

# PBCMCA Election Training

October 27, 2017  
9:00 a.m. to 4:00 p.m.

David B. Farber Training Center  
1050 B Royal Palm Beach Boulevard,  
Royal Palm Beach, FL

A special thank you to the  
Village of Royal Palm Beach  
for being our host!

Today we will venture into -

- \* Where do I begin?
- \* How does this whole election thing work?
- \* What is your role?
- \* Election Process Overview
- \* Election Calendar
- \* Legal Notices
- \* Candidate Packet
- \* Polling Locations
- \* Poll Workers

Yes, there is more!

- \* Agreement with PBC SOE
- \* Candidate Filing and Qualifying
- \* Poll Watchers
- \* Campaign Financing
- \* Political Advertising
- \* What to expect on Election Day
- \* Canvassing Board Responsibilities
- \* Determining Voter's Choice on a Ballot and Recount Procedures
- \* Q&A

# *Where do I begin?*

First, know that *you can do this!*

Second, if you have election questions,  
please contact a  
Palm Beach County municipal clerk with  
election experience and/or  
the Florida Division of Elections.

Please do not contact the  
County Supervisor of Elections or her/his staff  
before reaching out to a local clerk  
**WITH ELECTION EXPERIENCE.**



# *Where do I begin?*

Finally, you must know the contents of your municipal Charter and Code as it relates to your election, to include, but not limited to:

- When shall your election be held?
- When is your qualifying period?
- Do either address advertising requirements?
- What other elements of the election process is governed by your Code of Ordinances that may be different from Florida Election Laws?

# *How does this whole election thing work?*

## Advance preparation is key

- Start working on your election four to five months, or more, out from the date of your election
- Take your time in preparing everything
- If you have questions, use your resources to find the answers! Call an experienced municipal clerk!!

NOT THE COUNTY SOE!

- Serve as Supervisor of Elections and Filing Officer for your municipality
- Performs ministerial function in reviewing qualifying papers
- Shall NOT determine whether the contents of qualifying papers are accurate
- Review qualifying papers for completeness

# What is your role?

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Chapter 1

## Process in Brief

- \* Finalize County SOE Agreement and composition of your Canvassing Board early in the process
- \* Formulate your Election Dates/Calendar
- \* Coordinate your Polling Locations
- \* Prepare Legal Notices
- \* Coordinate your Poll Workers
- \* Prepare Candidate Packets
- \* Qualify Candidates

## Process in Brief Continued

- \* Campaign Reporting
- \* Canvass L&A
- \* Poll Watcher Verification
- \* Election Day Activities
- \* Canvass vote by mail and provisional ballots
- \* Post-Election Audit
- \* Run-off
- \* Election Close-Out

# Election Process Overview

## Success Factors:

- \* Accuracy
- \* Timeliness
- \* Compliance with all laws
- \* Expertise, skill and knowledge of responsibilities
- \* IT Systems: Stable, accurate, consistent access
- \* Recruit & train, reliable poll workers

## Success Factors Continued:

- \* Locate reliable, well-suited (ADA) polling locations early in the process
- \* Communications (internal & external)
- \* Remain neutral at all times
- \* What you do for one, do for all

# Election Process Overview Continued

CYA (Cover Your Assets) in the event of a law suit, as such:

- \* Document Everything
- \* Keep a “Candidate Contact Information Sheet”
- \* Have Candidate acknowledge receipt of Candidate Package, with appropriate disclaimers, and implement a “Candidate Check List” (include all qualifying documents required, fees due, due dates of Treasurer’s Report, etc.)
- \* Date and time stamp everything you receive from a Candidate

## Election Process Overview Continued

## Time Line:

There are primarily three phases to the election time line:

- \* Pre-election
- \* Election Day
- \* Post-Election

There would be an additional time line should you have a Run-off election.

# Election Process Overview Continued

## Pre-Election:

Start preparing at least 120 days prior to the date of your election by preparing:

- \* Your election calendar
- \* Legal Notices
- \* Documents necessary to accompany SOE agreement
- \* Polling location agreement(s)
- \* Candidate Packets
- \* Poll Workers

Additional details will be discussed  
later during this session.

# Election Process Overview Continued



## Run-off Election:

If you have a run-off election be prepared to address the following:

- \* Notify Poll Workers
- \* Notify Polling Locations
- \* Advertise Sample Ballot
- \* Contact Canvassing Board

# Election Process Overview Continued

## Post Election / Wrap-up

- \* Prepare Oath of Office for elected officials
- \* Remind Candidates/Newly Elected Officials to file their appropriate Form 1 or Form 1F, which ever is applicable
- \* Plan an Orientation for newly elected officials
- \* Provide Ethics training information
- \* Arrange for photos, business cards

# Election Process Overview Continued

## Post Election / Wrap-up Continued

- \* Arrange for newly elected officials to meet with Human Resources to complete required documents
- \* Newly elected official may wish to tour municipal facilities or meet with Department Heads

# Election Process Overview Continued

## Post Election / Wrap-up Continued

- \* Maintain an Election file consisting of all documents relating to the election, consisting of, but not limited to:
  - \* File on each candidate containing all their documents, communications, checklist, etc.
  - \* Legal Publications
  - \* Election Results
  - \* Evidence of payment for services, legal publication, etc.

## **Election Process Overview Continued**

## Calculating Dates:

Which can easily be calculated with assistance of the PBCMCA Election Manual (Chapter 3), and using an on-line tool to add/subtract dates at:

<http://www.timeanddate.com/date/dateadd.html>

# Election Calendar

## Getting Started:

In order to build your election calendar you must know two things that is governed by your individual municipality:

- \* The date your municipality's election will be held; and
- \* Your municipality's qualifying period

Not every municipality holds their elections and qualifying periods at the same time!

