse candidates and other individuals for campaign expenses. The full names and the purposes of reimbursements shall be reported.

Incomplete Reports F.S. 106.07(2)(b)

An incomplete report shall be accepted on a conditional basis.

The Supervisor of Elections will inform the candidate and campaign treasurer by telephone and certified mail or other method that provides proof of delivery of the notice that the report is deemed incomplete. The treasurer must file an amended report within seven days of being notified. The amended report must include a complete account of all contributions and expenditures to be considered a complete report.

Waiver of Report F.S. 106.07(7)

In any reporting period during which a candidate has not received contributions or made any expenditures, the filing of the required report is waived. The candidate must file a DS-DE 87 Waiver of Report.

What is the Penalty for Late Filing? F.S. 106.07(8)

The Supervisor of Elections shall notify the candidate and campaign treasurer by telephone or mail if a report is late. Any candidate who does not file a report by the deadline will be subject to a fine for each late day.

Late filing fines must be paid from PERSONAL FUNDS (not campaign funds).

The fine shall be $50 per day for the first three days late and thereafter, $500 per day. The total of the fine cannot exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

For reports immediately preceding each special primary election, special election, primary election and general election, the fine shall be $500 for each late day, subject to the same 25% limit.

Within twenty (20) days after receipt of the notice, a candidate may:

Pay the fine from PERSONAL FUNDS (not campaign funds) to the Supervisor of Elections

OR

Appeal the fine to the Florida Elections Commission and notify the Supervisor of Elections in writing.

The Supervisor of Elections shall notify the Florida Elections Commission if a candidate fails to pay any fines imposed.

If a candidate repeatedly files late reports, it is the Supervisor of Elections' responsibility to notify the Florida Elections Commission.

CHAPTER 10: DISPOSING OF SURPLUS CAMPAIGN FUNDS

How May Campaign Funds be Used After the Election? F.S. 106.11(4) & (5)

Candidates can reimburse themselves at any time as long as funds are available.

A candidate who withdraws, becomes unopposed, is defeated or elected to office may expend funds from the campaign account to:

- Purchase “thank you” advertising for up to 75 days.
- Pay for items that were **previously** obligated.
- Pay for expenditures necessary to close the campaign office and prepare final campaign reports.
- Dispose of surplus funds as provided in F.S. 106.141.

Money From Separate Interest-Bearing Account or Certificate of Deposit F.S. 106.141(3)

A campaign treasurer of any candidate who withdraws, becomes unopposed, is defeated, or elected to office, and who has funds on deposit in any interest-bearing account or certificate of deposit, must, within seven days, transfer such funds and accumulated interest earned thereon to the primary campaign account for disposal.

However, when funds are in an account in which penalties will apply for withdrawal within the seven-day period, the campaign treasurer may transfer such funds and accumulated interest earned as soon as the funds can be withdrawn without penalty, or within 90 days after the candidate withdraws, becomes unopposed, is defeated, or elected to office, whichever comes first.

Disposing of Surplus Campaign Funds F.S. 106.141(4)

Surplus funds in a campaign account must be disposed of within 90 days by any of the following means, or a combination thereof:

- Return pro rata to each contributor the funds which have not been spent or obligated.
- Donate the funds to a charitable organization or organizations which meet the qualifications of Section 501(c)(3) of the Internal Revenue Code.
- Give the funds which have not been spent or obligated to the affiliated party committee or political party of which such candidate is a member not to exceed $25,000.
- Give the funds that have not been spent or obligated:
    - In the case of a candidate for state office, to the state to be deposited in either the Election Campaign Trust Fund or the General Revenue Fund, as designated by the candidate; or,
    - In the case of a candidate for office of a political subdivision, to such political subdivision, to be deposited in the general fund thereof.

Office Account Limitations F.S. 106.141(5)

A candidate elected to office or a candidate who will be elected to office by virtue of being unopposed may, in addition to disposing of all the funds in the campaign account in accordance with F.S. 106.141(4), transfer funds from the campaign account to an office account up to the limits listed below:

$5,000 multiplied by the number of years in the term of office, for a candidate for county office or for a candidate for any election conducted on less than a countywide basis;

$3,000 for a candidate for county judge.

Filing a Termination Report F.S. 106.141(1) & (8)(a)

A candidate who withdraws, becomes unopposed, is defeated or elected to office must, within 90 days, dispose of funds in the campaign account and file a campaign treasurer's report reflecting the disposition of funds (Termination Report). The report must include the following information:

The name and address of each person or unit of government to whom any of the funds were distributed and the amounts;

The name and address of each person to whom an expenditure was made together with the amount and purpose; and

The amount of such funds transferred to an office account together with the name and address of the bank in which the office account is located.

If a refund check is received after the campaign account is closed and all surplus funds have been disposed of, the check may be endorsed by the candidate and the refund disposed of pursuant to F.S. 106.141. An amended termination report must be filed with the appropriate filing officer showing the refund and disposition.

F.S. 106.07(8)(b) states the fine for filing a late termination report is $50 per day for each day late, not to exceed 25% of the total contributions or expenditures, whichever is greater for the period covered by the late report.

The reporting schedule for the 2022 election cycle is as follows:

TR - April	TRA	April 30 - July 28, 2022	July 28, 2022
TR - June	TRJ	June 18 - September 15, 2022	September 15, 2022
TR- Primary	TRP	August 19 - November 21, 2022	November 21, 2022
TR - General	TRG	November 4, 2022 - February 6, 2023	February 6, 2023

The Supervisor of Elections will notify each candidate at least 14 days before the due date, F.S. 106.141(8)(b).

CHAPTER 11: OFFICE ACCOUNTS

Establishing an Office Account F.S. 106.141(5)

The office account established from leftover campaign funds must be separate and apart from any other account. Any funds so retained by a candidate must be used only for legitimate expenses in connection with the candidate's public office, which may include:

- Travel expenses incurred by the officer or staff member.
- Personal taxes payable on office account funds by the candidate or elected public official.
- Expenses incurred in the operation of his or her office, including additional staff.
- Professional services provided by a certified public accountant or attorney for preparation of the elected official's financial disclosure filing.
- Costs associated to prepare and mail holiday cards or newsletters about the elected official's public business to constituents as long as such correspondence does not constitute a political advertisement, independent expenditure, or electioneering communication.
- Fees to certain organizations of which the elected official is a member.
- Items of modest value given on behalf of the elected official for a constituent's special event or family occasion.
- Personal expenses in connection with attending a constituent meeting or event where public policy is discussed, if no more than once a week.

If a candidate is re-elected or elected to another office and has funds remaining in an office account, surplus campaign funds may be transferred to the office account. At no time may the funds in the office account exceed the limitations imposed by F.S. 106.141(5).

Reporting Office Account Funds F.S. 106.141(9)

A candidate elected to office who transfers surplus campaign funds into an office account is required to file a report 10 days following the end of each calendar quarter (following the Termination Report) until the office account is closed. The report is filed on the DS-DE 48 - Office Account Report and the DS-DE 48A - Office Account Disbursement or Deposit Information.

Upon Leaving Public Office F.S. 106.141(5)

Upon leaving public office any person who has funds in an office account shall give such funds to:

- Pay for professional services by a certified public accountant or an attorney for preparation of the official's financial disclosure filing.
- A charitable organization or organizations which meet the qualifications of Section 501(c)(3) of the Internal Revenue Code.
- In the case of a state officer, to the state to be deposited in the General Revenue Fund; or
- In the case of an officer of a political subdivision, to the political subdivision to be deposited in the general fund thereof.

CHAPTER 12: POLITICAL ADVERTISING AND DISCLAIMERS

Definition of Political Advertisement F.S. 106.011(15)

A political advertisement is a paid expression in a communications media, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, which shall support or oppose any candidate, elected public official or issue.

Campaign business cards and campaign letterhead are forms of communication and are considered political advertising and therefore require a disclaimer.

Exceptions:

- A statement by an organization in existence before the time during which a candidate qualifies for that election, in support of or in opposition to a candidate, in that organization's newsletter, which newsletter is distributed only to the members of that organization.
- Editorial endorsements by a newspaper, a radio or television station, or any other recognized news medium.

Definition of Communications Media F.S. 106.011(4)

Communications media means broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the Internet, and telephone companies; but with respect to telephones, an expenditure is deemed to be an expenditure for the use of communications media only if made for the costs of telephones, paid telephonists, or automatic telephone equipment to be used by a candidate or a political committee to communicate with potential voters but excluding the costs of telephones incurred by a volunteer for use of telephones by such volunteer. However, with respect to the Internet, an expenditure is deemed an expenditure for the use of communications media only if made for the cost of creating or disseminating a message on a computer information system accessible by more than one person but excluding internal communications of a campaign or of any group.

Miscellaneous Advertisements F.S. 106.1437

Any advertisement, other than a political advertisement or independent expenditure, on billboards, bumper stickers, radio, or television, or in a newspaper, a magazine, or a periodical, intended to influence public policy or the vote of a public official, shall clearly designate the sponsor of such advertisement by including a clearly readable statement of sponsorship. If the advertisement is broadcast on television, the advertisement shall also contain a verbal statement of sponsorship. The section does not apply to editorial endorsements.

An expenditure made for, or in furtherance of, a miscellaneous advertisement is not considered to be a contribution to or on behalf of a candidate, and does not constitute an independent expenditure. Such expenditures are not subject to the limitation applicable to independent expenditures.

Candidate Petitions Administrative Rule 1S-2.045 & DS-DE 104

A political disclaimer need not be on a candidate petition form; however, if the reproduced petition form is contained within a larger political advertisement, the political advertisement must have the disclaimer, but it need not appear on the petition itself.

Internet, Email and Other Technology

F.S. 106.143 (10)(b)-(h)

The Technology and Elections Act provides exceptions for political disclaimers for any campaign message or political advertisement used by a candidate and the candidate's supporters if the message or advertisement is:

- Placed as a paid link on a website, provided the message or advertisement is no more than 200 characters in length and the link directs the user to another website that complies with F.S. 106.143(1).
- Placed as a graphic or picture link where compliance with the requirements of this section is not reasonably practical due to the size of the graphic or picture link and the link directs the user to another website that complies with F.S. 106.143(1).
- Placed at no cost on a website for which there is no cost to post content for public users.
- Placed or distributed on an unpaid profile or account which is available to the public without charge or on a social networking website, as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement. A candidate or political committee may prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.
- Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it.
- Connected with or included in any software application or accompanying function, provided that the user signs up, opts in, downloads, or otherwise accesses the application from or through a website that complies with F.S. 106.143(1).
- Sent by a third-party user from or through a campaign or committee's website, provided the website complies with F.S. 106.143(1).
- Contained in or distributed through any other technology-related item, service, or device for which compliance with F.S. 106.143(1) is not reasonably practical due to the size or nature of such item, service, or device as available, or the means of displaying the message or advertisement makes compliance with subsection (1) impracticable.
- Each page of your website must include the required political disclaimers, F.S. 106.011(15) & (4).

Use of Closed Captioning

F.S. 106.165

Each candidate must use closed captioning and descriptive narrative in all television broadcasts regulated by the Federal Communications Commission that are on behalf of, or sponsored by, a candidate or must file a written statement with the qualifying officer setting forth the reasons for not doing so.

Polls and Surveys F.S. 106.17

Any candidate may authorize or conduct a political poll, survey, index, or measurement of any kind relating to candidacy for public office so long as the candidate maintains complete jurisdiction over the poll in all its aspects.

State and county executive committees of a political party or affiliated party committee may authorize and conduct political polls for the purpose of determining the viability of potential candidates. Poll results may be shared with potential candidates, and polling expenditures are not considered contributions.

