

# FILING FOR OFFICE



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## DEFINITIONS

**Announced Candidate:** Any person who has made a public statement of intent to run for public office. The person **MAY NOT** accept any contributions or expend funds until he/she becomes a filed candidate.

**Filed Candidate:** Any person who has appointed a campaign treasurer, designated a financial institution for the purpose of depositing campaign contributions, and filed form DS-DE 9 (Appointment of Campaign Treasurer) with the Supervisor of Elections. Campaign can now accept contributions and expend funds. Within 10 days of filing candidate must also file a Statement of Candidate (Form DS-DE 84). Treasurer's reports are due on quarterly basis until Qualifying.

**Qualified Candidate:** Any person who files all of the required forms with the Supervisor of Elections during the qualifying period and either pays the qualifying fee or qualifies by petition. Candidate's name is printed on the ballot.

**Write-in Candidate:** Any person seeking election by write-in. Must file appropriate forms with the Supervisor of Elections during the qualifying period. Name will not be printed on the ballot. Space will be provided on ballot for write-in candidate. Candidate must educate voters to write-in candidate's name in the space provided on General Election ballot.



# BECOMING A FILED CANDIDATE

Candidacy intentions may be announced at any time, but your candidacy is not official until you have filed your Appointment of Campaign Treasurer and Designation of Campaign Depository with the proper filing officer.

**IMPORTANT!**  
**YOU MUST FILE THIS FORM BEFORE ACCEPTING ANY CONTRIBUTIONS, MAKING ANY EXPENDITURES, COLLECTING ANY PETITION SIGNATURES, OR OPENING A CAMPAIGN ACCOUNT! (F.S. 106.021)**

Additionally, you MUST file a Statement of Candidate (Form DS-DE 84) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository. This form, along with Chapter 106, Florida Statutes, will be given to you at the time of filing your appointment of campaign treasurer.

(F.S. 106.023)

# Who May Serve As A Campaign Treasurer and What Are The Duties?





## WHO MAY SERVE AS A CAMPAIGN TREASURER?

- Anyone may serve as your campaign treasurer.
- An individual may be appointed and serve as a campaign treasurer for more than one candidate or political committee.
- You may serve as the campaign treasurer for your campaign, or appoint yourself as a deputy treasurer. Should something happen to your campaign treasurer and he/she not be able to complete a campaign report that is due, as a deputy campaign treasurer you can complete the task and avoid any late report fines.
- In addition to your campaign treasurer, you may appoint up to 3 deputy treasurers.
- Each treasurer must sign the Campaign Treasurer's Acceptance of Appointment section on Form DS-DE 9.

(F.S. 106.021)



## WHAT ARE THE DUTIES OF A CAMPAIGN TREASURER?

Treasurers...

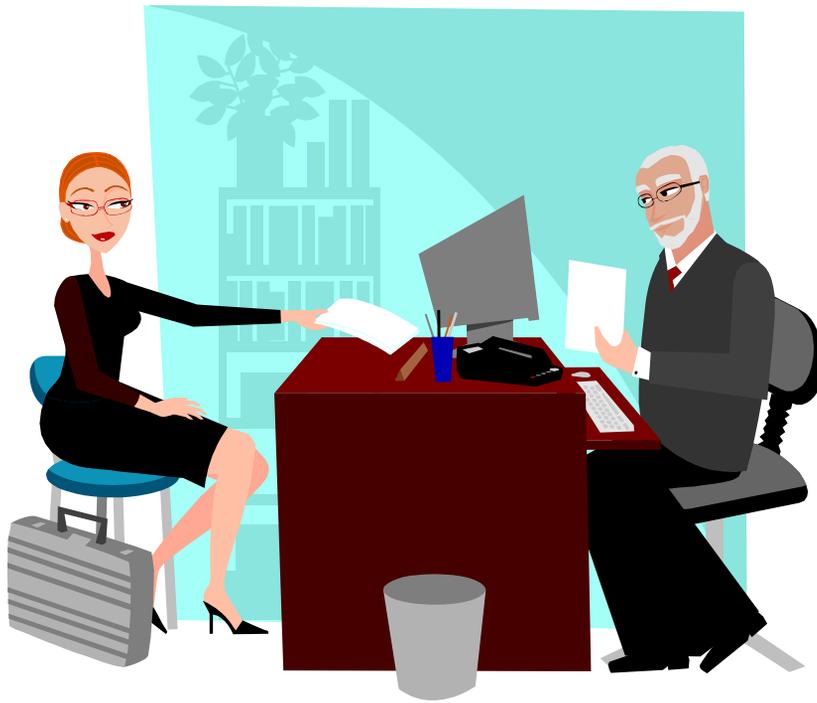
- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. The account must be kept current within two days of the date a contribution is received or an expenditure is made.
- Deposit all contributions into the campaign account by the end of the 5<sup>th</sup> business day after receipt.
- Pay all expenditures by check drawn on the campaign account.
- Prepare campaign reports and electronically file with the Supervisor of Elections on or before the due date to avoid any late fines.
- Keep detailed accounts of all deposits made in any separate interest-bearing accounts and all withdrawals made from these accounts to the primary campaign account, as well as all interest earned.
- After the campaign is over, all detailed accounts maintained by the campaign treasurer during the campaign must be preserved for the number of years equal to the term of the office to which the candidate seeks election.

