MINOR POLITICAL PARTY CHECKLIST (09/2011)

To become a minor political party in Florida, a group on the January 1st preceding a primary election cannot have registered as members 5% of the total registered voters of the state (s. 99.097(18), Florida Statutes); in addition, the following are required by s. 103.095, Florida Statutes, to be filed with the Department of State:

☐ A certificate (i.e., a signed document) showing the:
  ☐ Name of the organization (i.e., the party)
  ☐ Names and addresses of its current officers
  ☐ Names and addresses of members of its executive committee (may be same as officers)
    ☐ Executive Committee must have a chair, vice chair, secretary & treasurer and all must be members of the party (the secretary and treasurer can be same person; others cannot hold more than one office).

☐ A completed uniform statewide voter registration application for each of its current officers and members of its executive committee reflecting a party affiliation with the proposed party must accompany the certificate.

☐ A copy of the party’s:
  ☐ “Constitution” [could be called a “charter”]
  ☐ “Bylaws, and rules and regulations” [these all essentially mean rules]

☐ The constitution, bylaws, rules, regulations or other equivalent documents must reflect that each member of the party has a fundamental right to fully and meaningfully participate in the business and affairs of the party without any monetary encumbrance.

☐ The constitution, bylaws, rules, regulations or other equivalent documents must provide for and have reasonable provisions that prescribe procedures to:
  ☐ Prescribe its membership;
  ☐ Conduct its meeting according to generally accepted parliamentary practices;
  ☐ Timely notify its members as to time, date, and place of all its meetings;
  ☐ Timely publish notice on its public and functioning website as to the time, date, and place of all its meetings; (Thus, the group must provide: ☐ A functioning website address.)
  ☐ Elect its officers;
  ☐ Remove its officers;
  ☐ Make party nominations (when required by law);
  ☐ Conduct campaigns for party nominees;
  ☐ Raise and expend party funds;
  ☐ Select delegates to its national convention, if applicable;
  ☐ Select presidential electors, if applicable; and
  ☐ Alter or amend all of its governing documents.