# Election Calendar

Your election calendar should also include dates for the following:

- \* Notice of Election, when to publish
- \* Resign-To-Run Deadline
- \* Qualifying Period
- \* Ballot Question Deadline
- \* Sample Ballot Publication
- \* Voter Registration Closing
- \* Campaign Treasurer's Reporting
- \* Contribution Deadline

## Election Calendar Continued

As well as:

- \* Expenditure Deadline
- \* State Assessment Fee Deadline
- \* Poll Watchers Deadline
- \* Miscellaneous Important Dates/Deadlines
  - \* Notification of annexations subsequent to your last election
  - \* L&A Testing for the General and Run-off Elections
  - \* Delivery/Pickup of election equipment to/from polling locations
  - \* Pick up of Precinct Clerk bags
  - \* Post Election Audit for the General and Run-off Elections

**Election Calendar Continued**

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Chapter 3



### Language Requirements:

- \* Federal Law governs legal notices to be in both English and Spanish

### Notice of Qualifying and Election:

- \* State Law governs legal notice for qualifying and election dates shall be published, in a newspaper of general circulation in each county, twice within 30 days prior to beginning of qualifying

### Sample Ballot:

- \* State Law governs Sample Ballot shall be published in a newspaper of general circulation in the county, prior to the day of election

## Special Election or Referendums:

- \* State Law governs Special Election or Referendums be published at least twice, one in the 5<sup>th</sup> week prior to the election and again in the 3<sup>rd</sup> week prior to the election

VERY SPECIFIC, MUST PAY CLOSE ATTENTION  
TO PUBLICATION DATES!

# Legal Notices Continued

**\*\* ATTENTION \*\***

All candidate and campaign forms referred to as a DS-DE (Department of State - Division of Elections) form referenced in this presentation can be downloaded from the State Division of Elections website at:

<http://election.dos.state.fl.us/forms/index.shtml>

## What to include in your candidate packets:

A compilation of documents that the candidate will need to further their candidacy and understand applicable laws

- Required information should include:
  - \* DS-DE 9; Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
  - \* DS-DE 84; Statement of Candidate (file within 10 days of filing DS-DE 9)
  - \* DS-DE25; Candidate Oath - Nonpartisan Office
  - \* Form 1; Statement of Financial Interests (this form can be downloaded from the Florida Commission on Ethics)

# Candidate Packet

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Chapter 5

And there is more:

- Required information should include continued:
  - \* Campaign Treasurer's Reporting Schedule
  - \* Campaign Treasurer's Reporting Forms:
    - \* DS-DE 12; Report Summary
    - \* DS-DE 13; Itemized Contributions
    - \* DS-DE 14; Itemized Expenditures
    - \* DS-DE 87; Waiver of Report
    - \* DS-DE 2; Contributions Returned
    - \* DS-DE 86; Request for Return of Contributions
    - \* DS-DE 125; Designation of Poll Watchers

## Candidate Packet Continued

- Suggested additional information:
  - \* Candidate and Campaign Treasurer Handbook
  - Affidavit of Undue Burden (if applicable)
  - \* Acknowledgement of Certification of L&A
  - \* Canvassing Board Meetings, Schedule
  - \* List of Precincts and Polling Locations
  - \* Polling Location Rules
  - \* Florida and Municipal Laws governing Campaign Signs
  - \* Compilation of Election Laws

## Candidate Packet Continued

- Suggested additional information continued:
  - \* Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees
  - \* Gifts Law
  - \* Palm Beach County Code of Ethics and Ethics Pledge
  - \* Municipal Charter and Code governing Elections
  - \* Municipal Charter and Code governing responsibilities of elected officials

## Candidate Packet Continued

- Suggested additional information continued:
  - \* How to file a complaint of alleged violation of Election Laws
  - \* Petition process, include form DS-DE 104, Candidate Petition
  - \* How to obtain an EIN

## Candidate Packet Continued



**WAY TO KICK BUTT**



**WOW! LOOK WHAT  
YOU'VE ACCOMPLISHED!**

- \* Election Calendar
- \* Legal Notices
- \* Candidate Packets

- \* Must be ADA (Americans with Disabilities Accessibility Implementation Act) compliant
- \* Secure Polling Location Agreements well in advance, to include a possible run-off
- \* Ensure access before and after election
- \* Collect emergency contact information
- \* No solicitation inside and not closer than 100 feet
  - \* Exception - exit polling, which media or others may conduct, may approach voters only after voters leave the polling place

- \* Maintain order at the polling place
  - \* Responsibility of municipal SOE and Precinct Clerk
- \* Confirm delivery of voting equipment prior to election day
- \* Restrictive access during voting hours
  - \* Allowed
    - \* Poll Workers
    - \* SOE
    - \* Voters
    - \* A person assisting a voter
    - \* Approved Poll Watchers
- \* Unrestrictive access before and after polls close

## Polling Locations Continued

- \* Prohibited Persons or Activities in Polling Room
  - \* Candidates, except to vote
  - \* Media, except to vote
  - \* Law enforcement officers/Emergency service personnel, except to vote
    - \* Unless permitted by precinct clerk or majority of Election Board
  - \* Photography

## Polling Locations Continued

If the polling room is in a location commonly used by the public or in an area traditionally used as public area for discussion, there may be other people traveling through the polling area. However, care should be taken that these people do not interfere with the voting process.

## Polling Locations Continued

- \* Positions:
  - \* Clerk
  - \* Assistant Clerk
  - \* Inspector
  - \* Deputy (not a law enforcement officer)
- \* Must be a registered voter
- \* Required to have specialized training
  - \* Provided by County SOE staff

- \*Municipal SOE must:
  - \* Contact and Contract with Poll Workers
  - \* Coordinate training classes
  - \* Pay - Recommend using County SOE rates
  - \* Secure standbys for all positions
  - \* Provide written notice for the purpose of collecting social security number

## Poll Workers Continued



The Department of State, Division of Elections, has developed a guide for election officials and poll workers in the proper implementation of election procedures and laws. Form DS-DE 11 (effective 1/2012), entitled “Polling Place Procedures Manual” is available at:

<https://www.flrules.org/gateway/reference.asp?NO=Ref-00946>

which is a good resource to review and to be familiar with.