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

(F.S. 106.05, 106.06, 106.07)



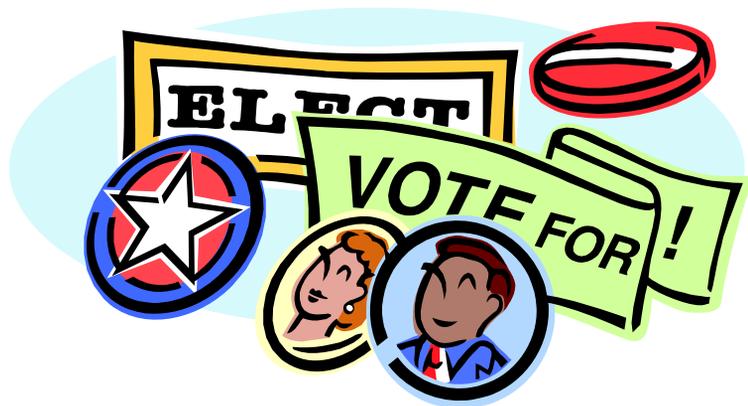
# What Do I Do Once I File My Appointment of Campaign Treasurer?





## ONCE YOU FILE YOUR APPOINTMENT OF CAMPAIGN TREASURER...

- You are ready to start campaigning!
- You may collect petitions and campaign contributions.
- The following pages will explain the petition process.
- And don't forget, contact our office with any questions.





# THE PETITION PROCESS

*(in lieu of payment of the Qualifying fee)*

## **Getting Started**

The petition process allows you to bypass payment of the qualifying fee (including the election assessment), which is 1% of the annual salary for City Commission candidates, or 4% of the annual salary for all other non-partisan candidates (County Commission and School Board). The qualifying fee for Special District candidates is \$25.

The Elections Office of Leon County will provide you with a master petition (hard copy and/or e-mailed Word document or pdf) from which you can copy/print your blank petition forms. To qualify by petition, you must submit the equivalent of one percent of the number of registered voters calculated as of the last General Election in the geographic area of the office sought you seek; except those candidates running in Special District Boards.

## **Who Can Sign Petitions**

Any registered voter, regardless of party affiliation, residing within the geographic area of your candidacy may sign a petition (i.e. District Two voters sign for District Two Candidate; District Four voters for District Four Candidate and all voters in Leon County may sign for At Large or countywide candidates).

## **Required Number of Signed Petitions**

Our office recommends you submit a minimum of 25% over the required number of petitions to allow for illegible handwriting or individuals not registered to vote in Leon County, in addition to voters whose address falls outside of the geographic area of candidacy. Pursuant to 99.097(2), F.S., you must submit a minimum of 15% over the required number for the Random Sample method of verification.

## **Deadline for Submitting Petitions**

No later than **noon, March 29, 2010** for **judicial candidates**, and no later than **noon, May 17, 2010** for **all other local candidates**. Petitions must be submitted for verification to the Leon County Supervisor of Elections, Bank of America Plaza, 315 South Calhoun Street, Suite 110, Tallahassee, FL.

## **Cost to Verify Petitions**

There is a ten-cents per petition fee for verifying signatures, which must be paid upon submission of petitions by campaign check, or you may file an undue burden oath with the Supervisor of Elections office to waive the cost of verification and your election assessment fee (1% of the annual salary for the office sought as of July 1 immediately preceding the qualifying period). If sufficient funds remain at the end of the campaign, any candidate filing the undue burden oath will be required to pay the amount for petition verification and the 1% election assessment fee before disposing of remaining campaign funds.

## Petition Verification

Verification of petitions will occur on a first-come, first-serve basis, so submit all of your petitions as early as possible to avoid any last minute backlog. **Your submission must consist of at least the number of petitions required for the office you are seeking; however, our office recommends an additional 25% above the required number (see chart below).** You should collect any small number of petitions that may be in the hands of others for a one-time submission of petitions to the Supervisor of Elections office.