Disclaimers on Political Advertisements F.S. 106.143, 106.071, and 106.025

Any political advertisement and any campaign literature published, displayed, or circulated prior to, or on the day of an election must identify the persons or organizations paying for the advertisement as follows:

PLEASE NOTE: Disclaimer language alternatives provided above must be verbatim as quoted in F.S. 106.143. Variations are prohibited by law.

1. **A political advertisement paid for by a candidate must contain the following disclaimer:**

"Political advertisement paid for and approved by (name of candidate), (party affiliation) for (office sought)"

or

"Paid by (name of candidate), (party affiliation), for (office sought)."

2. **Any political advertisement that is paid for by a write-in candidate and that is published, displayed, or circulated before, or on the day of, any election must prominently state:**

"Political advertisement paid for and approved by (name of candidate), write-in candidate, for (office sought)"

or

"Paid by (name of candidate), write-in candidate, for (office sought)."

Disclaimers on Political Advertisements (cont.) F.S. 106.143, 106.071, and 106.025

3. **A political advertisement provided to the candidate as an in-kind contribution by a political party must contain the following disclaimer:**

"Paid political advertisement paid for in-kind by (name political party) approved by (name of candidate), (party affiliation) for (office sought)."

Any political advertisement made pursuant to F.S. 106.021(3)(d) must prominently state the name and address of the political committee or political party paying for the advertisement.

4. **A political advertisement paid for by an independent expenditure must contain the following disclaimer:**

"Paid political advertisement paid for by (name and address of person or organization paying for advertisement) independently of any (candidate or committee)."

Anyone who makes an independent expenditure for a political advertisement must provide a written statement that no candidate has approved the advertisement to the newspaper, radio station, TV station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution.

Any other political advertisement published, displayed, or circulated before, or on the day of, any election must prominently:

- Be marked "paid political advertisement" or with the abbreviation "pd. pol, adv."
- State the name and address of the persons paying for the advertisement
- State whether the advertisement and the cost of production is paid for or provided in-kind by or at the expense of the entity publishing, displaying, broadcasting, or circulating the political advertisement.
- Tickets sold or advertising for fund raisers must have a political disclaimer.

Disclaimer requirements do not apply to individuals seeking a publicly elected position on a political party executive committee.

By law, a candidate is not required to include, as part of the political disclaimer, the district number of the office sought. However, a candidate may want to include the district number to avoid questions or inquiries.

Exceptions to Disclaimer Requirements F.S. 106.143(8) & (10)(a)

The disclaimer requirements in F.S. 106.143, do not apply to any campaign message or political advertisement used by a candidate and the candidate's supporters or by a political committee if the message or advertisement is:

- Designed to be worn by a person (Examples: T-shirts, hats, buttons).
- Novelty items having a retail value of $10 or less which support, but do not oppose, a candidate or issue. (Examples: pens/pencils, golf tees, Emery boards, candy)
- Placed as a paid link on a website provided the message or advertisement is no more than 200 characters in length and the link directs the user to another Internet website that complies with the disclaimer requirements in F.S. 106.143(1).
- Placed as a graphic or picture link where compliance with the requirements of F.S. 106.143, is not reasonably practical due to the size of the graphic or picture link and the link directs the user to another Internet website that complies with F.S. 106.143(1).
- Placed at no cost on a website for which there is no cost to post content for public users.
- Placed or distributed on an unpaid profile or account which is available to the public without charge or on a social networking website, as long as the source of the message or advertisement is patently clear from the content or format of the message or advertisement. A candidate or political committee may prominently display a statement indicating that the website or account is an official website or account of the candidate or political committee and is approved by the candidate or political committee. A website or account may not be marked as official without prior approval by the candidate or political committee.
- Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it.
- Connected with or included in any software application or accompanying function, provided that the user signs up, opts in, downloads, or otherwise accesses the application from or through a website that complies with F.S. 106.143(1).
- Sent by a third-party user from or through a campaign or committee's website, provided the website complies with F.S. 106.143(1).
- Contained in or distributed through any other technology-related item, service, or device for which compliance with F.S. 106.143(1), is not reasonably practical due to the size or nature of such item, service, or device as available, or the means of displaying the message or advertisement makes compliance with F.S. 106.143(1), impracticable.

Advanced Approval of Political Advertisement F.S. 106.143(5)

Any political advertisement not paid for by a candidate, including those paid for by a political party, other than an independent expenditure, offered on behalf of a candidate must be approved in advance by the candidate. Such political advertisement must expressly state that the content of the advertisement was approved by the candidate, unless the political advertisement is published, displayed, or circulated in compliance with subparagraph (1)(a)(2), and must state who paid for the advertisement.

The candidate must provide a written statement of authorization to the newspaper, radio station, television station, or other medium for each such advertisement submitted for publication, display, broadcast, or other distribution. Exceptions include novelty items having a retail value of $10 or less which support, but do not oppose, a candidate and items designed to be worn by a person.

Party Affiliation and Political Advertisements F.S. 106.143, DE 06-12 & DE 78-43

A candidate running for a partisan office in any election must include on political advertisements the name of the political party of which the candidate is seeking nomination or is the nominee.

For example…

- Democratic Party may use “Dem” or “D”
- Republican Party may use “Rep” or “R” or “GOP”
- Graphic symbols of political parties do not satisfy the statute (Division of Elections Opinion 78-43)

Nonpartisan candidates are not required to reference “Nonpartisan” and shall not state the candidate’s political party affiliation; however, the political advertisement may state the candidate’s partisan-related experience, F.S. 106.143(3), for example “Precinct Committeeman for the PCREC/PCDEC.”

If a candidate for partisan office is running as a candidate with no party affiliation, any political advertisement must state that the candidate has no party affiliation by stating “No Party Affiliation” or “NPA.”

This section does not apply to items that are meant to be worn or novelty items having a retail value ($10 or less) which support, but do not oppose, a candidate.

Incumbency and Political Advertisements F.S. 106.143(6)

Only an incumbent candidate can use the word “re-elect” or “for” in his or her political advertising. For example, “Re-Elect John Smith, School Board” or “John Smith for School Board”.

A candidate who is running for an office that he or she does not presently hold must use the word “for” in political advertisements between his or her name and the name of the office for which the candidate is running. For example, “ Mary Smith for School Board”.

Exceptions:

- Novelty items having a retail value ($10 or less) which support, but do not oppose, a candidate.
- Items designed to be worn by a person.
- Bumper stickers.

Statements of Endorsement F.S. 106.143(4)

Under certain circumstances involving endorsements, written statements must be obtained by the candidate. A candidate (or another person on behalf of a candidate) cannot represent that any person or organization supports the candidate unless the person or organization that is being represented as supporting the candidate has given their approval in writing to the candidate to make the representation.

Exceptions:

- Editorial endorsements by any newspaper, radio or television station.
- Political Party publications advocating the candidacy of its nominees.

Examples of Political Advertising and Political Disclaimers

1. Non-incumbent, partisan candidate running for partisan office:

ELECT
JANE DOE
For State Representative
District 9

Paid by Jane Doe, Rep., for State Representative

OR

ELECT
JANE DOE
For State Representative
District 9

Political advertisement paid for and approved by Jane Doe, Republican, for State Representative

2. Incumbent, partisan candidate running for partisan office:

RE-ELECT
JOHN DOE
Sheriff

Political advertisement paid for and approved by John Doe, Democrat, for Sheriff

OR

RE-ELECT
John Doe
Sheriff

Paid by John Doe, Democrat, for Sheriff

3. Non-incumbent, no party affiliation candidate running for partisan office:

ELECT
John Doe
For State Senate

Political advertisement paid for and approved by John Doe, NPA, for State Senate

OR

ELECT
Joe Doe
For State Senate

Paid by John Doe, No Party Affiliation, for State Senate

4. Non-incumbent candidate running for nonpartisan office:

ELECT
John Doe
For School Board

Political advertisement paid for and approved by John Doe for School Board

OR

ELECT
John Doe
For School Board

Paid by John Doe for School Board

Note: The word "elect" or "re-elect" is not required to be used in political advertisements. However, the word "re-elect" may not be used if the candidate is not the incumbent for the office sought.

Examples of Political Advertising and Political Disclaimers (cont.)

5. Incumbent candidate running for nonpartisan office:

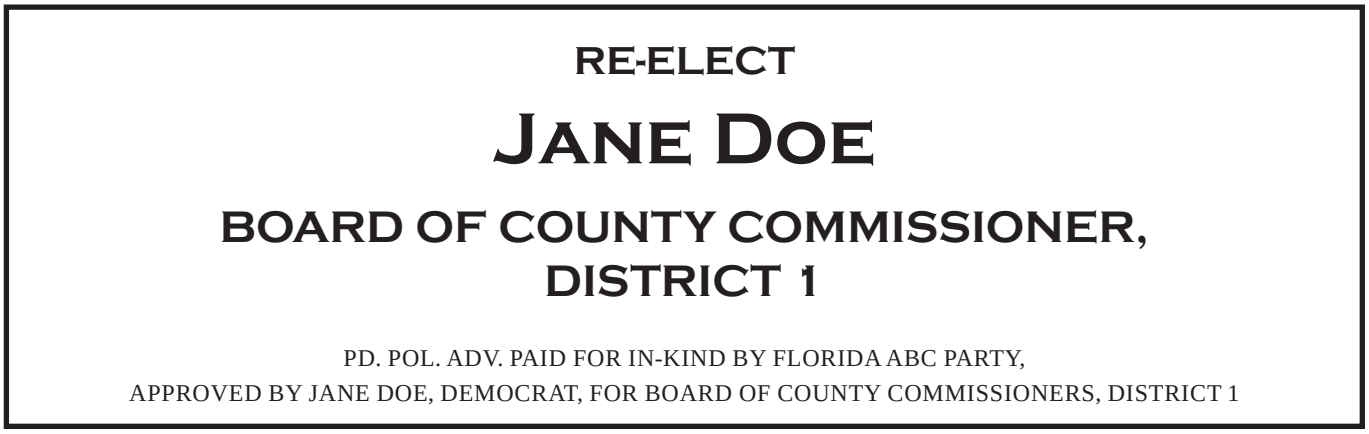
OR

6. Disclaimer for write-in candidates:

OR

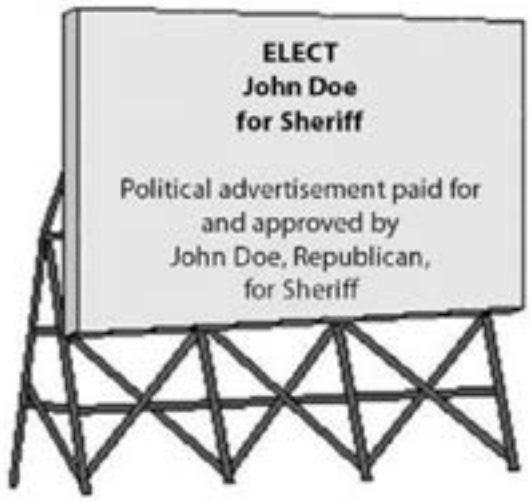
7. Non-incumbent candidate running for Judicial office:

8. Incumbent, partisan candidate, advertisement paid for in-kind:



Examples of Political Advertising and Political Disclaimers (cont.)