## Poll Workers Continued



- \* Defines responsibilities of each party
- \* Outlines associated costs
- \* Must accompany an Ordinance or Resolution
  - \* Must contain:
    - \* Authority for SOE to conduct the municipal election
    - \* Define members of your canvassing board

Do not anticipate receipt of the agreement until  
November or December of each year

# Agreement with County Supervisor of Elections (SOE)



Prepare for  
Candidate Qualifying

**NOW WHAT?**

Prepare a checklist to include:

- \* Candidate's selected seat/position
- \* Required forms
- \* Required Fees
- \* Proof of Residency/Registered Voter Card (if applicable)
- \* At close of qualifying, submit list of qualified candidates to SOE
- \* Process State Assessment Fee

# Qualifying Candidates

Chapter 9

- \* Appointed by candidate on form DS-DE 125
- \* Must be a registered voter of the County in which they are a poll watcher
- \* Each candidate is allowed to have one watcher at each polling place at any one time
- \* Poll watchers must be approved by the SOE at least 7 days prior to the election
- \* Deadline to submit to FO<sup>1</sup> No later than noon of the 2nd Tuesday before the election

**Designation of Poll Watchers**

<b>Section 1. Election</b>					<b>Official Use Only</b>	
Election Date: _____						
Select Early Voting or Election Day: _____						
<b>Section 2. Category of Authorized Persons</b>					<b>Complete Only One of the Boxes Below:</b>	
I am a <b>candidate</b> (or candidate designee*) for the following office in this election: _____						
I am the <b>chair</b> (or designee*) of the County Executive Committee of the following Party: _____						
I am the <b>chair</b> (or designee*) of the following Political Committee: _____						
<small>* 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.</small>						
<b>Section 3. Candidate/Chair/Designee</b>						
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.	
<b>Section 4. List of Designated Poll Watchers</b>					<b>Official Use Only</b>	
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 15-2.054, 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

<sup>1</sup>FO stands for Filing Officer

# Poll Watchers

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*Yuck!*

# Campaign Financing



Bank Check must contain:

- Name of candidate and office sought
- Account Number
- Name of Bank
- Exact expenditure amount
- Signature of Campaign Treasurer
- Purpose of expenditure
- Name of Payee

- Signed only by designated treasurer(s)
- Unlawful for Candidate to sign unless designated as treasurer or deputy treasurer

*Example of Campaign Check:*

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

# Campaign Financing Continued

## Contributions - What are they?

### Anything of value

Gifts, subscriptions, conveyance, deposit, loan, payment or distribution of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication. These include contributions in-kind, having an attributable monetary value in any form; [106.011(5)(a)]

## Campaign Financing Continued

Exceptions are:

- Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate including, but not limited to, legal and accounting services; and
- Editorial endorsements [106.011(5)].

Contributions are considered received when received by the candidate, the campaign or deputy treasurer or an agent of the campaign.

- Not when mailed
- Not the date of check
- Not the date deposited

## Campaign Financing Continued



## Contribution Limits:

- \$50.00 cash or cashier's check [F.S. 106.09(1)(b)]
- \$1,000.00 by check, money order, credit card, or debit card [F.S. 106.08(1)(a)2]
- No limit on amounts contributed by the candidate to his/her own campaign. [F.S. 106.08(1)(b)]

## Unauthorized:

- When received on the day of that election or less than five days prior to the day of the election
- Any contribution received after the date at which the candidate becomes unopposed, withdraws, is defeated, or elected to office

# Campaign Financing Continued

## Unauthorized Solicitation of Contributions:

- Religious, charitable, civic, or other causes or organizations established primarily for the public good, and candidates may not make contributions, in exchange for political support, to these organizations. Any contribution received after the date at which the candidate becomes unopposed, withdraws, is defeated, or elected to office
- Within a building owned by a governmental entity
  - Unless the governmental facility is rented for the purpose of a campaign fund raiser

## Campaign Financing Continued

## Anonymous Contributions:

- Must be reported
- Letter explaining the circumstances must be filed with the Filing Officer
- Cannot be spent
- Shall be donated in accordance to §106.141, F.S.

## Foreign Contributions:

- Prohibited - Unless contributor has a green card

# Campaign Financing Continued

## In-Kind Contributions:

- Anything of value
  - can be combined with a monetary contribution
  - Cannot exceed the \$1,000 per person
  - Value established by contributor

# Campaign Financing Continued

## Cash/Cashier's Check Contributions:

- Limit \$50
- Must be reported

## Money Orders:

- All reported as a "check"

Credit Cards are not allowed for municipal candidates

# Campaign Financing Continued

## Fundraisers:

- Proceeds must be used for campaign
- Proceeds and Expenditures subject to all reporting and limit requirements
- Tickets subject to political disclaimers

# Campaign Financing Continued

## Deposit Contributions:

- Prior to the end of the 5th business day following receipt thereof
- Does not include Saturdays, Sundays, and legal holidays
- Bank deposit slip shall contain name and amount made by each contributor

## Contribution Deadlines:

- Becoming Unopposed
- Less than five days prior to the election

# Campaign Financing Continued

## Expenditures - What are they?

- Purchases, payments, distributions, loans, advances, or gifts of money or anything of value
- Paid by campaign check
  - Except for petty cash
    - Qualifying fees by campaign check only!

