



Becoming A Candidate in Manatee County

2019

MICHAEL BENNETT
Supervisor of Elections

Manatee County, Florida
600 301 Boulevard West, Suite 108
Bradenton, FL 34205
(941) 741-3823

website: www.votemanatee.com

2019 ELECTION DATES

ELECTION	ELECTION DATE	BOOK CLOSING
City of Anna Maria	November 5, 2019	October 7, 2019
City of Bradenton Beach	November 5, 2019	October 7, 2019
City of Holmes Beach	November 5, 2019	October 7, 2019
Trailer Estates Park & Rec.	December 3, 2019	"Owner of Record" 30 days prior to election
Bayshore Gardens Park & Rec.	December 3, 2019	November 4, 2019

DATES TO REMEMBER FOR 2019 CANDIDATES

QUALIFYING INFORMATION	
City of Anna Maria	Noon, August 19, 2019 – Noon, August 30, 2019
City of Bradenton Beach	Noon, August 26, 2019 – Noon, August 30, 2019
City of Holmes Beach	Noon, August 26, 2019 – Noon, August 30, 2019
Trailer Estates Park & Rec. Dist.	Ends at 5:00 pm on October 4, 2019
Bayshore Gardens Park & Rec. Dist.	Noon, October 14, 2019 – Noon, October 18, 2019

DEFINITIONS

- Filing Officer:** The election official to whom a candidate submits his qualifying papers and campaign reports: for county-wide offices, the filing officer is the county supervisor of elections; for multi-county, state or federal offices, the filing officer is the Florida Department of State (Sections 99.061 (1), (2)).
- In-kind Contribution:** A giving of goods, services or anything having attributable monetary value to a campaign, the value of which is determined by the person making the contribution (Sections 106.011, 106.055).
- Non-partisan office:** An office for which a candidate is prohibited from campaigning or qualifying for election or retention in office based upon party affiliation (Section 97.021(17)).
- Partisan Office:** An office for which a candidate is not prohibited from campaigning or qualifying for election to office based upon party affiliation.
- Petition Process:** A method of qualifying for office which requires obtaining a pre-determined number of voter signatures on petition cards (Section 99.095).
- Political Advertisement:** A paid expression in any 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 supports or opposes any candidate, elected public official or issue. (Section 106.011(17)).
- Qualifying:** The dates set by law during which the final paperwork required for candidacy is filed with the candidate's filing officer (Section 99.061).

WHAT IS A CANDIDATE?

A candidate is defined in 97.021(4) & 106.011(3), Florida Statutes, as any person who:

- Seeks to qualify for nomination or election by means of a petitioning process;
- Seeks to qualify for election as a write-in candidate;
- Receives contributions or makes expenditures or gives his or her 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;

WHO CAN BE A CANDIDATE?

Candidates must be registered voters in Florida. Those seeking a partisan office may not have been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify.

If required, one's current position or office must be resigned under the "resign to run" law and in accordance with section 99.012(3), Florida Statutes.

Resign-to-Run

No officer may qualify as a candidate for another state, district, county, or municipal public office if the terms or any part thereof run concurrently with each other, without resigning from the office he or she presently holds. The resignation is **irrevocable**.

The written resignation must be submitted at least **ten days** prior to the first day of qualifying for the office. The resignation must be effective no later than the earlier of the following dates:

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

(F.S. 99.012(3))

A person who is a subordinate officer, deputy sheriff, or police officer must resign effective upon qualifying 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 reelection to that office.

(F.S. 99.012(4))

QUALIFYING INFORMATION



City of Anna Maria - 2019

District	INCUMBENT	SALARY	QUALIFYING OFFICER
Commission	Douglas Copeland	\$4,800.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
Commission	Carol A. Carter	\$4,800.00	
Commission	Dale Woodland	\$4,800.00	

Election Date: November 5, 2019 General Election

Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A resident of the City of Anna Maria for a period of two (2) years prior to qualifying for office

Qualifying Dates and Location

Noon, August 19, 2019 - Noon, August 30, 2019

Manatee County Supervisor of Elections, 600 301 Blvd. W., Suite 108, Bradenton
Florida 34205