Billboards:



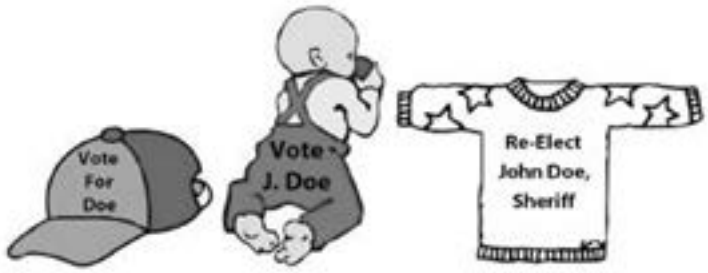
NOTE: Persons campaigning are not permitted to wear election shirts purchased from the Supervisor of Elections.

Clothing:

None of the requirements of Section 106.143, Florida Statutes, to include political disclaimers, apply to campaign messages or political advertisements used by a candidate and the candidate's supporters or by a political committee if the message advertised is designed to be worn by a person.

Bumper Stickers:

On bumper stickers, there is no requirement to use the word "for" between the candidate's name and the office being sought in the body of the bumper sticker. [F.S. 106.143(6)]



Language Other Than English

F.S. 106.143(9)

A candidate may print his or her political disclaimer in the same language as whatever is used in the political advertisement.

CHAPTER 13: CAMPAIGN SOLICITATION

Telephone Solicitation, Disclosure Requirements, Prohibitions F.S. 106.147

Any telephone call supporting or opposing a candidate, elected public official, or ballot proposal must identify the persons or organizations sponsoring the call by stating either: “paid for by (insert name of persons or organizations sponsoring the call)” or “ paid for on behalf of (insert name of persons or organizations authorizing call).” This section does not apply to any telephone call in which both the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

Any telephone call conducted for the purpose of polling respondents concerning a candidate or elected public official which is part of a series of like telephone calls that consists of fewer than 1,000 completed calls and averages more than two minutes in duration is presumed to be a political poll and not subject to the provisions above.

No telephone call shall state or imply that the caller represents any person or organization unless the person or organization so represented has given specific approval in writing to make such representation.

No telephone call shall state or imply that the caller represents a nonexistent person or organization.

Any telephone call, not conducted by independent expenditure, which expressly advocates for or against a candidate or ballot proposal requires written authorization by the candidate or sponsor of the ballot proposal that the call supports. A copy of such written authorization must be placed on file with the Supervisor of Elections by the candidate or sponsor of the ballot proposal prior to the time the calls commence.

For purposes of this section “Person” is defined as any candidate, any officer of any political committee, affiliated party committee or political party executive committee, any officer, partner, attorney, or other representative of a corporation, partnership or other business entity, and any agent or other person acting on behalf of any candidate, political committee, affiliated party committee, political party executive committee, or corporation, partnership, or other business entity.

Registered Agent Requirements for Telephone Solicitation F.S. 106.1475

Any person or organization that conducts any business in this state which consists of making paid telephone calls supporting or opposing any candidate or elected public official must, prior to conducting such business, have and continuously maintain, for at least 180 days following the cessation of such business activities in the state, a registered agent for the purpose of any service of process, notice, or demand required or authorized by law and must file with the Division of Elections a notice of such registered agent. Such registered agent must be an individual who is a resident of this state, a domestic corporation, or a foreign corporation authorized to do business in this state. However, this subsection does not apply to any person or organization already lawfully registered to conduct business in this state.

Conducting business in this state as specified in the preceding paragraph includes both placing telephone calls from a location in this state and placing calls from a location outside this state to individuals in this state.

Agents shall use DS-DE 100 to register with the Division of Elections. This form requires the following information: 1. The name, address, and telephone number of the registered agent. 2. The name, address, and telephone number of the person or organization conducting business in this state as specified above.

The person or organization conducting business in this state must immediately notify the Division of Elections of any changes in the information required relating to the appointment of the registered agent.

Definition of Electioneering Communications Organization F.S. 106.011(9)

Any group, other than a political party, affiliated party committee or political committee, whose election-related activities are limited to making expenditures for electioneering communications or accepting contributions for the purpose of making electioneering communications (as defined in F.S. 106.011(8)) and whose activities would not otherwise require the group to register as a political party or political committee under this chapter.

Electioneering Communications Organization (ECO) Registration Requirements F.S. 106.03

Registration is solely dependent upon when expenditures are made and the amount of the expenditures.

ECOs are required to register within:

1. 24 hours of the date on which it makes expenditures for an electioneering communication in excess of $5,000 if such expenditures occur within 30 days of a primary or special primary election or 60 days before any other election; or
2. 24 hours after the 30th day before a primary or special primary election, or within 24 hours after the 60th day before any other election, as applicable, if it makes expenditures for an electioneering communication in excess of $5,000 before the “30/60 day” election window.

Electioneering Communications Organization (ECO) Reporting Requirements F.S. 106.0703

ECOs shall file regular reports of all contributions received and all expenditures made by or on behalf of the organization. Reports shall be filed on the 10th day following the end of each calendar month from the time the organization is registered. If the 10th day is a Saturday, Sunday or legal holiday, the report shall by filed by the next business day.

Additionally, the ECO must file reports on the 60th day immediately preceding the primary election, and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th days before the primary election and the general election.

Campaign Finance Reports must be completed and filed electronically through the Supervisor of Elections website using the C-Finance module no later than Midnight (Eastern Time) of the due date. Late-filed campaign finance reports are subject to the penalties prescribed under Section 106.07(8), Florida Statutes.

Florida law requires detailed records and reporting information concerning the following, but not limited to: the names, addresses, occupations of contributors; transfers of funds; loans; in-kind contributions; rebates; refunds; names and addresses to whom expenditures have been made by or on behalf of.

The treasurer of the ECO shall certify as to the correctness of each report, and each person so certifying shall bear the responsibility for the accuracy and veracity of each report. Any treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree.

Electioneering Communications Organization (ECO) - Political Disclaimers and Solicitation

F.S. 106.1439 & 106.147

Any electioneering communication telephone call shall identify the persons or organizations sponsoring the call by stating either: “Paid for by…(insert name of persons or organizations sponsoring the call)…” or “Paid for on behalf of …(insert name of persons or organizations authorizing call)…” This subsection does not apply to any telephone call in which the individual making the call is not being paid and the individuals participating in the call know each other prior to the call.

CHAPTER 14: FLORIDA ELECTIONS COMMISSION (FEC)

The Florida Elections Commission (FEC) is a separate and independent entity from the Division of Elections. Commissioners are appointed by the Governor from lists of names submitted by legislative leaders, per F.S. 106.24.

Automatic Fine Appeal Process

F.S. 106.07(8)(c)

Any candidate may appeal or dispute a fine for a late filed campaign treasurer’s report. The appeal must be based on unusual circumstances surrounding the failure to file on the designated due date. The candidate may request, and is entitled to a hearing before the Florida Elections Commission, which has the authority to waive the fine in whole or in part. The appeal must be made within 20 days of receipt of the notice of payment due.

The candidate must, within the 20-day period, notify the qualifying officer in writing of his or her intention to bring the matter before the Commission.

Complaint Process

F.S. 106.25 & 106.28

Any person who has information of a violation of Chapters 104 or 106, Florida Statutes, shall file a sworn complaint with the Florida Elections Commission, 107 West Gaines Street, Suite 224, Tallahassee, Florida 32399-0250 or call (850) 922-4539. A complaint form may be obtained from the Florida Elections Commission at FEC.State.fl.us.

The Supervisor of Elections Office does not have the authority to investigate, enforce or impose penalties for the violations of Chapter 104 or 106.

A complaint must be filed with the Commission within two years from the date of the alleged violation.

CHAPTER 15: POLITICAL SIGNS F.S. 106.143 & 106.1435

The information in this section is general information regarding placement of political advertisement signs or advertising displays and does not include all the laws for Pinellas County and the municipalities. Candidates should read F.S.106.143 and 106.1435 and also become acquainted with Pinellas County and municipal sign ordinances (see ordinance information below, and County/Municipal contact information on page 44.)

How to File a Complaint Regarding a Political Sign

The Supervisor of Elections Office does not have the authority to investigate, enforce or impose penalties for violations of sign ordinances.

If a person believes that a candidate has violated the sign ordinance of the county or one of the municipalities, he/she may contact Pinellas County Code Enforcement at (727) 464-4761 or the municipality (see next page), to file a complaint.

Florida State Political Sign Laws

Usage and Removal of Political Campaign Advertisements:

- No signs may be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way.
- Candidates shall make a good faith effort to remove all political signs within 3 days after withdrawing as a candidate, being eliminated as a candidate, or being elected to office.
- If a candidate does not remove his or her campaign advertisements within 30 days, a political subdivision or government entity has the authority to remove the signs and may charge the candidate the actual cost for such removal.
- A municipality may impose additional or more stringent requirements on the use or removal of political advertisements.
- If a candidate wishes to reuse campaign signs left at the polls on Election Day, the signs must be collected by the candidate's campaign staff prior to our poll workers removing and disposing of them after the polls close.
- Failure to remove signs within 30 days of the end of an election is a violation of F.S. 106.1435, and complaints can be directed to the Florida Elections Commission. Again, county or municipal law may be more restrictive than state law.

Pinellas County Political Sign Ordinance Section 138-3752

***Applies to Unincorporated Areas Only**

- Maximum of 6 sq. ft. (sign face) in residential areas.
- Maximum of 32 sq. ft. (sign face) in non-residential areas.
- Above are exempt from permitting requirements, except requirements relating to construction and safety. (Note: This means that signs have to be erected safely (not cause a sight distance problem, block view of traffic signage/signals, etc) and in conformance with any construction requirements.
- Sign may not obstruct a permanent sign or the vision between pedestrians and vehicles.
- Signs to be removed within three days after the election.
- For additional information, contact Pinellas County Code Enforcement at (727) 464-4761 or CodeEnf@PinellasCounty.org.

Municipal Sign Regulation Contact Information

Where county requirements are more restrictive than State law, Pinellas County restrictions will apply. For additional information, contact Pinellas County Code Enforcement at (727) 464-4761 or CodeEnf@PinellasCounty.org.

MUNICIPALITY	PHONE	PERSON OR DEPARTMENT
Belleair	(727) 588-3769	Code Enforcement
Belleair Beach	(727) 595-4646 ext. 124	City Clerk
Belleair Bluffs	(727) 584-2151	City Clerk
Belleair Shore	(727) 593-9296	City Clerk
Clearwater	(727) 562-4567	Planning and Development Dept.
Dunedin	(727) 298-3190	Code Compliance/City Clerk
Gulfport	(727) 893-1061	Building and Code Enforcement
Indian Rocks Beach	(727) 595-2517	Code Enforcement
Indian Shores	(727) 517-3940	Building Department
Kenneth City	(727) 498-8948	Town Clerk
Largo	(727) 587-6710	City Clerk
Madeira Beach	(727) 391-9951 ext. 244	Building and Zoning Department
North Redington Beach	(727) 391-4848	Town Clerk
Oldsmar	(813) 749-1115	City Clerk
Pinellas Park	(727) 369-5668	Neighborhood Services Division
Redington Beach	(727) 391-3875	Town Clerk / Code Enforcement
Redington Shores	(727) 397-5538	City Clerk / Building Inspector
Safety Harbor	(727) 724-1555 ext. 1705 / ext. 1406	Code Enforcement / City Clerk
St. Petersburg	(727) 893-7448 / (727) 893-7231	City Clerk/Building & Permitting
St. Pete Beach	(727) 363-9220	City Clerk
Seminole	(727) 392-1966	Code Enforcement
South Pasadena	(727) 343-4192 / 347-4171 ext. 210	Building Department / City Clerk
Tarpon Springs	(727) 942-5611	Planning and Zoning Department
Treasure Island	(727) 547-4575 ext. 230	Building Department

CHAPTER 16: ELECTION INFORMATION

Primary Elections

F.S. 101.021

The State of Florida has a “closed” primary system, per F.S. 101.021.