Certificates are issued once your petitions are verified and approved; however, you **MUST STILL QUALIFY** through completion and submission of additional paperwork during the period listed below to have your name appear on the ballot.

- Qualifying dates for **JUDICIAL CANDIDATES**: Begins at **noon, April 26, 2010** and ends at **noon, April 30, 2010**
- Qualifying dates for **OTHER LOCAL CANDIDATES**: Begins at **noon, June 14, 2010** and ends at **noon, June 18, 2010**

If your petitions are not approved and time still permits, you may collect and submit additional quantities. Such supplemental submissions will be verified on a first-come, first-serve basis. The option to pay the qualifying fee remains for any candidate whose attempt to collect a sufficient number of petitions does not meet with success.

# NUMBER OF REQUIRED PETITIONS

The following TABLE outlines the number of petitions which need to be submitted for each office

Office Sought	Number Petitions Required	Random Sample Requirement	Number Petitions Recommended
County Commission – District 1	313	360	391
County Commission – District 3	345	397	431
County Commission – District 5	403	463	504
County Commission – At Large, Group 2	1,745	2,007	2,181
City Commission – Seats 3,5 & Mayor	1,102	1,267	1,378
School Board – District 1	377	434	471
School Board – District 3	298	343	373
School Board – District 5	319	367	399
Ochlockonee River – Districts 2&4	25	29	31
Capital Region CDD – Seats 1,3,5	25	29	31
Piney-Z CDD – Seats 1, 3, 5	25	29	31

# THE PETITION PROCESS (cont'd)

## REQUIREMENTS

- Petitions must be submitted on the form prescribed by the Florida Division of Elections.
- The Elections office will provide you with a master petition (hard copy and/or e-mailed Word document or pdf) from which you can copy/print your blank petition forms.
- Petitions must be signed by voters residing within the district for the office you are seeking.
- Petitions must have the voter DOB or voter ID number, residence address (no PO Boxes), signature and must be dated by the voter to be valid.
- Petitions without the above will be rejected.
- You may not solicit for petition signatures at Public Libraries or Parks. If you are unsure where you can solicit, contact the City or County Attorney.

CANDIDATE PETITION			
<i>Note:</i> <ul style="list-style-type: none"><li>• All information on this form, including your signature, becomes a public record upon receipt by the Supervisor of Elections.</li><li>• Under Florida law, it is a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes, to knowingly sign more than one petition for a candidate, a minor political party, or an issue. [Section 104.185, Florida Statutes]</li><li>• If all requested information on this form is not completed, the form will not be effective as a Candidate Petition Form.</li></ul>			
I, _____ the undersigned, a registered voter (Please print name as it appears on voter information card)			
in said state and county, petition to have the name of _____			
placed on the Primary / General Election Ballot as a: <input type="checkbox"/> Party _____ (Name of political party)			
<input type="checkbox"/> Nonpartisan <input type="checkbox"/> No Party Affiliation (formerly independent)			
Candidate for the office of: _____ (Include district, circuit, group, seat number, if applicable)			
Date of Birth or	Voter Registration Number	Residence Address	
City	County	State	Zip Code
Signature of Voter			Date Signed (to be completed by Voter)
<small>DS-DE 104 (REV. 10/07)</small>			

**Petition Checking  
Undue Burden Oath**  
(Section 99.097(4), Florida Statutes)

I, \_\_\_\_\_, certify that I am unable  
Candidate/Organization  
to pay the charges for verifying petitions as provided in Section 99.097(4), F. S.,  
for \_\_\_\_\_ without imposing an undue burden on  
Office or Issue  
personal or committee resources, or on resources otherwise available.

\_\_\_\_\_  
Signature of Candidate/Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

Sworn to and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Officer Administering Oath or of Notary Public - State of Florida)

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

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_



# IMPORTANT CONTACT INFORMATION

Office Address: 315 South Calhoun Street, Suite 110  
Tallahassee, FL 32301

Telephone: (850) 606-8683

Fax: (850) 606-8601

Email: [candidate@leoncountyfl.gov](mailto:candidate@leoncountyfl.gov)

Web: [LeonVotes.org](http://LeonVotes.org)

Office Hours: Monday – Friday  
8:00 a.m. – 5:00 p.m.

Contacts: Ion Sancho, Supervisor of Elections  
Janet Olin, Assistant Supervisor of Elections  
Cynthia Kelley, Administrative Services Manager  
Nicholas Martinez, Demographics/GIS Manager  
Rebecca Wood, Election Information Specialist

★ 2010 ★

**AUGUST 24**  
PRIMARY ELECTION

**NOVEMBER 2**  
GENERAL ELECTION

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