

## **CITY OF RIVIERA BEACH ELECTIONS INFORMATION**

**The information contained in this leaflet is intended as a quick reference guide only and should not be interpreted as a final elections document. This leaflet provides information on how a candidate declares intent; the qualifying process; reporting deadlines; contributions and limitations; financial reporting; political advertisement/disclaimers; chapter 28 of the City's political sign Code and the state's political signs regulations 106.1435; the City Clerk's ministerial role; precinct locations and information, city's elections calendar for those residents desiring to qualify as a candidate for the March 13, 2012 Municipal General Elections. Absentee Ballot process and procedures; Candidate's poll watchers at the polls. To further assist, please peruse chapters 97-106 of the Florida Elections Code at the Division of Elections website: [www.election.dos.state.fl.us](http://www.election.dos.state.fl.us); and you will find step by step procedures on How to become a Candidate on the City's website: [www.rivierabch.com](http://www.rivierabch.com) click on city clerk - 2012 Elections.**

**I encourage you to be respectful to each other during campaigning. Violations of sections, or chapters, of the Florida Elections Code can subject you to penalties imposed upon you as a candidate.**

**Please govern yourself accordingly!**

**Done this 1 day of January, 2012**

**Respectfully submitted,**

Carrie E. Ward, MMC

City Clerk

## **HOW TO BECOME A RIVIERA BEACH MUNICIPAL CANDIDATE**

What you need to know if you intend to become a Candidate

### **Resign to Run**

No officer may qualify as a Candidate for another public office if the terms or any part thereof run concurrently with each other, without resigning from the office presently held. The resignation becomes irrevocable.

The written resignation must be submitted to the City Clerk, (filing officer), at least 10 days prior to the first day of qualifying for the office. (Section 99.012(2) ;( 3)(a)(b)(c)(e)1 F.S.)

### **Qualification**

1. Must be a U.S. Citizen;
2. Must reside in the City of Riviera Beach and a Registered Voter;
3. Must have continuously resided in the applicable district one year prior to filing date;  
(101.002 F.S. ;( Article II. Section 1(b), City Charter)

**What to file with the filing officer** – The City Clerk is the filing officer for all municipal elections (106.00, F.S. & City charter)

**Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository** for Candidates is the first document that must be filed and it is required by law to be filed with the city clerk prior to opening the campaign account. **It is not effective** until the campaign treasurer signs it and it is filed with the City Clerk. It is not considered filed upon mailing. Also at this time, the candidate is required to designate the elected office he/she intends to qualify. No Candidate shall accept any contribution or make any expenditure or authorize another to accept contributions or make expenditures on the candidate's behalf, until forms DS-DE9; and; form DS-DE84, is filed with the City Clerk.

At the conclusion of the above, the Candidate will then be provided a copy of the Appointment of Campaign Treasurer recorded form to carry to the bank or credit union as authorization to open a **“Candidate's Campaign Account”**.

**Form DS-DE 84, Statement of Candidate** will also be filed at this time; this is acknowledgment of acceptance of or access to the Florida Election Codes-Chapter 106.

## Qualifying Period Time and Location

**Noon**, Tuesday, January 31, 2012 – **Noon**, Tuesday, February 14, 2012.  
File with the City Clerk, @ Municipal Complex (Section 99.061, F.S.)

- **To provide sufficient time for each candidate to qualify, you must schedule an appointment with the City Clerk to qualify**

## Qualifying Requirements

The following documents will be provided to you by the City Clerk to be completed at the time of qualifying:

1. Form DS-DE 25, Loyalty Oath of Candidate
2. Notice of Candidacy
3. Financial Disclosure Statement
4. Certificate of Residential Requirement
5. Qualifying Fee – The qualifying fee must:
  - Be on a properly executed check drawn on an official bank or credit union of your choice in which you opened your campaign account;
  - Be made payable to the City in the full amount; to be deposited in the city's general revenue fund;
  - Be drawn upon the campaign account; absolutely no personal checks or cash;
  - Be in the exact amount of the filing fee for the elective office, plus the 1% assessment fee, that will be forwarded to the state.(Elections Commission Trust Fund)

(Section 99.092 F.S.)

If a candidate's check is returned by the bank or institution for any reason, upon notification, the City Clerk shall immediately notify the candidate and the candidate shall, at the end of qualifying notwithstanding, have 48 hours from the time such notification is received (excluding Saturdays, Sundays and legal holidays) to pay the fee with a cashier's check purchased from funds of the campaign account. Failure to pay the fee as provided shall disqualify the candidate.

(Sections 99.061 and 99.092, F.S.)

**2012 Voters' Registration Books closing for the March 13<sup>th</sup> uniform Elections:**

5:00 pm Monday, February 13, 2012, for March 13<sup>th</sup> Municipal General Elections

5:00 pm Monday, February 27, 2012, for the March 27<sup>th</sup> Municipal Run-off Elections

**Contribution Deadlines:**

Midnight, Thursday, March 8, 2012, for March 13, 2012 General Municipal Elections

Midnight, Thursday, March 22, 2012, for March 27, 2012 Municipal Run-off Elections

**CAMPAIGN FINANCING**

Candidates are required to maintain cumulative totals throughout the tenure of the Campaign.