In a closed Primary Election, a qualified voter is entitled to vote the ballot of the political party with which the voter is registered. The voter’s political party with which he/she was registered 29 days before the election is the party affiliation recognized at the polls during Early Voting and on Election Day.

The political party noted in the EViD (electronic voter information database) is the voter’s party affiliation.

Voters may ONLY change their party affiliation at the polls for FUTURE ELECTIONS.

For example, in a Primary Election:

- A voter registered as a Republican may vote for Republican and Nonpartisan candidates/ballot issues only.
- A voter registered as a Democrat may vote for Democratic and Nonpartisan candidates/ballot issues only.
- A voter registered with a minor party may vote for the minor party and Nonpartisan candidates/ballot issues only.
- A voter registered with no party may vote for Nonpartisan candidates/ballot issues only.

Universal Primary Contest

The State of Florida has provided for what is known as a Universal Primary Contest (Florida Constitution, Article VI, Section Five, Paragraph B).

When all of the candidates running for an office are registered with the same political party, it becomes a Universal Primary Contest and all eligible voters regardless of party affiliation can vote in that contest. If a write-in, minor party or no party affiliation candidate files for the office, it remains a closed Primary Contest.

General Elections

General Elections are considered “open” elections. All eligible voters may vote in General Elections on all candidates, issues, referenda and amendments. Party affiliation of the candidate is still indicated on the ballot, but voters may vote for any candidate and are not restricted by party.

A space for a write-in candidate will only appear on the ballot if someone qualified to run as a write-in candidate.

Nonpartisan Elections

All judicial, school board, fire district and municipal elections are nonpartisan. This means candidates are not allowed to declare an affiliation with a political party, and party affiliation of the candidates are not indicated on the ballot.

Sample Ballots

Sample ballots with all contests and questions will be available approximately five weeks prior to the election.

Precinct-specific ballots can be obtained on our website approximately five weeks prior to the election.

Sample ballots are mailed to each registered household (with the exception of households in which all voters requested mail ballots) approximately three weeks prior to a primary or general election **if** they are not receiving a sample ballot by email or a mail ballot. A sample ballot is published approximately three weeks prior to a countywide Primary or General Election. Sample ballots will be emailed to those voters who choose this option.

Ballot Format

F.S. 101.151, 101.2512 & Administrative Uniform Ballot Rule 1S-2.032

Primary Election

- Ballots are by political party (major and minor); the candidates will be listed alphabetically by surname in each contest.
- A candidate will be determined elected if there is no opposition.
- If there are at least two major or minor party candidates for an office, those candidates will appear on the primary election ballot. The candidate with the most votes in the Primary Election will appear on the general election ballot.
- If there are two candidates for School Board or a judicial office, the office will appear on the Primary Election ballot. The candidate with the most votes shall be declared elected.
- If there are three or more candidates for School Board or a judicial office, and none receives a majority of the votes cast in the Primary, the two candidates receiving the most votes will be in a run-off in the general election. If a candidate does receive a majority of the votes cast in the Primary, that candidate will be determined elected.
- Partisan ballots include candidates for partisan contests and candidates for nonpartisan contests, and ballot issues.
- Nonpartisan ballots include candidates for nonpartisan contests and ballot issues.
- Nonpartisan Special District candidates (regardless of the number of candidates) appear only on the General Election ballot in alpha order by surname in each contest.

General Election

- Candidates who were nominated in the Primary Election will appear on the General Election ballot.
- A candidate's name will appear on the ballot as it was written on the Candidate Oath form. Once the qualifying period has ended, this information CANNOT be changed.

Optical Ballot Scanner Used at the Polling Place

Frequently Asked Questions About the DS200

- **Why is Pinellas County using paper ballots?**
  Effective July 1, 2008, the Florida Legislature mandated that all Florida voters vote a paper optical scan ballot whether voting by mail, at an early voting site or at the polls on Election Day.
- **What voting system does Pinellas County use?**
  Voters are using the Election Systems & Software DS200 (Digital Tabulator), with the ExpressVote ballot-marking device for voters with special needs or disabilities.
- **Have other counties and/or states been using this system?**
  49 counties in Florida currently use voting systems manufactured by Election Systems & Software. Although Pinellas was one of the first counties in the country to use the latest digital scanner model, the DS200, other Florida counties began using the system in the fall of 2008.
- **What does the optical scan paper ballot look like?**
  The paper ballots look exactly like the mail ballots. Voters indicate their selections by filling in an oval.
- **What happens if I make a mistake on my ballot?**
  The voter must return the ballot to a poll worker and ask for another one. The voter can have up to three ballots. The voter will be asked to place the ballot in a spoiled ballot envelope, seal the envelope and hand it to a poll worker.
- **What happens if I make a mistake on the third ballot I am allowed?**
  State law does not allow a fourth ballot to be given to a voter. The first two spoiled ballots will be in sealed envelopes, so the third ballot will need to be used.
- **Does it matter how I insert my ballot into the optical scanner (digital tabulator)?**
  No. The ballot can be placed with either end of the ballot into the scanner, with either side up.
- **How do I know that my votes are being counted?**
  The scanner screen message indicates that votes are being recorded and the ballot was accepted.
- **What happens if I do not vote in any of the contests?**
  The ballot scanner will alert the voter if it does not detect any votes on the ballot. The voter will have the option to accept the ballot as is or return it for corrections.
- **What happens if I do not vote in every contest?**
  The optical scanner will accept the ballot and count all contests voted.
- **What happens if I vote for too many candidates?**
  The optical scanner will alert the voter if too many candidates are selected in a contest, called an overvote. The voter will have the option to accept the ballot or return it for corrections.
- **How will I correct a ballot with one or more overvotes?**
  An overvoted ballot cannot be corrected. A poll worker will give the voter a “spoiled ballot” envelope for the first ballot and then give the voter a new ballot.
- **Can I write in a candidate?**
  Only contests in which there is a certified qualified write-in candidate will provide a space to write in a candidate’s name and fill in the oval, and only votes for certified qualified write-in candidates will be counted.
- **Can I change my ballot once it has been scanned and accepted by the optical scanner (digital tabulator)?**
  No. Once a ballot has been accepted, it cannot be retrieved.
- **Is there a paper trail?**
  Yes. The voter’s paper ballot secured in the ballot box is the official record of votes cast and is available for recounts or audits.

ADA Accessible Voting Terminal

The ExpressVote

The ExpressVote is an ADA accessible voting terminal that allows voters with disabilities and other special needs to mark a paper ballot privately and independently. This voting technology includes an audio headset, Braille keypad, touch screen, two-switch paddle and sip-and-puff devices to assist voters with their ballots.

The ExpressVote will mark the voter's selections on a paper ballot. From there, the voter will place the ballot in the ballot scanner, which will record his/her votes and deposit the ballot in a secure ballot box.

The ExpressVote only marks the ballot. All votes are recorded on the DS200 ballot scanner.

Optical Ballot Scanner — Central Counter

The DS850

The DS850 processes and tabulates all mail ballots and provisional ballots. The DS850 will "outstack" all overvoted ballots and ballots that appear blank. These ballots are then presented to the Canvassing Board, who is responsible for determining voter intent.

Ballots that are clearly overvoted and blank will be processed through the DS850 as is. Ballots that the Canvassing Board determines voter intent are then duplicated and processed through the DS850.

To duplicate a ballot means the Canvassing Board determines voter intent and properly marks a "new" ballot that is able to be read by the DS850. All original and duplicate ballots are kept as part of the election.

Political Activity at Polling Locations

F.S. 102.031

Poll workers have the legal authority to maintain order at the polls.

No person may enter any polling place room or polling place where the polling place is also a polling room or any early voting area during voting hours except for the following:

- Official Poll Watchers
- Poll Workers (Election Board)
- Supervisor of Elections & Deputy Supervisors
- Persons there to vote, persons in the care of a voter, or persons caring for such voter
- Law enforcement officers or emergency service personnel there with permission of the precinct clerk or a majority of the precinct inspectors; or
- A person, whether or not a registered voter, who is assisting with or participating in a simulated election for minors, as approved by the Supervisor of Elections.

No person, political committee or other group or organization may solicit voters (or conduct political activity) inside the polling place or within 150 ft. of the entrance to any polling place, a polling room where the polling place is also a polling room, an early voting site, or an office of the Supervisor of Elections where mail ballots are requested and printed on demand for voters who appear in person to request them.

Poll workers will designate the 150 ft. no solicitation (or no political activity) area prior to the polls opening at an early voting site or at the polls on Election Day. No photography is permitted in a polling place room or in an early voting site.

Definition of Solicitation - F.S. 102.031(4)(b) - Solicitation shall include, but not be limited to, seeking or attempting to seek any vote, fact, opinion, or contribution; distributing or attempting to distribute any political or campaign material, leaflet, or handout; conducting a poll except as specified below in this paragraph; seeking or attempting to seek a signature on any petition; and selling or attempting to sell any item.

Giving items such as bottled water, candy or other items to voters is strictly prohibited within the 150 ft. no solicitation (no political activity) area.

The term “solicit” or “solicitation” shall not be construed to prohibit exit polling.

Exit Polling

F.S. 102.031 and United States District Court

(Case No. 06-22463-CIV-HUCK/SIMONTON)

Persons conducting exit polling must still comply with the political activities restrictions and other matters related to political issues and campaigns outlined in F.S. 102.031(4).

Definition of Exit Polling - Exit polling is defined in Judge Paul Huck’s order as, “the collection of data from a random sample of voters at a sample of polling places on Election Day. This is accomplished by unobtrusively approaching voters after they leave the polling place in a scientifically pre-determined pattern and asking if they would be willing to fill out a brief, anonymous questionnaire.”

Persons conducting exit polling activities are allowed within the 150 ft. no political activity area.

Persons conducting exit polling are prohibited from wearing campaign paraphernalia, i.e., shirts, hats, pins. They are also prohibited from waving campaign signs, handing out campaign literature, or petitioning for signatures.

Persons conducting exit polling are prohibited from harassing or preventing a voter from approaching or leaving a polling place. Persons conducting exit polling are ONLY able to approach, speak, or ask voters questions AFTER the voter has left the polling place.

Persons conducting exit polling are encouraged to stand near the designated location within the 150 ft. no solicitation (no political activity) area.

Persons conducting exit polling must be given reasonable access to voters leaving the polling place.

When is a Voter Entitled to Vote a Provisional Ballot? F.S. 101.048 & F.S. 101.045

A voter is entitled to vote a provisional ballot for the following reasons:

- Voter's name cannot be found on the electronic poll book (EViD) and eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not eligible.
- The electronic poll book (EViD) shows that the voter has requested a mail ballot, the voter does not have a ballot to surrender and the poll worker cannot verify that the voter has not voted.
- There is an indication in the electronic poll book (EViD) that the voter has returned the mail ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
- There is an indication on the poll book (EViD) that the voter's registration information has not been verified by the Department of State.
- Voter did not provide picture and signature identification.
- There is an indication on the poll book (EViD) that the voter has been challenged in this election.
- Voter is challenged at the precinct.
- A voter whose signature differs from the ID presented and the voter refuses to complete the affidavit.
- A voter who makes an out-of-county address change at the polls must vote a provisional ballot, unless the county uses electronic poll books (EViDs) at the polling place.

A provisional ballot is a conditional ballot whose validity is determined by the Canvassing Board. A voter who casts a provisional ballot has the right to present written evidence supporting his/her eligibility to vote to the Canvassing Board by no later than 5:00 p.m. on the second day following the election.