# Campaign Financing Continued



### Allowable Expenses:

- Providing there are sufficient funds
- Public utilities for campaign quarters
- Reimbursements
- Transportation, meals and lodging

### Unallowable Expenses:

- Normal living expenses

# Campaign Financing Continued

## Petty Cash:

- Established by using campaign check
- Used only for office supplies, transportation expenses, and other necessities
- Cannot exceed purchases of \$100
- Limits
  - \$500 per calendar quarter up until the last day of qualifying
  - \$100 per week up until unopposed, elected, or defeated

# Campaign Financing Continued

## Reporting Requirements/Due Dates/Report Types:

- File all reports to the Qualifying Officer no later than 5:00 p.m. of the due date
- Report all contributions/expenditures made during the reporting period
- Timely file monthly reports by the 10<sup>th</sup> day following the end of each calendar month
  - Reporting period covers all financial activities made during the entire month
  - Report type code is M plus the numeral month (examples: M1 = January; and M12 = December)

# Campaign Financing Continued

## Reporting Requirements/Due Dates/Report Types Continued:

- Timely file reports due on the 25<sup>th</sup> and 11<sup>th</sup> days immediately preceding the general election
  - Reporting period covers all financial activities made as of the preceding Friday
  - Report type codes are G1 and G2, respectively
- Timely file report due on the 4<sup>th</sup> day immediately preceding the general election
  - Reporting period covers all financial activities made as of the day preceding this designated due date
  - Report type code is G3

## Campaign Financing Continued

## Reporting Requirements/Due Dates/Report Types Continued:

- Upon candidate withdrawing, becoming unopposed, eliminated, or elected, timely file final report within 90 days
  - No longer accepts contributions
  - Properly dispose of remaining funds
  - Report type code is TR

# Campaign Financing Continued

## Reporting Forms:

Campaign finance reports are submitted on Division of Elections forms. A typical report will consist of:

- \* Form DS-DE 12, Campaign Treasurer's Report Summary
- \* Form DS-DE 13, Campaign Treasurer's Report - Itemized Contributions
- \* Form DS-DE 14, Campaign Treasurer's Report - Itemized Expenditures

# Campaign Financing Continued

## Reporting Forms Continued:

### **Other reporting forms that may apply include:**

- **Form DS-DE 87, Waiver of Report**
- **Form DS-DE 86, Request for Return of Contribution**
- **Form DS-DE 2, Contributions Returned**

# Campaign Financing Continued



## Reporting Forms Continued:

### DS-DE 12:

- Contains total sums of all loans, in-kind contributions, and other receipts by or for such candidate, and total sums of all expenditures made by such candidate during the reporting period

CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Name _____	OFFICE USE ONLY
(2) Address (number and street) _____	
City, State, Zip Code _____	
<input type="checkbox"/> Check here if address has changed	(3) ID Number: _____
(4) Check appropriate box(es):	
<input type="checkbox"/> Candidate Office Sought: _____	<input type="checkbox"/> Check here if PC or ECO has disbanded
<input type="checkbox"/> Political Committee (PC)	<input type="checkbox"/> Check here if PTY has disbanded
<input type="checkbox"/> Electioneering Communications Org. (ECO)	<input type="checkbox"/> Check here if no other IE or EC reports will be filed
<input type="checkbox"/> Party Executive Committee (PTY)	
<input type="checkbox"/> Independent Expenditure (IE) (also covers an individual making electioneering communications)	
(5) Report Identifiers	
Cover Period: From ___ / ___ / ___ To ___ / ___ / ___ Report Type: _____	
<input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report	
(6) Contributions This Report	(7) Expenditures This Report
Cash & Checks \$ _____	Monetary Expenditures \$ _____
Loans \$ _____	Transfers to Office Account \$ _____
Total Monetary \$ _____	Total Monetary \$ _____
In-Kind \$ _____	(8) Other Distributions \$ _____
(9) TOTAL Monetary Contributions To Date \$ _____	(10) TOTAL Monetary Expenditures To Date \$ _____
(11) Certification	
It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)	
I certify that I have examined this report and it is true, correct, and complete:	
(Type name) _____	(Type name) _____
<input type="checkbox"/> Individual (only for IE or electioneering comm.)	<input type="checkbox"/> Candidate
<input type="checkbox"/> Treasurer	<input type="checkbox"/> Chairperson (only for PC and PTY)
<input type="checkbox"/> Deputy Treasurer	
<b>X</b> _____	<b>X</b> _____
Signature	Signature

DS-DE 12 (Rev. 11/13)

SEE REVERSE FOR INSTRUCTIONS

# Campaign Financing Continued



## Reporting Forms Continued:

### DS-DE 13:

- Itemizes all loans, in-kind contributions, and other receipts by or for the candidate during the reporting period

**CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type   Occupation		(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
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DS-DE 13 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

# Campaign Financing Continued

## Reporting Forms Continued:

### DS-DE 14:

- Itemizes all expenditures made by the candidate during the reporting period

**CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) Page \_\_\_\_\_ of \_\_\_\_\_

(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
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DS-DE 14 (Rev. 11/13) SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

# Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13 and 14

require similar information  
in items (1) through (7)

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

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

### CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

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

# Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13 and 14

- **Sequence Number**

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

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

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

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

## Campaign Financing Continued



## Reporting Forms Continued:

DS-DE 13

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

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

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

#### CONTRIBUTOR TYPE

Code	Description	Applicable To
I	Individual	ALL
B	Business (also includes corporations, organizations, groups, etc.)	ALL
<del>D</del>	<del>Committee of Continuous Existence – NOT VALID AFTER 9/30/13</del>	<del>CAN, ECO, PAC, PAP, PTY</del>
<del>E</del>	<del>Electioneering Communication Organization</del>	<del>ECO</del>
<del>F</del>	<del>Political Committee (Federal or State)</del>	<del>CAN, ECO, PAC, PAP, PTY</del>
P	Political Parties (includes federal, state and county executive committees) Or Affiliated Party Committee	ALL
O	Other	ALL
S	Candidate to Themselves	CAN

## Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_ (4) Page \_\_\_ of \_\_\_

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

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

#### CONTRIBUTION TYPE

Code	Description	Applicable To
CAS	Cash or Cashier's Check	ALL
CHE	Check	ALL
<del>COF</del>	<del>Carryover Funds from previous campaign (effective 11/1/13)</del>	<del>CAN</del>
INK	In-kind	ALL
INT	Interest	ALL
LOA	Loan	ALL
MO	Money Order	ALL
MUC	Multiple Uniform Contributions (effective 11/1/13)	PAC
RCT	Other Receipts	ECO
REF	Refund (negative amount only)	ALL

# Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_ (4) Page \_\_\_ of \_\_\_

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

Special note:

Refunds (type 'REF', which qualify as a returned (bad) contribution check or a refund/return of a previously deposited contribution, are reported as a negative contribution entry.

## Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 2:

Special note:

- \* Returning a contribution requires completion and filing of DS-DE 2, 'Contributions Returned'.

CONTRIBUTIONS RETURNED (Section 106.07(4)(b), F.S.) (PLEASE TYPE)		OFFICE USE ONLY
This report applies only to contributions received by any candidate, committee, or organization but returned to the contributor before being deposited in the campaign account.		
<input type="checkbox"/> Candidate		<input type="checkbox"/> Committee or Organization
Full Name: _____		
Full Address: _____		
Full Name and Address of Contributor: _____ _____	Full Name and Address of Contributor: _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	Date Returned: _____	
Full Name and Address of Contributor: _____ _____	Full Name and Address of Contributor: _____ _____	
Amount of Contribution: \$ _____	Amount of Contribution: \$ _____	
Date Received: _____	Date Received: _____	
Date Returned: _____	Date Returned: _____	
I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND IT IS TRUE, CORRECT AND COMPLETE.		
_____ Type or Print Name of Candidate, Treasurer or Chairman		
X _____		Signature
DS-DE 2 (Rev. 07/10)		

# Campaign Financing Continued



## Reporting Forms Continued:

DS-DE 13

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_ / \_\_\_\_ / \_\_\_\_ through \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (4) Page \_\_\_\_ of \_\_\_\_

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

(10) Type the description of any in-kind contribution received.

## Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13

**CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_ (4) Page \_\_\_ of \_\_\_

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

(11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter “ADD” in amendment type on a line with ALL of the required data.

The sequence number for contributions with amendment type “ADD” will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type “ADD” will be 76; the second “ADD” contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth “ADD” contribution would have sequence number 46.

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

# Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 13

### CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_ / \_\_\_ / \_\_\_ through \_\_\_ / \_\_\_ / \_\_\_ (4) Page \_\_\_ of \_\_\_

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

(12) Type amount of contribution received.

## Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 14

**CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_  
(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) Page \_\_\_\_\_ of \_\_\_\_\_

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

(8) Purpose of expenditure

# Campaign Financing Continued



## Reporting Forms Continued:

DS-DE 14

### CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_  
 (3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) Page \_\_\_\_\_ of \_\_\_\_\_

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

#### EXPENDITURE TYPE

Code	Description	Applicable To
CAN	Candidate Expense	PAC, PAP, PTY
CCP*	Credit Card Payment	CAB; PAC, PAP, PTY
DIS	Disposition of Funds	CAN
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)	CAN
DPP	Disposition of Funds to Political Party (effective 11/1/13)	CAN
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)	CAN
ECC	Electioneering communication regarding a candidate	ECO, PAC, PAP, PTY
IEC	Independent expenditure regarding a candidate	PAC, IXO
IEI	Independent expenditure regarding an issue	PAC, IXO
MON	Monetary (not to a Candidate)	ALL
PCW	Petty cash withdrawn	ALL (except IXO)
PCS	Petty cash spent	ALL (except IXO)
PPD	Pre-paid Distribution	ALL (except IXO)
REF	Refund (negative amount only)	ALL (except IXO)
RMB	Reimbursements	ALL (except IXO)
TOA	Transfer to office account (Disposition of Funds)	CAN

# Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 14

**CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) Page \_\_\_\_\_ of \_\_\_\_\_

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

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

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

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

## Campaign Financing Continued

## Reporting Forms Continued:

DS-DE 14

**CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_  
(3) Cover Period \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_ (4) Page \_\_\_\_\_ of \_\_\_\_\_

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

(11) Amount of expenditure.

# Campaign Financing Continued



## Reporting Forms Continued:

### DS-DE 87:

- Used when no activity on bank account
- Must be signed by Candidate and Treasurer

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY	
Name		Office Sought	
Address		City	State Zip Code
<input type="checkbox"/> Candidate	<input type="checkbox"/> Political Committee	<input type="checkbox"/> Party Executive Committee	
NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.07(3)(b), F.S.).			
<input type="checkbox"/> Check here if address has changed since last report.		<input type="checkbox"/> Check here if PC has DISBANDED and will no longer file reports.	
TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)			
<input type="checkbox"/> MONTHLY REPORT	<input type="checkbox"/> PRIMARY ELECTION	<input type="checkbox"/> GENERAL ELECTION	<input type="checkbox"/> OTHER REPORT TYPE
Indicate report # M _____	Indicate report # P _____	Indicate report # G _____	Indicate report type and # as applicable: _____
<input type="checkbox"/> TERMINATION REPORT		<input type="checkbox"/> SPECIAL ELECTION	
NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF			
_____		THROUGH	_____
X	Signature	Date	
X	Signature	Date	
REQUIRED SIGNATURES FOR:			
Candidates: Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)			
Political Committees: Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)			
Party Executive Committees: Treasurer and Chairman (s. 106.29(2), F.S.)			
Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.			

DS-DE 87 (Rev. 06/15)

# Campaign Financing Continued



## Reporting Forms Continued:

DS-DE 73 and 73A:

If elected, candidate must

- Report all loans, exceeding \$500 in value, made within twelve months preceding election to office, to the FO.
- Be filed within ten days after being elected to office

**CAMPAIGN LOANS REPORT**  
(Section 106.075, F.S.)  
(PLEASE TYPE)

OFFICE USE ONLY

This report applies to all 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. All such loans must be reported to the filing officer within 10 days after the candidate's election to office.

