



# **Manatee County Candidate Handbook**

**2014**

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## Explanation

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The information contained in this publication is intended as a quick reference guide only and is current upon publication. **Information will be added or changed as we receive updates from the Division of Elections.**

This handbook explains the qualifying procedure for candidates who qualify with the Manatee County Supervisor of Elections. It gives the qualifications for each office, with both the regular and petition methods of qualifying.

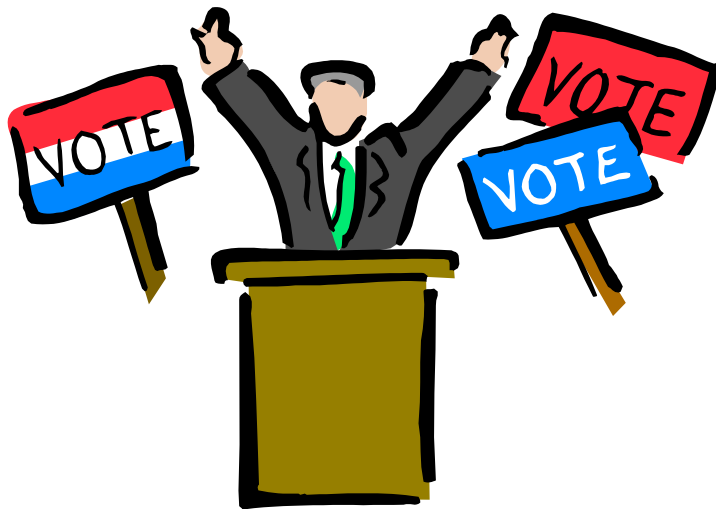
Please direct any questions to the Manatee County Supervisor of Elections at (941) 741-3823.

## Definitions

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<b>Filing Officer:</b>	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)).
<b>In-kind Contribution:</b>	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).
<b>Non-partisan office:</b>	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)).
<b>Partisan Office:</b>	An office for which a candidate is <u>not</u> prohibited from campaigning or qualifying for election to office based upon party affiliation.
<b>Petition Process:</b>	A method of qualifying for office which requires obtaining a pre-determined number of voter signatures on petition cards (Section 99.095).
<b>Political Advertisement:</b>	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)).
<b>Qualifying:</b>	The dates set by law during which the final paperwork required for candidacy is filed with the candidate's filing officer (Section 99.061).
<b>Third Party Voter Reg. Organization:</b>	A third-party voter registration organization means any person (including a candidate), entity, or organization that solicits or collects any voter registration application. A third-party voter registration organization must register with the Division of Elections. See <a href="http://www.votemanatee.com">www.votemanatee.com</a> for more information.

# QUALIFYING INFORMATION



## County Court Judge - 2014

DISTRICT	INCUMBENT	SALARY	QUALIFYING OFFICER
3	Robert Farrance	\$137,020.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
4	Mark Singer		

**Type of Election:** Nonpartisan – Elected Countywide

**Term of Office:** 6 Years, beginning January 6, 2015

**Election Dates:** August 26, 2014                      Primary Election  
November 4, 2014                      General Election (Runoff)

### Qualifications

1. Citizen of the United States
2. A registered voter and resident of Manatee County
3. A member in good standing of the Florida Bar for a period of five years prior to qualifying (FS 34.021) .

### FORMS REQUIRED TO QUALIFY FOR THIS OFFICE:

**1) Form DS-DE 9 – “Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates”** Candidates must file this form before opening a campaign account, accepting or spending any funds

**2) Within ten (10) days after filing Form DS-DE 9, candidates must file Form DS-DE 84 – “Statement of Candidate” and a Form DS-DE 83 – “Statement of Candidate for Judicial Office”**

**3) “Judicial Office Candidate Oath” Form DS-DE 26, or Judicial Office Candidate Oath – Write-In Candidate” Form DS-DE 26A**

**4) Form 6 – “Full and Public Disclosure of Financial Interests”**

**5) Cannon 7 Booklet – “Aid to Understanding Cannon 7”**

## Methods of Qualifying:

### Qualifying Dates and Location

Noon, April 28, 2014 - Noon, May 2, 2014

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

Pre-qualifying papers can be accepted beginning April 14, 2014\*

\***Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

### JUDICIAL CANDIDATES:

#### Qualifying By Fee:

4% of the salary of the office as of July 1, 2013.

\*\*Four percent of the current salary is **\$5,480.80**.

