

## **GENERAL INFORMATION FOR CANDIDATES - 2020**

The information contained in this packet is not intended as a complete digest of the laws. It is the **RESPONSIBILITY OF THE CANDIDATE** to read the Election Laws and observe all requirements therein. Forms, publications, laws, and rules can be accessed at the Florida Division of Elections website <https://dos.myflorida.com/elections/> or the Orange County Supervisor of Elections website <https://www.ocfelections.com/>

We have attempted to include information of general interest and concern to a City candidate, and provide the appropriate laws, forms, etc., for your election campaign. If you should have **any questions**, please call 407-703-1704.

**RACE BEING VOTED UPON:** City Council Seat 2

**SPECIAL ELECTION DATE:** November 3, 2020

if necessary

**RUN OFF ELECTION** December 8, 2020

**POLLING PLACE:** As per your voter's registration and designated by the Orange County Supervisor of Elections

**Voting Equipment Public Test**  
**EARLY VOTING:** City designated polling places for run-off  
9:00 a.m., Friday, October 9, 2020  
Orange County Supervisor of Elections  
October 19, 2020 – November 1, 2020  
Sights designated by:  
Orange County Supervisor of Elections  
119 West Kaley Street  
Orlando, FL

**TAKE OFFICE:** Upon swearing in at the Council meeting following certification of the election results.

**VOTER REGISTRATIONS:** The last day to register prior to the election will be Monday, October 5, 2020, 5:00 PM. Thereafter, the registration books will be closed.

**VOTE BY MAIL BALLOTS:** All vote by mail ballot requests should be directed to the Orange County Supervisor of Elections office at 407-836-2070.

**QUALIFYING:** Beginning on Wednesday, **August 26, 2020, at 12:00 noon**, and ending **Friday, August 28, 2020, at 12:00 noon**. Before you can qualify to become a candidate, you must appoint a Campaign Treasurer (you may designate yourself or another person who is a registered voter in the State of Florida) and then open your Campaign Account. Qualifying fee **MUST** be paid by a check drawn on your Campaign Account, payable to the CITY OF APOPKA, and signed by the Campaign Treasurer. The fee is 4% of the annual salary of the office sought. (1.0 % of the qualifying fee is collected for a State of Florida Elections Assessment) **Qualifying Fee : Commissioner - \$636.00.**

You will be required to file a FINANCIAL DISCLOSURE FORM (Form 1. Statement of Financial Interests). If any incumbent candidate has already filed a financial disclosure form for the current year, you need only file a “copy” with your qualifying papers.

### SOME CRITERIA FOR CAMPAIGN TREASURERS

A candidate may act as his/her own treasurer. Treasurer must be a registered voter.

**CAMPAIGN ACCOUNT:** Campaign account shall be separate from any other account and used only for this purpose. Checks must contain, as a minimum, the following information: “(Name of Candidate)”, account number and name of bank, spaces for exact amount of expenditure, signature of campaign treasurer, exact purpose for which expenditure is authorized and name of payee. All funds received must be deposited in the campaign account prior to the end of the fifth (5<sup>th</sup>) business day after they are received, excluding Saturdays, Sundays and legal holidays. All deposits are to be accompanied by a bank deposit slip containing the name of each contributor and the amount contributed by each. The treasurer shall keep detailed accounts, current within not more than two (2) days of receiving a contribution or making an expenditure.

**REPORTS:** Contributions and expenditures are reported and transmitted by the treasurer on report forms provided by the City Clerk, and the DS-DE12 Report Summary. Reports must contain information of all previously unreported contributions received and expenditures made as of the previous report. The report due on the Friday preceding the election shall contain all unreported transactions as of the Thursday prior to the election. The treasurer shall file reports by the dates as outlined below:

Campaign Reports for the 2020 Special Election and Run-off (if required) are to be filed as follows:

DUE DATE	COVERING PERIOD	REPORT CODE	
September 10, 2020	8/5/20 – 8/31/20	M8	Monthly
October 9, 2020	9/1/20 – 10/2/20	G1	25th
October 23, 2020	10/3/20 – 10/16 20	G2	11th
October 30, 2020	10/17/20 – 10/29/20	G3	4th
<b><i>If Run-off</i></b>			
November 27, 2020	10/30/20 – 11/20/20	R1	11th
December 4, 2020	11/21/20 – 12/3/20	R2	4th
<b><i>Termination Reports</i></b>			
November 26, 2020	Date filed – 11/26/20	TRQ (after qualified, no election)	90th day after qualifying closes
February 1, 2021	10/30/20 – 2/1/21	TRG (after General)	90th day after General
March 8, 2021	12/4/20 – 3/8/21	TRR (after Run-off)	90th day after Run-off