Campaign Account

All candidates, before opening their campaign bank account, accepting or spending any funds, must file the following:

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidate

Form DS-DE 84, Statement of Candidate (Within ten (10) days after filing Form DS-DE 9)

Qualifying

The following items must be received by the Manatee County Supervisor of Elections **no later than noon, August 30, 2019:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 84 – Statement of Candidate
6. DS-DE 302NP, Candidate Oath – Nonpartisan Office.
7. Form 1, Statement of Financial Interests. A public officer who has filed a financial disclosure with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying.
8. Qualifying:
 - 1): Pay Election Assessment Fee equal to 1% of the Annual Salary of the office sought (\$196.00 for Mayor, \$48.00 for Commission) and collecting ten (10) petition signatures of voters residing in the City and a candidate's residency affidavit.

OR

- 2): File an "Undue Burden" oath (eliminates paying election assessment fee) and collecting ten (10) petition signatures of voters residing in the City and a candidate's residency affidavit.

Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period which 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 of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying. The filing officer performs a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face, including whether items that must be verified have been properly verified pursuant to s. 92.525 (1) (a). The filing officer may not determine whether the contents of the qualifying papers are accurate. **Florida Statute 99.061(7)(b & c)**

City of Bradenton Beach - 2019

District	INCUMBENT	SALARY	QUALIFYING OFFICER
Mayor	John Chappie	\$9,600.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
Ward 1	Jacob "Jake" Spooner	\$4,800.00	
Ward 3	Randy White	\$4,800.00	

Election Date: November 5, 2019 General Election

Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A resident of the City of Bradenton Beach for a period of twelve (12) months prior to qualifying for office.

Qualifying Dates and Location

Noon, August 26, 2019 - Noon, August 30, 2019

Manatee County Supervisor of Elections, 600 301 Blvd. W., Suite 108, Bradenton
Florida 34205

Campaign Account

All candidates, before opening their campaign bank account, accepting or spending any funds, must file the following:

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

Form DS-DE 84, Statement of Candidate (Within ten (10) days after filing Form DS-DE 9)

Qualifying

The following items must be received by the Manatee County Supervisor of Elections **no later than noon, August 30, 2019:**

4. **DS-DE 9**, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. **DS-DE 84** – Statement of Candidate
6. **DS-DE 302NP**, Candidate Oath – Nonpartisan Office.
7. **Form 1**, Statement of Financial Interests. A public officer who has filed a financial disclosure with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying.
8. Qualifying:
 - 1): Pay Election Assessment Fee equal to 1% of the Annual Salary of the office sought (\$96.00 for Mayor, \$48.00 for Commission) and a candidate residency affidavit.
 - OR
 - 2): Filing an “Undue Burden” oath (eliminates paying election assessment fee) and a candidate residency affidavit.

Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period which 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 of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying. The filing officer performs a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face, including whether items that must be verified have been properly verified pursuant to s. 92.525 (1) (a). The filing officer may not determine whether the contents of the qualifying papers are accurate. **Florida Statute 99.061(7)(b & c)**

City of Holmes Beach

District	INCUMBENT	SALARY	QUALIFYING OFFICER
Comm	Jim Kihm	\$6,000.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
Comm	Carol Soustek	\$6,000.00	
Comm	Rick Hurst	\$6,000.00	

Election Date: November 5, 2019 General Election

Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A resident of the City of Holmes Beach for a period of two (2) years prior to qualifying for office.

Qualifying Dates and Location

Noon, August 26, 2019 - Noon, August 30, 2019

Manatee County Supervisor of Elections, 600 301 Blvd. W., Suite 108, Bradenton
Florida 34205

Campaign Account

All candidates, before opening their campaign bank account, accepting or spending any funds, must file the following:

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

Form DS-DE 84, Statement of Candidate (Within ten (10) days after filing Form DS-DE 9)

Qualifying

The following items must be received by the City of Holmes Beach City Clerk **no later than noon, August 30, 2019:**

4. **DS-DE 9**, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates.
5. **DS-DE 84** – Statement of Candidate
6. **DS-DE 302NP**, Candidate Oath – Nonpartisan Office.
7. **Form 1**, Statement of Financial Interests. A public officer who has filed a financial disclosure with the Commission on Ethics prior to qualifying for office may file a copy of that disclosure at the time of qualifying.
8. Qualifying:
 - 1): Pay Election Assessment Fee equal to 1% of the Annual Salary of the office sought (\$240.00 for Mayor, \$60.00 for Commission) and collecting fifteen (15) petition signatures of voters residing in the City, and a Candidate's Residency Affidavit.