#### Qualifying By Petition:

Candidates must collect signatures of 1% of the registered voters residing in the county as of the last general election, November 2012. **2,095** valid signatures are required. A signature verification fee of 10 cents per name must be paid when petitions are submitted. **The deadline to submit petitions: PRIOR to NOON, March 31, 2014.**

*Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.*

*Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.*

#### Write-In:

At the time of qualifying, all write-in candidates must reside in the district represented by the office sought.

The names of write-in candidates **do not** appear on the ballot.

#### Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period prescribed in this section which do not include all items required by paragraph (a) 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 by paragraph (a) 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)**

## County Commission - 2014

DISTRICT	INCUMBENT	SALARY	QUALIFYING OFFICER
2 (Single Member)	Michael Gallen (D)	\$78,348.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
4 (Single Member)	Robin DiSabatino (R)		
6 (At-Large)	Carol Whitmore (R)		

**Type of Election:** Partisan – Single Member Districts: Elected Within District  
At Large Districts: Elected Countywide

**Term of Office:** 4 Years, beginning November 18, 2014

**Election Dates:** August 26, 2014 Primary Election  
November 4, 2014 General Election

### Qualifications

4. Citizen of the United States
5. A registered voter of the district for which the candidate qualifies
6. A resident of Manatee County  
(Districts 1, 2, 3, 4 and 5 are single-member seats; 6 and 7 are at-large seats)
7. If running with political affiliation – must be a registered member of that political party for 365 days before the beginning of qualifying preceding the general election for which the candidate seeks to qualify.

### FORMS REQUIRED TO QUALIFY FOR THIS OFFICE:

**1) Form DS-DE 9 – “Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates”** Candidates must file this form before opening a campaign account, accepting or spending any funds

**2) Within ten (10) days after filing Form DS-DE 9, candidates must file Form DS-DE 84 – “Statement of Candidate”**

**3) “Candidate Oath” Form DS-DE 24 (Candidate with Party Affiliation), Form DS-DE 24B (Candidate with No Party Affiliation), or Form DS-DE 24A (Write-In Candidate)**

**4) Form 6 – “Full and Public Disclosure of Financial Interests”**

## Methods of Qualifying:

### Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

Pre-qualifying papers can be accepted beginning June 2, 2014\*

\***Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

### MAJOR PARTY CANDIDATES:

#### Qualifying By Fee:

6% of the salary of the office as of July 1, 2013.

\*\*Six percent of the current salary is **\$4,700.88**.

#### Qualifying By Petition:

Candidates must collect signatures of 1% of the registered voters residing in the district or the county as of the last general election, November 2012. District 2 requires **299** valid signatures; District 4 requires **352** valid signatures and District 6 At Large Seat requires **2,095** valid signatures. A signature verification fee of 10 cents per name must be paid when petitions are submitted. **The deadline to submit petitions: PRIOR to NOON, May 19, 2014.**

*Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.*

*Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.*

#### Write-In:

At the time of qualifying, all write-in candidates must reside in the district represented by the office sought.

The names of write-in candidates **do not** appear on the ballot.

### CANDIDATES WITH NO PARTY AFFILIATION and MINOR PARTY CANDIDATES:

Qualifications are met in the same manner and at the same time as major party candidates.

Names appear on the **general election ballot**.

The qualifying fee is 4% of the salary of the office as of July 1, 2013.

\*\*Four percent of the current salary is **\$3,133.92**.

Minor party candidates pay a party assessment if one has been levied by the minor party.

Petition and write-in requirements are the same as for major party candidates.

#### Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period prescribed in this section which do not include all items required by paragraph (a) 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 by paragraph (a) 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)**



## School Board - 2014

DISTRICT	INCUMBENT	SALARY	QUALIFYING OFFICER
2	Barbara A. Harvey	\$37,681.00	Michael Bennett Supervisor of Elections Manatee County, FL 600 301 Blvd W., Suite 108 Bradenton FL 34205 (941) 741-3823
4	Karen Carpenter		
5	Julie Aranibar		

**Type of Election:** Nonpartisan – Elected Countywide

**Term of Office:** 4 Years, beginning November 18, 2014

**Election Dates:** August 26, 2014                      Primary Election  
November 4, 2014                                      General Election

### Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A resident of the district for which the candidate qualifies

### FORMS REQUIRED TO QUALIFY FOR THIS OFFICE:

**1) Form DS-DE 9 – “Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates”** - Candidates must file this form before opening a campaign account, accepting or spending any funds

**2) Within ten (10) days after filing Form DS-DE 9, candidates must file Form DS-DE 84 – “Statement of Candidate”**

**3) “Candidate Oath – School Board” Form DS-DE 25A (Nonpartisan Office), or Form DS-DE 24F (Write-In Candidate)**

**4) Form 6 – “Full and Public Disclosure of Financial Interests”**

## Methods of Qualifying:

### Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

Pre-qualifying papers can be accepted beginning June 2, 2014\*

\***Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

### ALL SCHOOL BOARD CANDIDATES:

#### Qualifying By Fee:

4% of the salary of the office as of July 1, 2013.