Provisional ballots that are accepted by the Canvassing Board will be tabulated and included in the first set of unofficial results and in the final official results. The voter will also be notified in writing that his/her ballot was accepted. If the Canvassing Board determines the voter was not eligible to vote, the certificate envelope containing the ballot will not be opened and the voter will be notified in writing why his/her ballot was not accepted.

Election Results Provided Election Night

F.S. 102.141(4) & Division of Elections Rule 1S-2.013

The Supervisor of Elections Office will post unofficial results to its website at VotePinellas.gov after 7:00 p.m. election night. The first results posted are early voting returns and partial mail ballot returns. Precinct results will be added as they are received (via modem) from the polling places. Provisional ballot and write-in results are not available election night.

For countywide General Elections, 10-day overseas mail ballot returns will not be available until 10 days after the election (this includes ALL contests and questions, including local contests and questions, on the 10-day overseas ballots).

Unofficial Results & Determining a Recount

F.S. 102.141(5)(7), 102.166

The first set of unofficial results must be submitted to the Division of Elections no later than noon of the third day after the Primary Election and no later than noon of the fourth day after the General Election. The first set of unofficial results must include provisional ballots and votes for qualified write-in candidates.

If the first set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-half of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-half of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-half of a percent or less of the votes cast on such measure, a MACHINE RECOUNT will be ordered. The results of a machine recount are considered the second set of unofficial results.

If the second set of unofficial results reflect that a candidate for any office was defeated or eliminated by one-quarter of a percent or less of the votes cast for such office, that a candidate for retention to a judicial office was retained or not retained by one-quarter of a percent or less of the votes cast on the question of retention, or that a measure appearing on the ballot was approved or rejected by one-quarter of a percent or less of the votes cast on such measure, a MANUAL RECOUNT will be ordered.

A candidate can choose NOT to proceed with a machine or manual recount by submitting a written request to the Supervisor of Elections office if the contest is within the boundaries of Pinellas County. Multi-County, State and Federal candidates must submit their requests to the Department of State.

The second set of unofficial results must be submitted to the Division of Elections no later than 3:00 p.m. on the fifth day after the Primary Election and no later than 3:00 p.m. of the ninth day after the General Election.

Final Official Results

F.S. 102.112

Final Official Results must be submitted to the Division of Elections by 5:00 p.m. of the seventh day after the Primary Election and by noon of the 12th day after the General Election.

Filing a Contest of Election

F.S. 102.168

The certification of election or nomination of any person to office, or of the result on any question submitted by referendum, may be contested in circuit court by any unsuccessful candidate for such office or nomination thereto or by any elector qualified to vote in the election related to such candidacy, or by any taxpayer respectively.

A contest of election must be filed with the fees prescribed with the clerk of the circuit court within 10 days after midnight of the date the official results were certified.

The grounds for filing a contest of election are as follows:

- Misconduct, fraud, or corruption on the part of any election official or any member of the Canvassing Board sufficient to change or place in doubt the result of the election.
- Ineligibility of the successful candidate for the nomination or office in dispute.
- Receipt of a number of illegal votes or rejection of a number of legal votes sufficient to change or place in doubt the result of the election.
- Proof that any elector, election official, or Canvassing Board member was given or offered a bribe or reward in money, property, or any other thing of value for the purpose of procuring the successful candidate's nomination or election or determining the result of any question submitted by referendum.

Conducting the Post-Election Audit

F.S. 101.591 & Division of Elections Rule 1S-5.026

Immediately following the certification of each election, the Canvassing Board must conduct a post-election audit of the voting system. However, if a manual recount is undertaken pursuant to F.S. 102.166, the Canvassing Board is not required to perform the post-election audit.

Beginning with the August 2021 St Petersburg Primary Election, the Canvassing Board began conducting a 100% audit of all precincts and contests using a new system called "ClearBallot." ClearBallot is separate from the tabulation system.

Every ballot that is tabulated is separately inventoried and tallied by the ClearBallot system.

At the conclusion of the election, the canvassing board will then compare the ClearBallot totals to the tabulation system vote totals to ensure the security and the accuracy of the ES&S tabulation system. If a discrepancy greater than half of one percent occurs between the audit system and the tabulation system, the canvassing board will investigate the reasons for the discrepancy.

Not only does ClearBallot audit each contest and vote cast, but the canvassing board will be able to use that system for recounts once the rule is approved by the Division of Elections.

Like all Canvassing Board meetings, the audit is open to the public. Notices are posted to our website at VotePinellas.gov and at each of the entrances to our offices (notices must be posted at least 24 hours before each meeting).

CHAPTER 17: MAIL BALLOTS

Requesting a Mail Ballot F.S. 101.62

See pg. 7 for the 2022 Tentative Ballot Mailing Schedule

ALL registered voters may request a mail ballot. Voters are not required to provide an excuse or be absent.

How to request a mail ballot:

- Go to VotePinellas.gov/MailBallot
- Email requests to MailBallotRequests@VotePinellas.gov (must include first and last name, DOB and FL DL or last 4 digits of Social Security number)
- Call our elections office at (727) 464-VOTE (8683)
- Visit one of our three elections office locations (Monday - Friday, 8:00 a.m. - 5:00 p.m.)

Voters who request mail ballots will receive ballots for elections scheduled through the end of the calendar year of the second regularly scheduled general election. Voters may also request a mail ballot for a specific election. Voters may cancel requests by contacting the Supervisor of Elections office.

For ballots to be mailed, requests must be received by 5:00 p.m. on the tenth day before the election.

Voters/designees may not pick up mail ballots on the day of the election unless they sign an affidavit affirming that they are unable to go to the polls because of an emergency.

Voted mail ballots must be received at one of the three Supervisor of Elections Offices by 7:00 p.m. on Election Day.

Please note: Postal delivery service has changed. Voters are advised to allow at least ONE WEEK for their ballots to be returned by mail to the Supervisor of Elections Office.

To request a mail ballot for a voter, an immediate family member must provide the Supervisor of Elections office with the following information either in writing or by telephone [F.S. 101.62(1)(b)]:

- Voter's name
- Voter's address (mailing and residence)
- Voter's date of birth
- Requester's name (immediate family member making request)
- Requester's address
- Requester's driver license # (if available)
- Requester's relationship to voter
- Requester's signature (if a written request)

A request for a ballot to be mailed to an address other than the one in the voter's file must be in writing and signed by the voter (does not apply to absent military or overseas voters).

An immediate family member means the designee's spouse, parent, child, grandparent, sibling, legal guardian or grandchild, F.S. 101.62(4)(c)4.

Picking up a Mail Ballot

F.S. 101.62 & 104.0616

Nine days prior to an election, a voter may designate anyone to pick up a mail ballot on his or her behalf. This person may not pick up more than two mail ballots per election (does not include the designee's own ballot or ballots for immediate family members).

In order for a designee to pick up a ballot for a voter, the designee must present picture and signature identification, written authorization from the voter, and complete an affidavit.

Any person who provides or offers to provide, and any person who accepts, a pecuniary or other benefit in exchange for distributing, ordering, requesting, collecting or delivering or otherwise physically possessing more than two mail ballots per election in addition to his or her ballot or a ballot belonging to an immediate family member commits a misdemeanor of the first degree.

Immediate family means a person's spouse, parent, child, grandparent, sibling, legal guardian or grandchild.

Address and Signature Updates

F.S. 101.64, 101.65, 101.68, 97.1031 & 98.077

Mail ballots will be mailed to the voter's mailing address on file. Mail ballots are not forwardable. Voters are encouraged to update their addresses with the Supervisor of Elections office. Address changes can be made over the phone, online at VotePinellas.gov, by email, or by submitting a voter registration application.

The mail ballot certificate return envelope MUST be signed by the voter in order for the ballot to be counted.

A voter's signature on the return certificate envelope/affidavit is compared with the voter's signature on the voter file. Voters are encouraged to update their signatures on file with the Supervisor of Elections office. Signature updates can be made by completing a voter registration application. Signature updates can be made up to the time the Canvassing Board begins canvassing mail ballots.

If a certificate return envelope is retuned unsigned or if a voter's signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may "cure" the unsigned certificate or signature mismatch by submitting the prescribed affidavit and copy of identification by 5:00 p.m. on the second day after the election. The Canvassing Board will determine whether or not to accept a "cured" ballot.

Deadline to Return a Mail Ballot

F.S. 101.62 & 101.69

Mail ballots must be received at one of the three Supervisor of Elections offices by 7:00 p.m. Election Day, with the exception of 10-day overseas ballots (UOCAVA ballots). In countywide general elections, ALL contests/questions, including local contests/questions, must be counted on 10-day overseas ballots.

Once mail ballots have been received by the Supervisor of Elections, the ballots are cast, and no changes can be made to the ballot and/or return certificate envelope.

Requested Mail Ballot - Want to Vote at the Polls on Election Day

F.S. 101.69 & 101.048

A voter who received a mail ballot, but decides to vote at the polls on Election Day, needs to take the mail ballot (the entire kit) to his/her polling place. The ballot must be given to the poll worker, who will cancel the ballot and allow the voter to vote a regular ballot.

If the voter does not bring the mail ballot to the polls, the poll worker is required to verify the voter has not voted in the election. If the voter did not already vote in the election, the voter will be allowed to vote a regular ballot.

If the poll worker or the Supervisor of Elections office is unable to determine if the mail ballot has been received or if the voter refutes the Supervisor of Elections office's determination that he/she has already voted in the election, the voter will be allowed to vote a provisional ballot. A provisional ballot is a conditional ballot that must be presented to the Canvassing Board, who will determine the validity of the ballot.

Signing Up Voters to Receive Mail Ballots

If a candidate would like to sign up voters to receive mail ballots, the information below needs to be included. *Please note: we need enough information to identify the voter.*

- A statement of "I would like to receive mail ballots for future elections" followed by a check box
- A statement of "I would like to receive a mail ballot for the (state the election)" followed by a check box
- A line for the voter's name (first, middle, last)
- A line for the voter's date of birth and the statement "required"
- A line for the voter's Florida Driver License/Florida ID number or the last 4 digits of Social Security number and the statement "required"
- A line for the voter's residential address (street address, apt/lot #, city, ZIP code)
- A line for the voter's mailing address (street address, apt/lot #, city, ZIP code)
- A line for the voter's phone number
- A line for the voter's signature and the statement "required"

A mail ballot request form is included for photocopy. Our office will not be able to make photocopies for a candidate's use.

Ballot Drop-off Locations

Voted mail ballots can be dropped off at any Elections Office or designated ballot drop-off location during specified days and hours. During countywide elections voters have additional remote locations to drop off their voted mail ballots. Election employees are stationed with secure ballot boxes to assist and hand out "I Voted" stickers.

A complete schedule is included in mail ballot kits and also available online at VotePinellas.gov.

Voted mail ballots cannot be accepted at polling places. They must be received at one of the Supervisor of Elections Offices by 7:00 p.m. Election Day. [F.S. 101.67(2) and 101.6103(2)]

Testing the Ballot Tabulating Equipment F.S. 101.5612

Before any election, the Canvassing Board tests the ballot scanning equipment to verify it is accurately counting the votes cast for all candidates in all offices and on all issues. All candidates will be given a Canvassing Board schedule in their qualifying packets.

The ballot scanning equipment is tested no earlier than 25 days prior to the start of early voting for any election.There are two additional tests of scanning equipment.

Tests are conducted at the Election Service Center and are verified by the Canvassing Board. These tests are open to candidates, political parties and committees and their representatives, the public and the media.