**CAMPAIGN LOANS REPORT ITEMIZED**  
Page \_\_\_\_\_ of \_\_\_\_\_  
(PLEASE TYPE)

FULL NAME AND ADDRESS OF LENDER: _____ _____ _____	FULL NAME AND ADDRESS OF LENDER: _____ _____ _____
OCCUPATION: _____	OCCUPATION: _____
AMOUNT OF LOAN: _____	AMOUNT OF LOAN: _____
DATE RECEIVED: _____	DATE RECEIVED: _____

# Campaign Financing Continued

## Reporting Forms Continued:

### DS-DE 103:

- Should a candidate spend \$5,000 in electioneering communications they must file as an Electioneering Communications Organization (ECO)

ELECTIONEERING COMMUNICATIONS ORGANIZATION			
STATEMENT OF ORGANIZATION			
(PLEASE TYPE)			
OFFICE USE ONLY			
1. Full Name of Organization			Telephone
Mailing Address (include city, state and zip code)			
Street Address (include city, state and zip code)			
2. Affiliated or Connected Organizations			
Name of Affiliated or Connected Organization	Mailing Address	Relationship	
3. Area, Scope and Jurisdiction of the Organization			
4. Identify by Name, Address & Position, the Custodian of Books & Accounts for the Organization			
Full Name	Mailing Address	Street Address	Title or Position
5. This Organization was formed (check applicable box): (Calendar quarters end the last day of March, June, September, and December.)			
<input type="checkbox"/> As a newly created organization during the current calendar quarter.			
<input type="checkbox"/> From an organization existing prior to the current calendar quarter.			
Form DS-DE 103 (Rev. 06/11) - Rule 15-2.017			
(continued on reverse)			

# Campaign Financing Continued

## Reporting Forms Continued:

### Electioneering Communication:

- Is any broadcast, cable or satellite communication that fulfills each of the following conditions:
  - The communication refers to a clearly identified candidate;
  - The communication is publicly distributed by a television station, radio station, cable television system or satellite system for a fee; and
  - The communication is distributed within 60 days prior to a general election or 30 days prior to a primary or special election

## Campaign Financing Continued

## Reporting Forms Continued:

### DS-DE 103:

- Shall be filed with FO within:
  - 24 hours after the date the expenditure exceeds \$5,000 providing the expenditure was made within 30 days before a primary or special primary election or 60 days before any other election
  - 24 hours after the 30th day before a primary of special primary election, or within 24 hours after the 60th day before any other election, whichever is applicable.

## Campaign Financing Continued

## Reporting Forms Continued:

### DS-DE 41:

- Additionally, this form must be filed along with DS-DE 103

REGISTERED AGENT STATEMENT OF APPOINTMENT (Section 106.022, F.S.)		OFFICE USE ONLY
<input type="checkbox"/> Original Appointment <input type="checkbox"/> Change of Appointment		
<input type="checkbox"/> Change of Mailing Address <input type="checkbox"/> Change of Physical Address		
<b>Registered Agent and Office Information</b>		
Name		Telephone
Street Address		
City	State	Zip Code
Mailing Address		
City	State	Zip Code
I accept this appointment and confirm that I am familiar with and accept the obligations of the position as set forth in Section 106.022, F.S. I also understand that I may resign this appointment by executing a written statement of resignation and filing it with the applicable filing officer.		
Signature of Registered Agent		Date
<b>Former Registered Agent and Office Information (for changes only)</b>		
Name		Telephone
Street Address		
City	State	Zip Code
<b>Committee or Organization Information</b>		
Name of Committee or Organization		
Street Address		Telephone
City	State	Zip Code
Signature of Chairperson		
Printed Name of Chairperson		Date
Form DS-DE 41 (revised 6/11)		

# Campaign Financing Continued

## Reporting Forms Continued:

- \* Electioneering Communication Organization (ECO):
  - Must comply with all laws applicable to a candidate
    - Exception: The bank account for an ECO does not have to be separate from other accounts of the ECO
- \* For further details on an ECO
- \* Visit the Florida Division of Election website  
<http://dos.myflorida.com/elections/about-us/>
- \* And locate their publication “Electioneering Communications Organization Handbook”

# Campaign Financing Continued



### Incomplete Reports:

- Shall be accepted by the Filing Officer
- Filing Officer (FO) required to check report for completeness and accuracy
- FO must notify treasurer, by certified mail, as to why report is incomplete
- Treasurer has 7 days from date of receipt to correct report

## Campaign Financing Continued

## Amending Reporting Forms:

Requires using the Report Summary form, and either the Itemized Contribution or Expenditure form, or both.

### To amend the Itemized *Contribution* form:

To add a new (previously unreported) contribution for the reporting period being amended, enter “ADD” in amendment type on a line with ALL of the required data. The sequence number for contributions with amendment type “ADD” will start at one plus the number of contributions in the original report.

# Campaign Financing Continued



## Amending Reporting Forms Continued:

### To amend the Itemized *Contribution* form continued:

To correct a previously submitted contribution use the following drop/add procedure. Enter “DEL” in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records.

On the next line enter “ADD” in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

# Campaign Financing Continued

## Amending Reporting Forms Continued:

### To amend the Itemized *Expenditure* form:

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

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report.

# Campaign Financing Continued

## Amending Reporting Forms Continued:

### To amend the Itemized *Expenditure* form continued:

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records.