\*\*Four percent of the current salary is **\$1,507.24**.

#### Qualifying By Petition:

Candidates must collect signatures of 1% of the registered voters residing in the county as of the last general election, November 2012. **2,095** valid signatures are required. A signature verification fee of 10 cents per name must be paid when petitions are submitted. **The deadline to submit petitions: PRIOR to NOON, May 19, 2014.**

*Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.*

*Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.*

#### Write-In:

At the time of qualifying, all write-in candidates must reside in the district represented by the office sought.

The names of write-in candidates **do not** appear on the ballot.

#### Missing or Incomplete Information

If the filing officer receives qualifying papers during the qualifying period prescribed in this section which do not include all items required by paragraph (a) 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 by paragraph (a) 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)**

## Fire Districts

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### Qualifications

1. Citizen of the United States
2. A resident of the district for which the candidate qualifies
3. A registered voter of Manatee County

### Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

Pre-qualifying papers can be accepted beginning June 2, 2014\*

**\*Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

### Candidate Petition Process

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.

Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.

### Signatures

Candidates must obtain the signatures of 25 registered electors of the geographical area of candidacy.

Signed petition cards are turned in for verification to the supervisor of elections. The deadline for submitting candidate petitions is **Noon, May 19, 2014**.

## **Fees**

There is a fee of 10 cents per signature to be paid in advance to the supervisor of elections for the cost of verifying the signature. If the candidate cannot pay this fee without imposing an undue burden on the candidate's resources, the candidate may file an Oath of Undue Burden to have the fee waived.

## **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

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, June 20, 2012:**

1. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
2. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
3. 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.

4. Qualifying:

By fee:           \$25.00

By petition:   Certificate of petition verification;

**(A candidate who does not collect contributions and whose only expense is the filing fee or signature verification fee is not required to appoint a campaign treasurer or designate a primary campaign depository. The filing fee is not required to be drawn upon the candidate's campaign account.)**

## Special Taxing Districts

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### Qualifications

1. Citizen of the United States
2. A resident of the district for which the candidate qualifies
3. A registered voter of Manatee County

### Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

Pre-qualifying papers can be accepted beginning June 2, 2014\*

**\*Florida Statute 99.061(8)**, states that qualifying papers may be submitted to the qualifying officer up to 14 days prior to the qualifying period. However, the papers will not be processed and filed until the qualifying period actually begins. All papers submitted before the qualifying period are still subject to any and all requirements prescribed in **Florida Statute 99.061(7)(a)**.

### Candidate Petition Process

Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be on file with the filing officer prior to collecting signatures. A candidate may begin collecting signatures as soon as Form DS-DE 9 is on file with the filing officer. Petitions signed prior to the date the DS-DE 9 is filed with the filing officer are not valid.

Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.

### Signatures

Candidates must obtain the signatures of 25 registered electors of the geographical area of candidacy.

Signed petition cards are turned in for verification to the supervisor of elections. The deadline for submitting candidate petitions is **Noon, May 19, 2014**.

## **Fees**

There is a fee of 10 cents per signature to be paid in advance to the supervisor of elections for the cost of verifying the signature. If the candidate cannot pay this fee without imposing an undue burden on the candidate's resources, the candidate may file an Oath of Undue Burden to have the fee waived.

## **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

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, June 20, 2014:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
6. 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.

7. Qualifying:

By fee:           \$25.00

By petition:   Certificate of petition verification;

**(A candidate who does not collect contributions and whose only expense is the filing fee or signature verification fee is not required to appoint a campaign treasurer or designate a primary campaign depository. The filing fee is not required to be drawn upon the candidate's campaign account.)**

# City of Anna Maria

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## 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, June 9, 2014 - Noon, June 20, 2014

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

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, June 20, 2014:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
6. 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.