For additional information, please visit our website at VotePinellas.gov or call (727) 464-6108.

Canvassing Mail Ballots F.S. 101.68

The Canvassing Board may begin canvassing mail ballots upon completion of the public testing of automatic tabulating equipment. However, results shall not be released until after 7:00 p.m. on Election Day.

If a certificate return envelope is retuned unsigned or if a voter's signature on their certificate return envelope does not match their signature on file with the Supervisor of Elections Office, the voter may "cure" the unsigned certificate or signature mismatch by submitting the prescribed affidavit and copy of identification by 5:00 p.m. on the second day after the election, pursuant to FS101.68(4)(b). The Canvassing Board will determine whether or not to accept a "cured" ballot.

Challenge of Mail Ballots F.S. 101.6104

Mail ballots may be reviewed for possible challenge before they are opened and separated from the return certificate ballot envelopes.

If any voter present for the canvass of mail ballots believes that any ballot is illegal due to any defect apparent on the voter's certificate envelope, the voter may, at any time before the ballot is removed from the return certificate envelope, file with the Canvassing Board a protest against the canvass of such ballot, specifying the reason he or she believes the ballot to be illegal.

No challenge based upon any defect on the voter's return certificate envelope shall be accepted after the ballot has been removed from the envelope.

Public Inspection of Ballots F.S. 101.572 & 101.5614

Official ballots may be reviewed while in the custody of the Supervisor of Elections or the Canvassing Board at any reasonable time, under reasonable conditions, after the election. However, no persons other than the Supervisor of Elections or his or her employees or the Canvassing Board shall handle any official ballot.

CHAPTER 18: POLL WATCHERS

Designation of Poll Watchers F.S. 101.131

- The chair of the county executive committee of a political party, chair of a political committee, or a candidate shall complete a DS-DE 125 — Poll Watcher Designation, and submit it to any Supervisor of Elections office or fax to (727) 464-6970.
- The deadline for designating early voting poll watchers is at least 14 days prior to the start of early voting. Forms cannot be accepted after the deadline.
- The deadline for designating election day poll watchers is prior to noon the second Tuesday preceding the election. Forms cannot be accepted after the deadline.

Poll Watcher Qualifications F.S. 101.131

- A poll watcher must be a Pinellas County registered voter.
- No candidate, sheriff, deputy sheriff, police officer, or other law enforcement officer may be designated as a poll watcher.
- Candidates CANNOT serve as poll watchers if they are opposed in an election, F.S. 102.012(2).

Poll Watcher Information and Guidelines (Early Voting Sites & Polling Places) F.S. 101.131

- Poll watchers shall produce identification to the precinct clerk upon entering the polling place. This information will be verified against a designated poll watcher list, made prior to Election Day.
- The Supervisor of Elections shall provide to each designated poll watcher an identification badge that identifies the poll watcher by name.
- Poll watchers must wear the ID badge while in the polling room or early voting area.
- Each political party, candidate, and political committee is permitted to have ONE poll watcher at a time in each precinct.
- Poll watchers shall not obstruct the orderly conduct of the election.
- Poll watchers may not talk to voters while in the polling place or within 150 ft. of the polling place.
- Poll watchers may not interfere in conversations between poll workers and voters.
- Poll watchers shall direct any questions/concerns or voter challenges to the precinct clerk.
- Poll watchers are permitted within the polling room to observe the conduct of voters and poll workers; however, the poll worker staff may designate a location for the poll watchers that will not interfere with voter processing. This designation may be based on site constraints and limitations.
- Poll workers are not required to call out a voter's name.
- Poll watchers may not stand so close that the voter feels his/her ballot secrecy is compromised.
- Poll watchers may not serve as poll workers during an election.

- Poll watchers are required to furnish their own materials and necessities.
- Candidates cannot be poll watchers, nor can they enter any polling location except to vote.
- Poll watchers may not touch any voting equipment or materials, (For example, a ballot scanner.)
- Cell phones, cameras, tape recorders, and all other audio/visual recording devices are prohibited in the polling room. One must exit the polling location to make and receive phone calls.
- Poll watchers may not wear political advertisements or campaign paraphernalia in the polling place. This includes but is not limited to the following: clothing, campaign buttons, hats, wristbands, badges, and other similar items. (Voters are entitled to wear political/campaign paraphernalia).

Poll watchers may contact our office at (727) 464-4987, if they have any questions regarding Florida election laws and/or procedures.

Designation of Poll Watchers

Section 1. Election — **Official Use Only**

Election Date:

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

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 — **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

Form DS-DE 125 (Eff. 8/2016) Rule 1S-2.054, F. A. C.
Page 1 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

CHAPTER 19: THIRD-PARTY VOTER REGISTRATION ORGANIZATIONS

Definition of Third-Party Voter Registration Organization F.S. 97.021(39)

A Third-Party Voter Registration Organization means any person, entity or organization collecting voter registration applications. A third-party voter registration organization does not include a person who seeks to register to vote or collect voter registration applications from that person's spouse, child, or parent, or a person engaged in registering to vote or collecting voter registration applications as an employee or agent of the Division of Elections, Supervisor of Elections, Department of Highway Safety and Motor Vehicles, or an official voter registration agency.

Definition of an Affiliate Organization of a Third-Party Voter Registration Organization Division of Elections Rule 1S-2.042

An affiliate organization of a third-party voter registration organization means any person that is associated with the third-party voter registration organization as a subordinate, subsidiary, member, branch, chapter, as a central or parent organization, or through direct or indirect ownership or control. Ownership or control means substantial and effective, though not necessarily predominant, ownership or control.

Engaging in Third-Party Voter Registration Activities F.S. 97.0575

Prior to engaging in any voter registration activities, the third-party voter registration organization shall file form DS-DE 119 to provide required information about its registered agent and officers. This form must also list all employee/paid registration agents collecting applications on behalf of the organization.

For each registration application collected and not turned in promptly by the third-party voter registration organization, there are fines associated:

- $50 for each registration application collected and turned in or postmarked more than 14 days after it was delivered by the applicant; $250 for each application collected and turned in or postmarked more than 14 days after it was delivered by the applicant if the agent acting on behalf of the third-party registration organization acted willfully.
- $100 for each application collected and turned in or postmarked after the voter registration deadline (book closing); $500 for each application collected and turned in or postmarked after the voter registration deadline (book closing) if the agent acting on behalf of the third-party registration organization acted willfully.
- $500 for each application collected and never turned in; $1,000 for each application collected and never turned in if the agent acting on behalf of the third-party registration organization acted willfully.

Total aggregate fines for any third-party voter registration organization are capped at $1,000 per calendar year. The Secretary of State has the ability to waive fines upon a showing that failure to deliver the voter registration applications resulted from force majeure or impossibility of performance.

CHAPTER 20: DATA ORDERS & PRECINCT/DISTRICT MAPS

A candidate may request any of the following data order reports from the Supervisor of Elections IT Department.

1. Voter Information Data with Voter History (Public)
2. Early Voting Data (Public)
3. Mail Ballot Requests/Returns Data (Special Order)
4. Get Out the Vote Report Data (Special Order)

All data orders are free; however, there may be a fee for precinct/district maps. Some of this data is public information and some of this data requires a person or group to meet certain criteria to be eligible to receive this data. Data is updated daily and placed in folders, where it can be downloaded by users with approved access. Data is available in both .csv (Comma Delimited) and .xlsx (Excel) formats.

Publicly Accessible Data

General voter demographic data and early voting turnout data is considered public record, per Florida Statute Chapter 119.

What is included in each report?

Voter Information Data with Voter History	Early Voting Data
• Name	• Name
• Voter ID	• Voter ID
• Residential Address	• Political Party Affiliation
• Mailing Address	• Districts/Municipality/Precinct
• Sex	• Early Voting Location
• Race	• Early Voting Date
• Political Party Affiliation	
• Birth Date	
• Registration Date	
• Districts/Municipality/Precinct	
• Telephone Number (Where available)	
• Public E-Mail Address (Where available)	
• Voter History for the past 20 elections	

How often is this data updated?

Voter Information is updated daily (Monday - Friday at 9:00 a.m.) from 6 weeks before an election through Election Day, and every Friday by 5:00 p.m. at all other times.

Early Voting data will be available starting after the first day of Early Voting before an election. (See our website at Votepinellas.gov for election schedules) and will end the Monday before Election Day. Within this timeframe, data will be uploaded daily at 9:00 a.m.

Reports Requiring Special Criteria

Mail Ballot Requests/Returns and the Get Out the Vote (Election Day) are the two reports that require special criteria to receive. Per F.S. 101.62(3), mail ballot data is only to be used for political purposes and can only be requested by groups or individuals who meet one of the following conditions:

- A member of the Canvassing Board
- An Elected Official
- A Political Party or Political Party Official
- A Candidate who has filed qualification papers and is opposed in an upcoming election
- A registered Political Committee

In addition, the above the group or individual must also fill out an Oath of Acquisition form. You may also request a copy of this form from the Supervisor of Elections IT Department at SOEIT@VotePinellas.gov.

This document must be notarized before returning it to the Supervisor of Elections IT department. Alternatively, you may fill out the form in any one of our three offices and our staff can act as a Notary Public on your behalf.

To request to receive this data, you can email SOEIT@VotePinellas.gov or call 727-464-4958.

What is included in each report?

Mail Ballot Requests/Returns Data*	Get Out the Vote Report Data
• Name	• Name
• Voter ID	• Voter ID
• Mailing Address	• Address
• Political Party Affiliation	• Political Party Affiliation
• Districts/Municipality/Precinct	• Precinct
• Mail Ballot Status	• Vote Data (For those who have already voted)
• Mail Ballot Request Date	
• Mail Ballot Delivery Date	
• Mail Ballot Return Date	
• Vote-By-Mail E-Mail Address	

How do I request access to these reports?

Data Order requests may be placed in person, via email, or by telephone. All contact information is below.

Pinellas County Supervisor of Elections IT Department Contact Information:

- Office: 727-464-4958
- Email: SOEIT@VotePinellas.gov

How do I access these reports?

After the Supervisor of Elections staff receive and process a data order request, you will receive two emails.

- The first email will be from our staff and it will include instructions on how to access the requested data.
- The second email will be from Sharefile asking you to sign in or sign up to the file share service.

Custom Data Orders & Precinct/District Maps

Custom data orders are no longer produced by the IT department. Please contact the Communications department for those types of requests.

Pinellas County Supervisor of Elections Communications Department Contact Information:

- Email: PublicRecordsRequest@VotePinellas.gov

Other services:

Maps may be purchased at any of our three offices.

- **Precincts or District Maps** - Available in black and white, you may receive up to 3 maps for free. After that they are $1.00 each.
- **Street Maps with Precincts -** Available in color, $3.00 each

Precinct map shape files can also be requested by contacting our IT department. They may be delivered via email and there is no charge for them.