It is a violation of the Florida Election Codes for willfully failure to follow the applicable laws in reporting and filing Campaign Reports; and any candidate, campaign treasurer, or deputy campaign treasurer who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete. *(Section 106.07 & 106.19, F.S.)*

As a Candidate, or committee, you are required to file periodic reports in accordance with the specified due dates **Form DS-DE 12 - Campaign Treasurer's Report Summary, DS-DE 13 - Itemized Contributions, and DS-DE 14 – Itemized Expenditures.**

Reports shall be filed on a quarterly basis; and if a candidate opens a campaign account with the intent to file for candidacy prior to the end of the preceding Elections year, (December 31), 2011, the candidate must comply with quarterly reporting deadlines as outlined in the Campaign Financing section of Chapter 106, F. S. otherwise, the 1st report is due into the office of the City Clerk, 5:00 pm Monday, January 10, 2012. *(Section 106.07, F.S.)*

**Quarterly Treasurer's Reports** are required of any candidate; Committee; Pac - that designates a campaign treasurer in the preceding calendar quarter. Reports shall be filed on the 10<sup>th</sup> day following the end of each calendar quarter from the time the campaign treasurer is appointed, except that if the 10<sup>th</sup> day following the quarter falls on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day. *(Section 106.07 (1) F.S.)*

**Campaign Treasurer Reporting Due Dates For Candidates and Committees:**

QUARTERLY TREASURER'S REPORT DUE - those candidates and committees having designated a campaign treasurer in the preceding calendar quarter, per Section 106.07(1), F.S., reports shall be filed on the 10th day following the end of each calendar quarter from the time the campaign treasurer is appointed, except that if the 10th day following the end of a calendar quarter occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day which is not a Saturday, Sunday, or legal holiday. The report must cover the period from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through September 30, 2011.

**UNOPPOSED CANDIDATES:**

**1. 5:00 P.M. Tuesday January 10, 2012**

**Report must cover all contributions and expenditures incurred from October 1, 2011 thru December 31, 2011, or the date you filed the Appointment of Campaign Treasurer's Report thru December 31, 2011.**

**2. 5:00 P.M. Tuesday April 10, 2012-Final termination report**

**Report must cover all contributions and expenditures incurred from January 1, 2012, thru March 31, 2012. Final Report due date is within 90 days of the Election in which the Candidate last participated.**

**OPPOSED CANDIDATES:**

**1. 5:00 P.M. Tuesday, January 10, 2012**

**Report must cover all contributions and expenditures incurred from the date you filed the Appointment of Campaign Treasurer's Report thru December 31, 2011; unless you have filed quarterly reports.**

**2. 5:00 P.M. Friday, January 27, 2012**

**Report must cover all contributions and expenditures incurred beginning January 1, 2012 thru January 20, 2012. (F.S. 106.07)**

**3. 5:00 P.M. Friday, February 10, 2012**

**Report shall cover all contributions and expenditures incurred beginning January 21, 2012 thru February 3, 2012. (F.S. 106.07)**

**4. 5:00 P.M. Friday, February 24, 2012**

**Report shall cover all contributions and expenditures incurred beginning February 4, 2012 thru February 17, 2012. (F.S.106.07)**

**5. 5:00 P.M. Friday, March 9, 2012**

**Report shall cover all contributions and expenditures incurred beginning February 18, 2012 thru March 8, 2012. (F.S. 106.07) (2)(a)**

**6. 5:00 P.M. Monday, June 11, 2012 – Final disposition report 90 days**

**Report shall cover all contributions and expenditures incurred beginning March 9, 2012 thru June 6, 2012. Final Report is due within 90 days of the Election in which the Candidate participated; and shall contain all previously unreported contributions and expenditures and shall reflect disposition of funds as required under F.S. 106.141.**

**OPPOSED CANDIDATES FOR MARCH 27, 2012 RUNOFF:**

**1. 5:00 P.M. Friday March 23, 2012**

**Report must cover all contributions and expenditures incurred from March 10, 2012 thru March 22, 2012.**

**2. 5:00 P.M. Monday June 25, 2012**

**Report must cover all contributions and expenditures incurred beginning March 28, thru June 25, 2012. Final Report is due within 90 days of the Election in which the Candidate participates.**

## **GENERAL ANNOUNCEMENTS**

### **Please share with your support groups and other voters**

***Update your signature*** - Has your signature changed? If you vote Absentee, your signature is verified against the signature on file at the supervisor of elections office. If the signature does not match, your Absentee Ballot will not be counted. If you sign a circulatory petition and your signature does not match, your signature on the petition will not be counted. If for medical or any other reasons you are unable to sign your complete name, simply complete a Voters Registration Application and make whatever mark you are capable of making, forward it to the elections office and it will be recognized as your updated signature.

***Absentee Ballots*** – Do you Vote Absentee? You do not need a reason to request an Absentee Ballot. Due to the recent Election Laws change – Annually, a voter must now submit a new request to receive an Absentee Ballot.

You may secure one by simply calling the Supervisor of Elections Office at 561-656-6200, ext #2, and respond to the questions, by providing your name, address as registered and the address where the absentee ballot is to be mailed; or you may visit one of the local elections office, the north county courthouse- 3188 PGA Blvd. Palm Beach Gardens or 240 S. Military Trail, West Palm Beach.

***Candidate Workshops*** – 10: a.m., Tuesday, February 14<sup>th</sup>; 5:30 pm February 28; @ 240 S. Military Trail – register by calling 561-656-6200 and request the Candidate's department. If you as a candidate or your campaign manager/treasurer requires additional assistance in Campaign Financing, please register and plan to attend.