7. 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 collecting ten (10) 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 ten (10) petition signatures of voters residing in the City and a candidate's residency affidavit.



# City of Bradenton

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## Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A resident of the City of Bradenton for a period of 30 days prior to the first day of qualifying. Candidates for the seat of City Council must be a registered voter of the city ward for which the candidate qualifies

## Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

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, June 20, 2014:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
6. 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.

7. Qualifying:

- 1): Pay Election Assessment Fee equal to 1% of the Annual Salary of the office sought (\$568.91 for Mayor, \$284.45 for Council) and collecting twenty five (25) petition signatures of voters residing in the candidate's ward.

OR

- 2): Filing an "Undue Burden" oath (eliminates paying election assessment fee) and collecting twenty five (25) petition signatures of voters residing in the candidate's ward.

# City of Bradenton Beach

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## 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 nine (9) months prior to qualifying for office. Candidates for the seat of City Commission must be a registered voter of the ward for which the candidate qualifies

## Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

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, June 20, 2012:**

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
6. 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.

7. 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 collecting ten (10) petition signatures of voters residing in the City, a Candidate's Residency Affidavit as well as affidavits from ten (10) residents attesting to the candidate's residency.

OR

2): Filing an "Undue Burden" oath (eliminates paying election assessment fee) and collecting ten (10) petition signatures of voters residing in the City, a Candidate's Residency Affidavit as well as affidavits from ten (10) residents attesting to the candidate's residency.

# City of Holmes Beach

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## 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, June 16, 2014 - Noon, June 20, 2014

Stacey Johnston – City of Holmes Beach City Clerk, 5801 Marina Dr., Holmes Beach Florida 34217

## 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

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, June 20, 2014**:

4. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
5. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan office.
6. 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.

7. Qualifying:

- 1): Pay Election Assessment Fee equal to 1% of the Annual Salary of the office sought (\$120.00 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.

# City of Palmetto

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## Qualifications

1. Citizen of the United States
2. A registered voter of Manatee County
3. A legal resident of the City of Palmetto for 365 consecutive days immediately prior to the last day of qualifying
4. City Commission Ward candidates must also have been a legal resident of the ward from which they are to be elected for a minimum of 180 consecutive days immediately prior to the last day of qualifying.

## Qualifying Dates and Location

Noon, June 16, 2014 - Noon, June 20, 2014

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

## Candidate Petitions

A part of one of the ways to qualify for an office in the City of Palmetto is getting petitions signed. Candidates are required to use Form DS-DE 104, Candidate Petition, to obtain signatures of registered voters. The form is available on the Division of Elections website (<http://election.dos.state.fl.us>). Candidates are responsible for reproducing the petition.

## Signatures

In lieu of the \$25.00 filing fee, candidates may collect petition signatures of voters residing in the city (a candidate must reside in the ward for which he is running) equal to 5% of the registered electors in the City of Palmetto.

Total Registration	5%
7,077	354

The deadline for submitting candidate petitions is **Noon, May 19, 2014.**

## Fees

There is a fee of 10 cents per signature to be paid in advance to the supervisor of elections for the cost of verifying the signature. If the candidate cannot pay this fee without imposing an undue burden on the candidate's resources, the candidate may file an Oath of Undue Burden to have the fee waived.

## 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

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, June 20, 2014:**

5. DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository.
6. DS-DE 25, Loyalty Oath and Oath of Candidate for non-partisan 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): Qualifying Fee of \$25.00 and Assessment Fee equal to 1% of the Annual Salary of the office sought. (\$397.83 for Mayor, \$77.22 for Council)
  - OR
  - 2): Qualifying Fee of \$25.00 and filing an "Undue Burden" oath (eliminates paying election assessment). In lieu of the \$25.00 filing fee, candidates may collect signatures equal to 5% of the total registered voters of the city (354 Signatures).



## Primary Campaign Depository

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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 5<sup>th</sup> 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

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**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 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
<b>PAY TO THE ORDER OF</b>	<u>XYZ Lumber Company</u>	\$ <u>200.00</u>
<u>Two Hundred and 00/100</u>		<b>DOLLARS</b>
<b>BANK OF FLORIDA TALLAHASSEE, FL 32323</b>		
<b>FOR</b> <u>Sign materials</u>	<u>Signature of Campaign Treasurer</u>	
003382558:0326 0075894		

## Debit Cards

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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

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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

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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

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One of the major requirements of the campaign is the filing of campaign reports. If a candidate opens his account prior to the specific qualifying dates, he must file reports of his campaign account's activities with the filing officer. If mailing, they must be postmarked prior to midnight of the designated deadline day. See Section 106.07 for details. Failure to file a report on the designated due date shall subject the candidate to a fine as provided by Section 106.07(8)(a).