OR

- 2): Filing an "Undue Burden" oath (eliminates paying election assessment fee) and collecting fifteen (15) petition signatures of voters residing in the City, and a Candidate's Residency Affidavit.

Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period which 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 of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying. The filing officer performs a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face, including whether items that must be verified have been properly verified pursuant to s. 92.525 (1) (a). The filing officer may not determine whether the contents of the qualifying papers are accurate. **Florida Statute 99.061(7)(b & c)**

Primary Campaign Depository

A candidate must designate a primary campaign depository with a bank, savings and loan association, or credit union authorized to do business in the State of Florida. The campaign depository is designated at the same time as a treasurer is appointed. A candidate who seeks to qualify by the petition process shall designate a campaign depository prior to obtaining signatures on petitions.

IMPORTANT: *All contributions must be deposited into such account and all expenditures must be drawn by a check on such account, except when paid with petty cash.*

The campaign account must be separate from any personal or other account and used only for depositing campaign contributions and making expenditures.

Designating a campaign depository does not mean physically opening your account. It is merely naming the financial institution where your campaign funds will be deposited. This is because most banks require an initial deposit to open a campaign account and a contribution cannot be accepted prior to the candidate filing Form DS-DE9.

All funds received by the campaign treasurer shall, prior to the end of the 5th business day following the receipt thereof, Saturdays, Sundays, and legal holidays excluded, be deposited in a campaign depository designated pursuant to Section 106.021, F.S.

Campaign Checks

IMPORTANT: When issuing checks from the campaign account, the campaign treasurer or deputy treasurer shall be responsible for the completeness and accuracy of the information on such check and for insuring that such expenditure is an authorized expenditure.

Campaign checks must contain the following information:

1. Name of the Campaign Account of the Candidate
2. Account number and name of bank,
3. The exact amount of the expenditure,
4. The signature of the campaign treasurer or deputy treasurer,
5. The exact purpose of the expenditure, and
6. The name of the payee.

This information may be typed or hand-printed on starter checks provided by the bank until printed checks arrive.

John Doe State Senate District 3	Date <u>7/2/10</u>	00001
PAY TO THE ORDER OF	<u>XYZ Lumber Company</u>	\$ <u>200.00</u>
<u>Two Hundred and 00/100</u>		DOLLARS
BANK OF FLORIDA TALLAHASSEE, FL 32323		
FOR <u>Sign materials</u>	<u>Signature of Campaign Treasurer</u>	
003382558:0326 0075894		

Debit Cards

A candidate may use a debit card to make campaign expenditures. Debit cards may be used in lieu of campaign checks and are considered bank checks if:

1. Obtained from the same bank that has been designated as the primary campaign depository.
2. Must be issued in the name of the treasurer, deputy treasurer, or authorized user and state "(Name of candidate) Campaign Account".
3. No more than **three** debit cards shall be issued.

In-Kind Contributions

In-kind contributions are anything of value made for the purpose of influencing the results of an election. Any person who makes an in-kind contribution shall, at the time of making the contribution, place a fair market value on the contribution. In-kind contributions are subject to contribution limitations.

Loans

Loans made by a candidate to his or her own campaign are not subject to contribution limitations. A candidate who makes a loan to his or her campaign and reports the loan as required Section 106.07, F.S. may be reimbursed for the loan at any time the campaign account has sufficient funds to repay the loan and satisfy its other obligation.

Campaign Reporting

One of the major requirements of the campaign is the filing of campaign financial reports. When a candidate files a DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates, he or she must file reports of his or her campaign account's activities with the filing officer. **Each individual or political committee who is required to file reports with the Manatee County Elections pursuant to s. 106.07 or s. 106.141 file such reports by means of the Manatee County Elections electronic filing system. Reports filed shall be completed and filed through the electronic filing system no later than midnight of the due day. Reports not filed by midnight of the due day are considered late filed and are subject to the penalties as defined in s. 106.07(8)(a).**

Once a candidate withdraws, becomes unopposed, is eliminated or elected to office, he or she has 90 days to dispose of the funds on deposit in his or her campaign account, close his or her account and submit his final campaign report (Section 106.141).