On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

## Campaign Financing Continued

Amending Reporting Forms Continued:

To amend the Report Summary form:

Summarize only contributions, expenditures, and distributions being reported as additions and/or deletions

## Campaign Financing Continued

## Late Report:

Immediately notify candidate that report was not timely filed and that a fine will be assessed

Fine shall be assessed by the filing officer and based upon the earliest of the following:

- Date actually received
- Date of postmark
- Date of certificate of mailing
- Date received by established courier company

### Late Report Continued:

- Fine shall be paid within 20 days after receipt of notice
- Fine paid from candidate's personal funds
- Fine can be appealed
- Fine funds deposited in municipality's general revenue fund

## Campaign Financing Continued

## Late Report Continued:

Unusual Circumstances may result in fine being waived, such as:

- Natural disaster
- Death of candidate, treasurer, or immediate family member of either
- Serious illness, disability, emergency surgery of any of the above
- Unanticipated events that caused computer or equipment failure
- FO's failure to send notice of late report within 7 days

## Campaign Financing Continued

### Penalty for Late Reports:

- \$50 per day for the first three days late
- 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

## Campaign Financing Continued



## Penalty for Late Reports Continued:

- **Exceptions**
  - Reports immediately preceding each primary, general, or special election the fine is \$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
  - Termination report (TR), the fine is \$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

## Campaign Financing Continued

## Penalty for Late Reports Continued:

- Fine calculation
  - Can be complex if you don't think the process through
  - Best outlined in Election Manual, pages 49 - 51

# Campaign Financing Continued

## Repeated Late Filers:

- FO shall notify Florida Elections Commission (FEC)
- Also applies to failure to pay fine
- Report on FEC "Complaint Form"

STATE OF FLORIDA  
FLORIDA ELECTIONS COMMISSION  
107 West Gaines Street, Suite 214, Tallahassee, Florida 32309-1050  
Telephone Number: (904) 432-4339  
[www.fec.state.fl.us](http://www.fec.state.fl.us)

**CONFIDENTIAL COMPLAINT FORM**  
The Commission's records and proceedings in a case are confidential until the Commission rules on probable cause. A copy of the complaint will be provided to the person against whom the complaint is brought.

**1. PERSON BRINGING COMPLAINT:**  
Name: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT:**  
A person can be an individual, political committee, committee of continuous existence, political party, electrosourcing communication organization, club, corporation, partnership, company, association, or any other type of organization. (If you intend to name more than one individual or entity, please file multiple complaints.)  
Name of individual or entity: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
If individual is a candidate, list the office or position sought: \_\_\_\_\_  
Have you filed this complaint with the State Attorney's Office? (check one)  Yes  No

**3. ALLEGED VIOLATION(S):**  
Please list the provisions of The Florida Election Code that you believe the person named above may have violated. The Commission has jurisdiction only to investigate the following provisions: **Chapter 104, Chapter 106, and Section 105.071, Florida Statutes.** Also, please include:  
✓ The facts and actions that you believe support the violations you allege.  
✓ The names and telephone numbers of persons you believe may be witnesses to the facts.  
✓ A copy or picture of the political advertisements you mention in your statement.  
✓ A copy of the documents you mention in your statement, and  
✓ Other evidence that supports your allegations.

FEC 002 (Rev. 05-05-14)

# Campaign Financing Continued

## Surplus Funds:

### Disbursement

- Purchase 'thank you' advertising up to 75 days
- Pay for prior campaign obligations

### Disposing

- Return pro rata to each contributor
- Donate funds to charity or 501(c)(3) organizations
- Give funds to candidate's political party
- Give funds to the municipality
- Transfer (up to \$5,000 multiplied by the number of years in the term of office) funds to an office account. [This option requires additional reporting requirements.]

# Campaign Financing Continued

\* Candidates running for non-partisan office may not state the candidate's political party affiliation in the disclaimer, or in the body of the advertisement. Exception: The candidate is not prohibited from stating the candidate's partisan related experience

\* Therefore, political ads paid for by a candidate shall state:

“Political advertisement paid for and approved by (name of candidate), for (office sought)” or “Paid by (name of candidate), for (office sought).”

# Political Advertising

- \* Exceptions are many, below are two examples
  - \* Designed to be worn by a person and novelty items, i.e. clothing, buttons, pens/pencils, bumper sticker, etc.
  - \* 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

## Political Advertising Continued

- \* Other Forms of Advertising/Disclaimers
  - \* Advertisement Provided In-kind
  - \* Other Disclaimers
  - \* Endorsements in Political Advertisements
  - \* Independent Expenditures Disclaimers
  - \* Disclaimers for Other Than Independent Expenditures

## Political Advertising Continued



## Campaign Signs

### Usage and removal of political campaign advertisements

- \* Each candidate, whether for a federal, state, county, or district office, shall make a good faith effort to remove all of his or her political campaign advertisements within 30 days after:
  - \* (a) Withdrawal of his or her candidacy;
  - \* (b) Having been eliminated as a candidate; or
  - \* (c) Being elected to office.

# Political Advertising Continued

### Campaign Signs Continued:

However, a candidate is not expected to remove those political campaign advertisements which are in the form of signs used by an outdoor advertising business as provided in chapter 479. The provisions herein do not apply to political campaign advertisements placed on motor vehicles or to campaign messages designed to be worn by persons.

# Political Advertising Continued

- \* Expect a long day - arrive early, before the polls open. Expect to be extremely late, as you are required to take certain election materials to the Tabulation Center that same evening
- \* Have all contact information for your polling locations
- \* Visit your polling locations several times throughout the day

# What to Expect on Election Day

- \* Important - what happens outside the 100' zone is not your responsibility, but that of law enforcement
- \* Equipment malfunction - report to County SOE
- \* Communicate with Canvassing Board members to insure their attendance at the Tabulation Center after the polls close

## What to Expect on Election Day Continued



## What to Expect on Election Day Continued

104

Chapter 13

## Responsibilities

- \* Examine provisional ballots
- \* Certify accuracy of tabulating equipment
- \* Compare write-in votes
- \* Conduct manual audits
- \* Canvass vote by mail ballots
- \* Participate in recounts

*NEVER TOUCH THE BALLOTS!*

# Canvassing Board

FAC Rule IS-2.027 establishes standards to determine whether the voter has clearly indicated a definite choice for purposes of counting a vote cast on a ballot in a manual recount.