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

Note: Candidates who filed the undue burden oath or qualified by the petition process **must** use any remaining campaign funds to reimburse the petition verification fee and or the election assessment before disposing of the funds.

For your convenience, a free financial software module is available for use on the Manatee County Supervisor of Elections website [www.votemanatee.com](http://www.votemanatee.com). Please contact the Supervisor of Elections office for a login and password.

## 2014 REPORTING DATES

Q = Quarterly

M = Monthly

P = Primary

G = General

REPORT	CODE	PERIOD COVERED	DUE DATES
Quarterly	2013 - Q3	July 1, 2013 – September 30, 2013	October 10, 2013
Monthly	2013 – M10	October 1, 2013 – October 31, 2013	November 12, 2013
Monthly	2013 – M11	November 1, 2013 – November 30, 2013	December 10, 2013
Monthly	2013 – M12	December 1, 2013 – December 31, 2013	January 10, 2014
Monthly	2014 – M1	January 1, 2014 – January 31, 2014	February 10, 2014
Monthly	2014 – M2	February 1, 2014 – February 28, 2014	March 10, 2014
Monthly	2014 – M3	March 1, 2014 – March 31, 2014	April 10, 2014
Monthly	2014 – M4	April 1, 2014 – April 30, 2014	May 12, 2014
Monthly	2014 – M5	May 1, 2014 – May 31, 2014	June 10, 2014
60 <sup>th</sup> Day	2014 – P1	June 1, 2014 – June 20, 2014	June 27, 2014
46 <sup>th</sup> Day	2014 – P2	June 21, 2014 – July 4, 2014	July 11, 2014
32 <sup>nd</sup> Day	2014 – P3	July 5, 2014 – July 18, 2014	July 25, 2014
25 <sup>th</sup> Day	2014 – P4	July 19, 2014 – July 25, 2014	August 1, 2014
18 <sup>th</sup> Day	2014 – P5	July 26, 2014 – August 1, 2014	August 8, 2014
11 <sup>th</sup> Day	2014 – P6	August 2, 2014 – August 8, 2014	August 15, 2014
4 <sup>th</sup> Day	2014 – P7	August 9, 2014 – August 21, 2014	August 22, 2014
60 <sup>th</sup> Day	2014 – G1	August 22, 2014 – August 29, 2014	September 5, 2014
46 <sup>th</sup> Day	2014 – G2	August 30, 2014 – September 12, 2014	September 19, 2014
32 <sup>nd</sup> Day	2014 – G3	September 13, 2014 – September 26, 2014	October 3, 2014
25 <sup>th</sup> Day	2014 – G4	September 27, 2014 – October 3, 2014	October 10, 2014
18 <sup>th</sup> Day	2014 – G5	October 4, 2014 – October 10, 2014	October 17, 2014
11 <sup>th</sup> Day	2014 – G6	October 11, 2014 – October 17, 2014	October 24, 2014
4 <sup>th</sup> Day	2014 – G7	October 18, 2014 – October 30, 2014	October 31, 2014

### Termination Reports

TR – Termination Report	After June Qualifying - Close	September 4, 2014
TR – Termination Report	After Primary – Close	November 24, 2014
TR – Termination Report	After General – Close	February 2, 2015

## 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.

- Both the candidate and treasurer **must** sign the report.

## Campaign Report Contribution Sheet

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

- 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.
  - If opposed in the primary election the candidate may accept:
    - \$1000 no later than midnight on August 21, 2014
  - If opposed in the primary and general elections the candidate may accept:
    - \$1000 no later than midnight on August 21, 2014
    - \$1000 between August 27 and midnight on October 30, 2014
  - If opposed in the general election only the candidate may accept:
    - \$1000 up through the day of the primary election on August 26, 2014
    - \$1000 between August 27 and midnight on October 30, 2014
- 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 5<sup>th</sup> 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)).
- 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)).

## Campaign Report Expenditure Sheet

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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 **August 22** and **October 31, 2014**, 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**

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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**

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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

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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
- Labels
- 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
- Labels - \$.20 per page
- Email - No Charge



**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
36" x 48"	\$15.00

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.