***NO CONTRIBUTIONS MAY BE ACCEPTED AFTER DATE OF BECOMING UNOPPOSED!  
OPPOSED CANDIDATES MAY NOT ACCEPT CONTRIBUTIONS AFTER **OCTOBER 29, 2020**  
In the event there is a run-off, candidates may not accept contributions after December 3, 2020.***

Reports are to be filed with the City Clerk, and may be filed immediately following the end of the reporting period, but not later than 5:00 PM on the deadline date, unless filing electronically, then the email must be time stamped received no later than 12:00 a.m. A candidate failing to file a report by the designated due date shall be subject to a fine payable only from personal funds of the candidate.

**CONTRIBUTIONS:** There is no dollar limit for a candidate contributing to his/her campaign. A candidate may make a loan to his/her account, but must so state when filing a report and may be reimbursed when campaign funds are available. Cash contributions and contributions made by cashier's check **cannot** exceed \$50.00 (F.S. §106.09(b)). **Contributor information is required on every contribution and shall include name, address, and occupation. A contribution of \$100.00 or less, or by a relative, does not require the occupation to be listed.** Any person making an in-kind contribution shall, at the time, in writing, place the fair market value on the contribution. (This **does** include coffees, teas, cocktail parties, etc.)

***CAUTION:*** No contributions can be accepted on the day of the election, or less than five (5) days prior to the day of the election. All contributions received during this period must be returned to the contributor. **Deadline to accept contributions is Thursday, October 29, 2020, at 11:59 p.m.**

**EXPENDITURES:** All expenditures must be made by check drawn on the campaign account (except expenditures from petty cash). There must be sufficient funds on deposit to pay the full amount of the authorized expense. A person who is no longer a candidate may purchase "thank you" advertising for up to 75 days after he/she withdraws, becomes unopposed, or is eliminated or elected.

**PETTY CASH:** A petty cash fund may be set up by the treasurer by withdrawing money from the campaign account. From the time the campaign treasurer is appointed until the end of qualifying, an amount of \$500.00 per calendar quarter may be withdrawn for providing a petty cash fund for the candidate. Following the last day of qualifying and until the election at which the candidate is eliminated or elected to office, or the time at which the candidate becomes unopposed, the treasurer may withdraw \$100.00 per week from the campaign account for providing a petty cash fund. **The petty cash fund may be spent only in amounts of less than \$100.00 and only for office supplies, transportation expenses and other necessities.** Petty cash shall **not** be used for the purchase of time, space or services from communications media. Cash contributions may not be mixed with petty cash.

**SURPLUS FUNDS:** Any candidate who is required to dispose of funds in his/her account may first be reimbursed by the campaign, in full or in part, for any previously reported contributions he/she made to the campaign before disposing of such funds. Surplus funds may be disposed of in the following manner: (1) return pro rata share to each contributor; (2) give to the general fund of the city; (3) donate to a charity organization or organization which meets the qualifications of Section 501(c)(3) of the Internal Revenue Code; or, (4) give to the political party of which such candidate is a registered member.

**POLITICAL ADVERTISING:** Any political advertisement and any campaign literature published or circulated shall be marked “paid political advertisement” or “pd. pol. adv.”; must expressly state that the content of the advertisement was approved by the candidate; and must identify the persons or organizations sponsoring the advertisement. (Refer to F.S. 106.143 for detailed requirements.)

**PRESERVATION OF ACCOUNTS:** Accounts shall be preserved by the Campaign Treasurer for a number of years equal to the term of office to which the candidate seeks election (April 28, 2024).

**POLITICAL SIGNS:** See specific section on campaign sign regulations.

**POLLING PLACE:** The November 3, 2020 City Special Election, precincts will be determined by the Orange County Supervisor of Elections and will be the same as your precinct for the General Election.

In the event of a Run-off Election (December 8, 2020), all voting will take place at:

**Precinct #9104** - Apopka Community Center / VFW Post #10147 - 519 South Central Avenue, Apopka.

**Precinct #9204** – Northwest Recreation Conference Room, 3710 Jason Dwelley, Apopka

## **QUALIFYING**

Linda F. Goff, CMC

Susan M. Bone, CMC

Office Phone: 407-703-1704

Fax: 407-703-1720

Email: [lgoff@apopka.net](mailto:lgoff@apopka.net) / [sbone@apopka.net](mailto:sbone@apopka.net)