These standards apply in all instances where a contest is not marked as specified in the ballot instructions and a manual review of the voter's markings on a ballot is required to determine whether there is a clear indication that the voter has made a definite choice.

# Determining Voter's Choice

Chapter 15



This is one of the functions of your Canvassing Board on election night. Additionally, should a voter's signature not match that which is on file with the County SOE, the Canvassing Board will determine the validity of the signature.

## Determining Voter's Choice Continued

The following are examples of determining a voter's intent:

**Ballot Situation 1:**

Recount in race of State Representative. The two ovals in the first two races are filled in properly, but the voter has circled the candidate's name in the state representative race. Since the voter did not mark the state representative race in the same manner as in the other races, it cannot be determined whether the voter has clearly indicated a definite choice for Don Nichols.

<p><b>For Attorney General</b> (Vote for one)</p> <p><input type="radio"/> Lucille Ball</p> <p><input checked="" type="radio"/> Jack Benny</p> <p><input type="radio"/> Desi Arnaz</p> <p><input type="radio"/> Lenny Bruce</p>
<p><b>For Commissioner of Agriculture</b> (Vote for one)</p> <p><input type="radio"/> Jack Ritter</p> <p><input type="radio"/> Audra Lindley</p> <p><input checked="" type="radio"/> Francis Bavier</p> <p><input type="radio"/> Jack Dodson</p>
<p><b>For State Representative</b> (Vote for one)</p> <p><input type="radio"/> Don Nichols</p> <p><input type="radio"/> Michael Ross</p> <p><input type="radio"/> Bernie West</p> <p><input type="radio"/> Norman Fell</p>

## Determining Voter's Choice Continued

Ballot Situation 2:  
 Recount in race of State Representative. All races on this ballot are marked in the same manner. Since the ballot is consistently marked as in paragraph (c), the vote cast for Michael Ross in the state representative race is a valid vote.

<b>For Attorney General</b> (Vote for one)		
Lucille Ball	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jack Benny	<input type="checkbox"/>	<input type="checkbox"/>
Desi Arnaz	<input type="checkbox"/>	<input type="checkbox"/>
Lenny Bruce	<input type="checkbox"/>	<input type="checkbox"/>
<b>For Commissioner of Agriculture</b> (Vote for one)		
Jack Ritter	<input type="checkbox"/>	<input type="checkbox"/>
Audra Lindley	<input type="checkbox"/>	<input type="checkbox"/>
Francis Bavier	<input type="checkbox"/>	<input type="checkbox"/>
Jack Dodson	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>For State Representative</b> (Vote for one)		
Don Nichols	<input type="checkbox"/>	<input type="checkbox"/>
Michael Ross	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bernie West	<input type="checkbox"/>	<input type="checkbox"/>
Norman Fell	<input type="checkbox"/>	<input type="checkbox"/>

## Determining Voter's Choice Continued

The voter marks an “X,” a check mark, a cross, a plus sign, an asterisk or a star, any portion of which is contained in a single oval or within the blank space between the head and tail of a single arrow. The marking must not enter into another oval or the space between the head and tail of another arrow. Examples on next two slides.

## Determining Voter’s Choice Continued

**Valid Vote for Ball**

**For Attorney General**  
(Vote for one)

Lucille Ball

Jack Benny

Desi Arnaz

Lenny Bruce

**Valid Vote for Ball**

**For Attorney General**  
(Vote for one)

Lucille Ball ← ~~X~~ -

Jack Benny ← -

Desi Arnaz ← -

Lenny Bruce ← -

**Invalid Vote**

**For Attorney General**  
(Vote for one)

Lucille Ball

Jack Benny

Desi Arnaz

Lenny Bruce

**Invalid Vote**

**For Attorney General**  
(Vote for one)

Lucille Ball ← ~~X~~ -

Jack Benny ← ~~X~~ -

Desi Arnaz ← -

Lenny Bruce ← -

# Determining Voter's Choice Continued

**Valid Vote for Bruce**

**For Commissioner of Agriculture**  
(Vote for one)

~~Lucille Ball~~

~~Jack Benny~~

~~Desi Arnaz~~

Lenny Bruce

\_\_\_\_\_  
Write-In

# Determining Voter's Choice Continued

There are 2 types of recount procedures:

- \* Machine
- \* Manual

These procedures are governed by FAC Rule 1S-2.031

# Recount Procedures



Machine Recount entails basically the following:

- \* Tabulating equipment being used in the recount must be tested
- \* Ballots are re-tabulated through the tabulating equipment, along with sorting out the over/undervoted ballots
- \* Sorted ballots are secured in sealed container
- \* Container remains sealed until it is determined whether a manual recount will be conducted

The above is performed by the County SOE staff and is performed on election night.

## Recount Procedures Continued

Manual Recount is too involved to include in the presentation; however, County SOE staff performs this task, along with observation by your Canvassing Board.

**WARNING**

Do not touch the ballots  
during this process!

It is highly recommended that you share this Chapter with your Canvassing Board members.

**Recount Procedures Continued**

# ***FINAL IMPORTANT NOTE***

If you have election questions,  
please contact a  
Palm Beach County municipal clerk with  
election experience and/or  
the Florida Division of Elections.

Please do not contact the  
County Supervisor of Elections or her/his staff  
before reaching out to a local clerk

***WITH ELECTION EXPERIENCE.***

Time for  
Questions



## Presented by PBCMCA 2016-2017 Election Committee

- Debra R. Buff, MMC, Chair
- Deborah Andrea
- Claudene Anthony, CMC
- Lakisha Burch, CMC
- Jessica Figueroa, CMC
- Vivian Mendez, CMC
- Melissa Teal, MMC
- Tijauna Warner