Note: Candidates who filed the undue burden oath stating that he or she was unable to pay the fee for verification of petition signatures **must** use any remaining campaign funds to reimburse the petition verification fee before disposing of the funds (Section 106.141(4)).

2019 REPORTING DATES

Q = Quarterly

M = Monthly

P = Primary

G = General

REPORT	CODE	PERIOD COVERED	DUE DATES
Monthly	2019 – M6	June 1, 2019 – June 30, 2019	July 10, 2019
Monthly	2019 – M7	July 1, 2019 – July 31, 2019	August 12, 2019
60 th Day	2019 – G1	August 1, 2019 – August 30, 2019	September 6, 2019
46 th Day	2019 – G2	August 31, 2019 – September 13, 2019	September 20, 2019
32 nd Day	2019 – G3	September 14, 2019 – September 27, 2019	October 4, 2019
25 th Day	2019 – G4	September 28, 2019 – October 4, 2019	October 11, 2019
18 th Day	2019 – G5	October 5, 2019 – October 11, 2019	October 18, 2019
11 th Day	2019 – G6	October 12, 2019 – October 18, 2019	October 25, 2019
4 th Day	2019 – G7	October 19, 2019 – October 31, 2019	November 1, 2019

Termination Reports

TR – Termination Report	After Qualifying - Close	December 2, 2019
TR – Termination Report	After Election – Close	February 2, 2020

Campaign Report Summary Sheet

The summary sheet identifies whose report it is, the period of time it covers, what type of report it is, whether it is an original report, an amendment to a previous report, a report for a special election or an independent expenditure report. On it the total contributions and expenditures for this reporting period are summarized; the total monies collected and spent thus far in the campaign are also summarized. Finally, it contains a statement in which both the candidate and the treasurer certify that the figures and all facts are correct and complete.

Campaign Report Contribution Sheet

All contributions, both monetary and in-kind, which were given to the candidate during the reporting period, must be recorded.

- The maximum contribution per person that can be made to a candidate is \$1000 per election. However, a candidate may contribute any amount to his own campaign.
- Loans must be indicated as such at the time of reporting; repayment of funds contributed by the candidate to his own campaign is allowed only for those funds originally designated as such.
- Any contribution of more than \$100 (if not given by a relative) must include the contributor's occupation.
- The contributor determines the value of in-kind contributions.
- The limit for a cash contribution or a contribution by cashier's check is \$50. (Section 106.09)
- Contributions must be deposited prior to the end of the 5th business day following their receipt (Section 106.05).
- Petty cash funds may be used for office supplies, transportation expenses or other necessities in amounts less than \$100.00 (Section 106.12(3)).
- Anonymous Contributions – When a candidate receives an anonymous contribution it must be reported on the candidate's campaign treasurer's report as an anonymous contribution. A letter should be submitted to the filing officer explaining the circumstances surrounding the acceptance of the anonymous contribution. The candidate cannot spend the anonymous contribution, but at the end of the campaign can donate the amount to an appropriate entity under F.S. 106.141
- A Waiver of Report (DS/DE 87) may be filed in a reporting period during which no expenditures were made and no contributions received. However, the next report filed must specify that the report covers the entire period between the last submitted report and the report being filed (Section 106.07(7)).

Returning Contributions

Contributions ***must be returned*** to the contributor ***if***:

- A candidate receives a contribution in excess of the limitations provided by law.
- A candidate with opposition in an election receives a contribution on the day of that election or less than five days prior to the date of that election.
- A candidate receives a contribution once he or she is elected, defeated, becomes unopposed, or withdraws his or her candidacy.

If the contribution to be returned has not been deposited into the campaign account, report the contribution as a contribution returned using form DS-DE 02 – Contributions Returned.