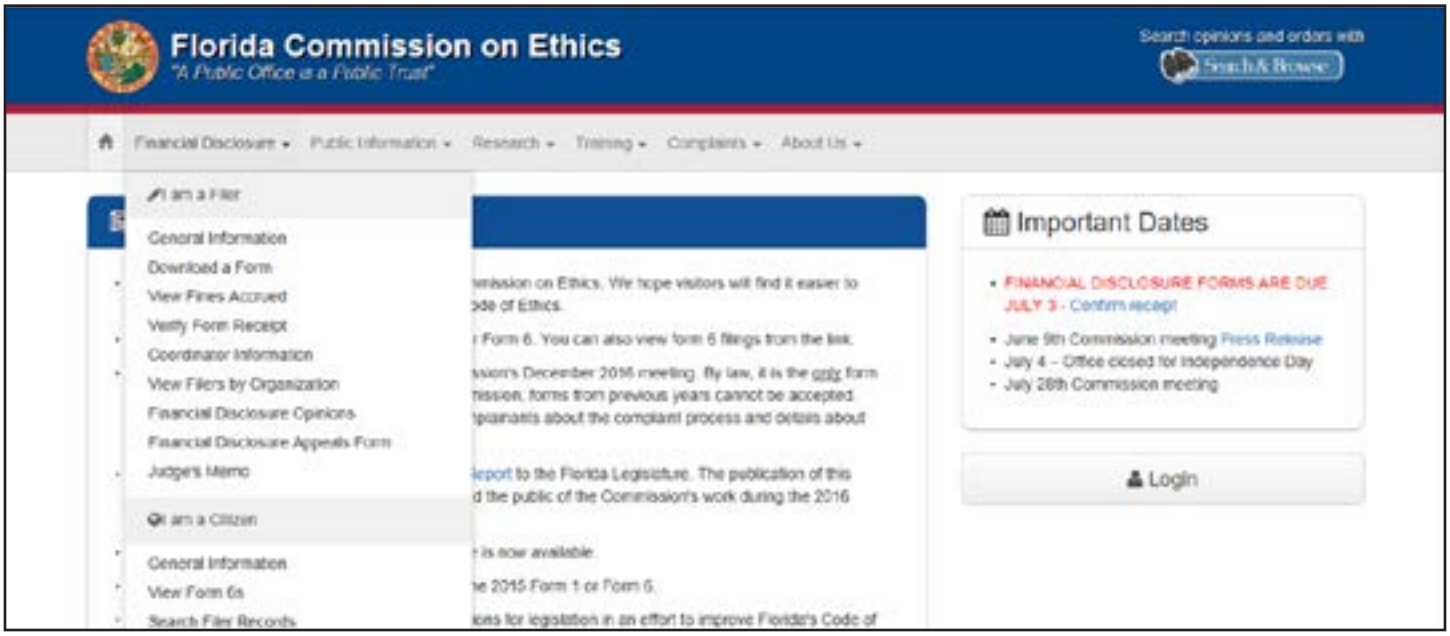
*The Supervisor of Elections does not maintain shape files for federal, state, municipal, or special districts.

APPENDIX A: CANDIDATE FORMS

The forms contained in this section are examples used by candidates and their campaign treasurers.

Copies of these forms may be obtained at VotePinellas.gov/Candidates; most of them may be downloaded and printed from the Division of Elections website (DOS.MyFlorida.com/Elections) as well.

Financial Disclosure Form 1 and Form 6 can be obtained from the Commission on Ethics website below: Ethics.State.fl.us



Please do not use the forms in this handbook. Downloaded forms may be photocopied.

All reports and other documents required to be filed with the Supervisor of Elections are public records and are available on our website (VotePinellas.gov) and at the Election Service Center.

FORM DS-DE 9 — APPOINTMENT OF CAMPAIGN TREASURER AND CAMPAIGN DEPOSITORY

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): Jamie Doe

3. Address (include post office box or street, city, state, zip code): 123 Main St., Largo, FL 33773

4. Telephone: (555) 555-5555

5. E-mail address: email@gmail.com

6. **Office sought** (include district, circuit, group number): Office Title Here - Include Dist., Seat or Group #

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 ☒ ONLY Check if Running as a Political Party candidate.

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

10. Name of Treasurer or Deputy Treasurer: Treasurer Name Here (If candidate is treasurer, repeat information here)

11. Mailing Address: Address Here

12. Telephone: (555) 555-5555

13. City: City

14. County: Pinellas

15. State: FL

16. Zip Code: 33773

17. E-mail address: email@gmail.com

18. **I have designated the following bank as my** ☒ Primary Depository ☐ Secondary Depository

19. Name of Bank: Bank Name Here

20. Address: Any Address of Bank Named in #19

21. City: City

22. County: Pinellas

23. State: FL

24. Zip Code: 33773

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: XX/XX/XXXX

26. Signature of Candidate: X Don't Forget to Sign!

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

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

designated above as: ☒ Campaign Treasurer ☐ Deputy Treasurer.

XX/XX/XXXX
Date

X Signature of Treasurer (Repeat if Candidate)
Signature of Campaign Treasurer or Deputy Treasurer

DS-DE 9 (Rev. 10/10) **Rule 1S-2.0001, F.A.C.**

FORM DS-DE 84 — STATEMENT OF CANDIDATE

OFFICE USE ONLY

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

I, *Candidate Name Here* ,

candidate for the office of *Office Title Here - Include District, Seat or Group #* ;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

X *Candidate Signature Here* — Signature of Candidate

XX/XX/XXXX — 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)

FORM DS-DE 83 — STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE

OFFICE USE ONLY

STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE

(Section 105.031(5), F.S.)

(Please Type)

I, Candidate Name Here

a judicial candidate, have received, read, and understand the requirements of the Florida Code of Judicial Conduct.

Candidate Signature Here
(Signature of candidate)

XX/XX/XXXX
(Date)

Each candidate for judicial office, including an incumbent judge, shall file a statement with the qualifying officer, within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.

DS-DE 83 (Rev. 03/08)

FORM DS-DE 104 — CANDIDATE PETITION FORM

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, Voter Name Here 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 Candidate Name Here
placed on the Primary/General Election Ballot as a: [*check/complete box, as applicable*]

☐ Nonpartisan ☐ No party affiliation ☒ Political Party Here or Check Other Box Party candidate for the office of

Office Title Here - Include District, Seat or Group #
(insert title of office and include district, circuit, group, seat number, if applicable)

Date of Birth (MM/DD/YY) or Voter Registration Number	Address
DOB or Registration #	Voter Address Here

City	County	State	Zip Code
Largo	Pinellas	FL	33773

Signature of Voter	Date Signed (MM/DD/YY) [*to be completed by Voter*]
Voter Signature Must Match Signature on File	Date Here

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)

FORM DS-DE 19A — AFFIDAVIT OF UNDUE BURDEN

AFFIDAVIT OF UNDUE BURDEN
(Section 99.097(4), Florida Statutes)

IMPORTANT: (1) Paying signature gatherers will preclude or invalidate the filing of an undue burden oath. Section 99.097(6), Florida Statutes, provides: (a) If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. (b) If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any submitted thereafter shall be paid by the candidate, person, or organization that submitted the undue burden oath. If contributions as defined in s. 106.011 are received, any monetary contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of the undue burden oath. [Note: The second sentence in (b) applies only when payment is made to a signature gatherer after an undue burden oath had been filed.]
(2) Upon a candidate terminating the campaign, any candidate who qualified by the petition process and who has surplus funds, must first apply the surplus funds to the reimbursement of the signature verification fee (if applicable). *See* s. 106.141(7), Florida Statutes.

****

I certify under oath that I intend to qualify as a candidate for the office of

Office Title Here - Include District, Seat or Group # and that I am unable to pay the fee for verification of petition signatures for that office without imposing an undue burden on my personal resources or on resources otherwise available to me.

X Candidate Signature Here — Candidate Name Here
Signature of Candidate — **Print Candidate's Name**

123 Main St. — Largo
Address — **City**

FL — 33773 — (555) 555-5555
State — **Zip** — **Telephone Number**

State of Florida
County of Pinellas

Sworn to (or affirmed) and subscribed before me this XX **day of** month**, 20**XX
by Candidate Name.

Personally Known: _____ or

Produced Identification: X

Type of Identification Produced:

FL DL (License # not required)

Notary Signature Here
Signature of Notary Public – State of Florida
Print, Type or Stamp Commissioned Name of Notary Public

NOTARY STAMP HERE

AFFIDAVIT OF INTENTION - AVAILABLE FOR SPECIAL DISTRICT CANDIDATES ONLY

AFFIDAVIT OF INTENTION
SPECIAL DISTRICT CANDIDATE

State of Florida
Pinellas County

I, Candidate Name Here **, a candidate for the special**
(Print name)

district of: Special District Office Title - Include Seat # **in the**
(District name including district #, seat #, or group #)

General Election certify that I will not collect, solicit, or accept any contribution; ***be it a gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election (106.011(3), Florida Statutes)*****. I further certify that the only expenditure made on behalf of my candidacy will be the candidate qualifying fee or, in lieu of the qualifying fee, the signature verification fee for candidate petitions.**

I certify that in the event I collect, solicit, or accept any contribution, as described above, or make a campaign expenditure; ***be it a purchase, payment, distribution, loan, advance, transfer of funds by a campaign treasurer or deputy campaign treasurer between a primary depository and a separate interest-bearing account or certificates of deposit, or gift of money or anything of value made for the purpose of influencing the results of an election (106.011(4), Florida Statutes)*** **my campaign will be governed by Chapter 106, Florida Statutes.**

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

Don't Forget to Sign... | and date!
Signature of Candidate | **Date**

99.061, Florida Statutes
1/08

FORM DS-DE 303JU — CANDIDATE OATH - JUDICIAL OFFICE

CANDIDATE OATH – JUDICIAL OFFICE

Check box ***only*** if you are seeking to qualify as a write-in candidate:

☐ Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 105.031, Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here),

(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the judicial office of County Judge *(Office)*, _____ *(District #)*, _____ *(Circuit #)*,

(Group #); my legal residence is Pinellas County, Florida; I am a qualified elector of the state and of the territorial jurisdiction of the court to which I seek election; I am qualified under the Constitution and the Laws of Florida to hold the judicial office to which I desire to be elected or in which I desire to be retained; 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 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.

Section 876.05, Florida Statutes, oath (only applicable if elected and when term of office begins): I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the court system and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

Phonetic spelling for audio ballot: Print 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 2 of this form): *[Not applicable to write-in candidates.]*

Please re-write name here if phonetic spelling is not needed

X Judith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

online notarization ☐ *OR* physical presence ☒

this X day of Month, 20XX.

Personally Known ☐ *OR* Produced Identification ☒

Type of Identification Produced: FL DL (License # Not Needed)

Notary Signature Here

Signature of Notary Public

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

NOTARY STAMP HERE

DS-DE 303JU (Rev. 05/2021) **Rule 1S-2.0001, F.A.C.**

RESET

FORM DS-DE 301A — STATE AND LOCAL PARTISAN OFFICE - CANDIDATE OATH WITH PARTY AFFILATION

STATE AND LOCAL PARTISAN OFFICE
CANDIDATE OATH –
WITH PARTY AFFILIATION

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here),

(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying.)

am a candidate for the office of Office Title (*Office*), # (*District #*), _____ (*Circuit #*),

(*Group or Seat #*); my legal residence is Pinellas County, Florida; 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 Party

(Section 99.021(1)(b), Florida Statutes)

I am a member of the Political Party Here Party; I have been a registered member of this political party, for which I am seeking nomination as a candidate, for 365 days before the beginning of qualifying preceding the general election for which I seek to qualify; and I have paid the assessment levied against me, if any, by the executive committee of the above-stated political party.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

Phonetic spelling for audio ballot: Print 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 2 of this form):

Please re-write name if phonetic spelling is not needed

X Judith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

online notarization ☐ *OR* physical presence ☒

this XX day of Month, 20XX

Personally Known ☐ *OR* Produced Identification ☐

Type of Identification Produced: FL DL (License # Not Needed)

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

NOTARY STAMP HERE

DS-DE 301A (Rev. 05/2021) **Rule 1S-2.0001, F.A.C.**

RESET

FORM DS-DE 301B — STATE AND LOCAL PARTISAN OFFICE - CANDIDATE OATH WITH NO PARTY AFFILATION

STATE AND LOCAL PARTISAN OFFICE
CANDIDATE OATH –
NO PARTY AFFILIATION

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here),

(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying.)

am a candidate for the office of Office Title (*Office*), # (*District #*), _____ (*Circuit #*),

(*Group or Seat #*); my legal residence is Pinellas County, Florida; 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 No Party Affiliation

(Section 99.021(1)(c), Florida Statutes)

I am registered without any party affiliation and have not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which I seek to qualify.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

Phonetic spelling for audio ballot: Print 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 2 of this form):

Please re-write name if phonetic spelling is not needed

X Judith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

this XX day of Month, 20XX.

Personally Known ☐ *OR* Produced Identification ☐

Type of Identification Produced: FL DL (License # Not Needed)

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

NOTARY STAMP HERE

DS-DE 301B (Rev. 05/2021) **Rule 1S-2.0001, F.A.C.**

RESET

FORM DS-DE 301C — STATE AND LOCAL PARTISAN OFFICE - CANDIDATE OATH - WRITE-IN CANDIDATE

STATE AND LOCAL PARTISAN OFFICE
CANDIDATE OATH –
WRITE-IN CANDIDATE

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a), Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here) ,

(If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying.)

am a write-in candidate for the office of Office Title (Office), # (District #), _____ (Circuit #),

(Group or Seat #); my legal residence is Pinellas County, Florida; 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.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

X Judith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

online notarization ☐ *OR* physical presence ☒

this XX day of Month, 20XX.

Personally Known ☐ *OR* Produced Identification ☒

Type of Identification Produced: FL DL (License # Not Needed)

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

NOTARY STAMP HERE

DS-DE 301C (Rev. 05/2021) **Rule 1S-2.0001, F.A.C.**

RESET

FORM DS-DE 304SB — SCHOOL BOARD NONPARTISAN OFFICE CANDIDATE OATH

CANDIDATE OATH –

SCHOOL BOARD NONPARTISAN OFFICE

Check box ***only*** if you are seeking to qualify as a write-in candidate:

☐ Write-in candidate

OFFICE USE ONLY

Candidate Oath

(Section 99.021(1)(a) and 105.031, Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here)

(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the nonpartisan office of Office Title (*Office*), # (*District #*),

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

I am qualified 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.

Section 876.05, Florida Statutes, oath (only applicable if elected and when term of office begins): I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the school board and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

Phonetic spelling for audio ballot: Print 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 2 of this form): *[Not applicable to write-in candidates.]*

Please re-write name if phonetic spelling is not needed

X Judith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

online notarization ☐ *OR* physical presence ☒

this XX day of Month, 20XX.

Personally Known ☐ *OR* Produced Identification ☒

Type of Identification Produced: FL DL (License # Not Needed)

Notary Signature Here

Signature of Notary Public

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

NOTARY STAMP HERE

DS-DE 304SB (Rev. 05/2021)

Rule 1S-2.0001, F.A.C.

FORM DS-DE 302NP — NONPARTISAN CANDIDATE OATH (WRITE-IN INCLUDED)

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

(Section 99.021(1)(a), Florida Statutes)

I, Judith "Judy" Doe (Your name will appear on the ballot as it is written here),

(Print name above as you wish it to appear on the ballot. If your last name consists of two or more names but has no hyphen, check box ☐ (see page 2 - Compound Last Names). No change can be made after the end of qualifying. Although a write-in candidate's name is not printed on the ballot, the name must be printed above for oath purposes.)

am a candidate for the nonpartisan office of Office Title (*Office*), # (*District #*),

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

I am qualified 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.

Candidate's Florida Voter Registration Number (located on your voter information card): # Here

Phonetic spelling for audio ballot: Print 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 2 of this form): *[Not applicable to write-in candidates.]*

Please re-write name if phonetic spelling is not needed

XJudith Doe	(555) 555-5555	email@gmail.com
Signature of Candidate	Telephone Number	Email Address

123 Main St.	Largo	FL	33773
Address	City	State	ZIP Code

STATE OF FLORIDA

COUNTY OF Pinellas

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

online notarization ☐ *OR* physical presence ☒

this XX day of Month, 20XX.

Personally Known ☐ *OR* Produced Identification ☒

Type of Identification Produced: FL DL (License # Not Needed)

Notary Signature Here

Signature of Notary Public

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

NOTARY STAMP HERE

DS-DE 302NP (Rev. 05/2021) **Rule 1S-2.0001, F.A.C.**

RESET

OATH OF AQUISITION REQUIRED FOR DATA ORDER REQUESTS

OATH OF ACQUISITION
FOR LIST OF VOTERS REQUESTING VOTE-BY-MAIL BALLOTS

Florida Statute 101.62(3) provides that for political purposes only the following can request a list of registered voters who have requested absentee ballots:

- ☐ A canvassing board
- ☐ An election official
- ☐ A political party or political party official
- ☒ A candidate who has filed qualification papers and is opposed in an upcoming election
- ☐ A registered political committee

Please check the appropriate box above and complete the following statement(s) as applicable:
I hereby swear or affirm that I am authorized to receive this information

Candidate Name Here
(Print Name)

Candidate Signature Here
(Signature)

Office Title
(Title)

email@gmail.com
(Email)

(555) 555-5555
(Phone)

I authorize the following person(s) to place and accept orders on my behalf.

Designated Representative(s):

Optional Representative Here
(Print Name)

Email and Phone Here
(Email, Phone)

Optional Representative Here
(Print Name)

Email and Phone Here
(Email, Phone)

Signature MUST be notarized or witnessed by a Deputy Supervisor of Elections:

(A) Sworn to and subscribed before me, a Notary Public of the State of Florida, this XX day of Month, 20XX.

Signature of Notary Public: Notary Signature Here

Print, Type, or Stamp Commissioned Name of Notary Public: NOTARY STAMP HERE

____Personally known OR X Produced Identification

Type of Identification Produced: FL DL (License # Not Needed)

OR

(B) Sworn to and subscribed before me, the Supervisor or Deputy Supervisor of Elections of Pinellas County, this XX day of Month, 20XX.

Signature of Supervisor or Deputy: SOE Manager Signature Here

To the best of my knowledge, the information supplied on lists, correctly reflects information supplied to the Office of the Supervisor of Elections by the registered voters of Pinellas County, Florida.

Julie Marcus, Pinellas County Supervisor of Elections
13001 Starkey Road, Largo, Florida 33773

ADMIN STAFF\CANDIDATE HANDBOOK\OATH OF ACQUISITION FOR AB REQUEST LIST.DOC

REVISED: 6/25/2020 NS

FORM 1 — STATEMENT OF FINANCIAL INTERESTS
(2021 FORM 1 REQUIRED FOR 2022 CANDATES)

FORM 1 | **STATEMENT OF FINANCIAL INTERESTS** | **2020**

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

LAST NAME -- FIRST NAME -- MIDDLE NAME :
Doe Judith

MAILING ADDRESS :
123 Main St.

CITY : Largo
ZIP : 33773
COUNTY : Pinellas

NAME OF AGENCY :
District Office Listed Here

NAME OF OFFICE OR POSITION HELD OR SOUGHT :
Office Title Here (include

CHECK ONLY IF ☒ CANDIDATE OR ☐ NEW EMPLOYEE OR APPOINTEE

FOR OFFICE USE ONLY:

If you have questions about how to fill out this form, please call the Florida Commission on Ethics at: (850) 488-7864

****** THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:
THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2020.

MANNER OF CALCULATING REPORTABLE INTERESTS:
FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING **(must check one)**:

☐ **COMPARATIVE (PERCENTAGE) THRESHOLDS** OR ☐ **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY
Full Name of Source	Full Address Here	Description Here

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE
If you have nothing to report, write, "none" or "N/A"			

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

If you have nothing to report, write "none" or "N/A"

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

CE FORM 1 - Effective: January 1, 2021
Incorporated by reference in Rule 34-8.202(1), F.A.C.

(Continued on reverse side)

PAGE 1

FORM 1 — STATEMENT OF FINANCIAL INTERESTS
(2021 FORM 1 REQUIRED FOR 2022 CANDATES)

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
(If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES
If you have nothing to report, write "none" or "N/A"	

PART E — LIABILITIES [Major debts - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR
Full Name of Creditor	Full Address Here

PART F — INTERESTS IN SPECIFIED BUSINESSES **[Ownership or positions in certain types of businesses - See instructions]**
(If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY	If you have nothing to report, write "none" or "N/A"	
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING For **elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency** created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

☐ **I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.**

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

SIGNATURE OF FILER:

Signature:

Candidate Signature Here

Date Signed:

Date Signed Here

CPA or ATTORNEY SIGNATURE ONLY

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 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: ***Initially***, each local officer/employee, state officer, and specified state employee must file ***within 30 days*** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2020.

CE FORM 1 - Effective: January 1, 2021.
Incorporated by reference in Rule 34-8.202(1), F.A.C.

PAGE 2

FORM 6 — FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS
(2021 FORM 6 REQUIRED FOR 2022 CANDATES - MUST BE FILED ONLINE)

FORM 6 — **FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS** — **2020**

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

FOR OFFICE USE ONLY:

Go to https://disclosure.floridaethics.gov or call (850) 488-7864 for more information

LAST NAME — FIRST NAME — MIDDLE NAME:
Doe Judith

MAILING ADDRESS:
123 Main St.

CITY: Largo ZIP: 33773 COUNTY: Pinellas

NAME OF AGENCY:
Office Name Here

NAME OF OFFICE OR POSITION HELD OR SOUGHT:
Office Title Here too (include seat)

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, 2020 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 Date Here, 20 21 was $ Dollar amount here.

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 $ XXXXX

ASSETS INDIVIDUALLY VALUED AT OVER $1,000:

DESCRIPTION OF ASSET (specific description is required - see instructions p.4)	VALUE OF ASSET
If you have nothing to report, write, "none" or "N/A"	

PART C -- LIABILITIES

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

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY
If you have nothing to report, write "none" or "N/A"	

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

NAME AND ADDRESS OF CREDITOR	AMOUNT OF LIABILITY
If you have nothing to report, write "none" or "N/A"	

CE FORM 6 - Effective January 1, 2021
Incorporated by reference in Rule 34-8.002(1), F.A.C.

[Continued on reverse side]

PAGE 1

FORM 6 — FULL AND PUBLIC DISCLOSURE OF FINANCIAL INTERESTS
(2021 FORM 6 REQUIRED FOR 2022 CANDATES)

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 2020 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 2020 federal income tax return and all W2's, schedules, and attachments.
[If you check this box and attach a copy of your 2020 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
Full Name of Creditor	Full Address Here	$x,xxx

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
If you have nothing to report, write "none" or "N/A"			

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

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2	BUSINESS ENTITY # 3
NAME OF BUSINESS ENTITY	If you have nothing to report, write "none" or "N/A"		
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.

Candidate Signature Here
SIGNATURE OF REPORTING OFFICIAL OR CANDIDATE

STATE OF FLORIDA
COUNTY OF Pinellas
Sworn to (or affirmed) and subscribed before me by means of
☒ physical presence or ☐ online notarization, this XX day of
Month, 2022 by Candidate Name.
Notary Signature
(Signature of Notary Public--State of Florida)
NOTARY STAMP HERE
(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally Known _____ OR Produced Identification X
Type of Identification Produced FL DL (# not needed)

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 ☒

CE FORM 6 - Effective January 1, 2021
Incorporated by reference in Rule 34-8.002(1), F.A.C.

Check box if providing additional documents

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