If the contribution has been deposited into the campaign account:

- Report the contribution; and
- Write a check from the campaign account to the contributor for the amount of the contribution and report this on the itemized contribution report using the contribution type “Refund”. This amount is reported as a negative. The candidate may also wish to submit a written explanation to the filing officer.

Campaign Report Expenditure Sheet

This sheet is used to detail the expenses of the account during the reporting period.

- All expenditures must be reported in the period in which they are paid.
- Qualifying fees must be paid from campaign accounts.
- Pay for all campaign expenses from the campaign account (except petty cash).
- A withdrawal for a petty cash fund may be made, using PCW for the code; petty cash expenses are then paid from the fund. Petty cash expenditures are itemized on the report, using PCS for the expenditure type.
- If you are not using the Supervisor’s financial software module you may find it helpful to record your petty cash expenditures on separate expenditure sheets; this makes it less likely that those expenditures would be included in the total expenditures twice. Remember to keep receipts.
- No obligation for expenditure is to be incurred unless the funds to cover the expense are in the account.

Penalty for Late Filing

Any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports due **immediately preceding the election**, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For a candidate's termination report, the fine shall be \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater for the period covered by the late report. All fines must be paid from the candidate's **personal funds** – not campaign funds. (106.07(2),(8))

Notice of Test of Equipment

As required by Florida Statute 101.5612, a Logic and Accuracy Test will be held prior to each election. This test is a public demonstration of the ballot tabulation system used by the Supervisor and is open to the public, candidates and press. At the time of qualifying the candidate will receive a notice of the Date and Time of the test.

Candidate Profile

Candidates are able to post a brief biographical sketch and photo on our website.

List your name and the office that you intend to qualify for. Provide a brief biographical sketch of yourself (maximum of 5,000 characters). For example, education, work experience, family, interests, community service, your qualifications and goals for the office that you are seeking. Use of bullets allows for more information. A recent photo is optional – ***no family photos, just the candidate***. While we will not provide a direct link, we encourage you to provide an e-mail address, or some method for the public to contact you. Remember to be brief, clear and concise. Check your spelling and grammar.

Note: This profile is optional. Its purpose is to allow voters an opportunity to learn a little about who you are. This is not a political debate or forum to make negative comments about your opponent(s).

Please contact the Supervisor of Elections office for a login and password.

Data Processing / Map Information

All candidates are eligible to acquire information on the registered voters of a county. The Manatee County Elections Office has the capability to provide a wide range of information for the candidate to use in his campaign. Voters can be sorted by:

- Residence areas, such as senatorial districts, legislative districts, county commission districts, precincts, or individual streets.
- Age groups
- Political parties
- Sex
- Race
- Registration date
- Voter history

The Elections Office can supply the candidate with information in a variety of ways. The fourth section of the Request Form is used to indicate which form is needed. The office can supply:

- Printouts, in alphabetical order or in street order
- CD's
- Email (small files)

The charges must be paid out of the campaign account and are **due upon receipt** of the information. In cases of large orders, you will be asked to put down a deposit at the time of the request. Costs fall within these ranges:

- Paper lists – \$.15 per page
- CD's - \$10.00 per CD
- Email - No Charge

Vote-by-Mail Request Information – F.S. 101.62(3)

Only the following entities below may request and receive Vote-by-Mail request information. The information may only be used for political purposes.

- A canvassing board
- An election official
- A political party official
- A candidate who has filed qualification papers and has opposition
(Reports only available after qualifying period has stated and candidate has been determined to have opposition)
- A registered political committee
- A registered committee of continuous existence

The requester **must** fill out and file with Supervisor of Elections an “Access Application for List of Voters Requesting Vote-by-Mail ballots” form swearing he or she is a qualified entity as stated above.

Maps Available:

Precinct Map Thematically Shaded (Whole County, Individual Precincts)

State House of Representatives Thematically Shaded

State Senate Thematically Shaded

Manatee County Board of Commissioners Thematically Shaded

Manatee County Fire Districts

Special Taxing Districts

All Maps can be printed in any of the following sizes:

11” x 17”	\$ 5.00
18” x 24”	\$ 7.00
24” x 36”	\$10.00

Please allow three (3) business days for map requests.

Special request maps:

Prices based upon the type of map desired and time involved to complete.

Please note that special request maps will require additional time to create.