



FLORIDA DEPARTMENT *of* STATE

RON DESANTIS
Governor

CORD BYRD
Secretary of State

MEMORANDUM

TO: Special Election Candidates
FROM: Donna S. Brown, Chief, Bureau of Election Records
DATE: July 25, 2023
SUBJECT: Qualifying – State Representative, District 118

DSB

Alert: Please read carefully the entire memorandum to ensure a timely and proper qualifying submission as a candidate for State Representative, District 118.

Qualifying period

Qualifying will be held from **8:00 am, August 9, 2023 – Noon, August 10, 2023.**

By law, the Division of Elections may accept and hold qualifying papers beginning July 26, 2023.

It is a candidate's responsibility to ensure that qualifying papers are timely received in this office and are complete and properly notarized (as applicable). All qualifying fees and paperwork must be received and complete by Noon (Eastern Time), August 10, 2023, for a candidate to be qualified.

All candidates are encouraged to take advantage of the 14-day period or to file the appropriate qualifying documents as early as possible during the qualifying period.

Our location and mailing address is: Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250

Division of Elections
R.A. Gray Building, Suite 316 • 500 South Bronough Street • Tallahassee, Florida 32399
850.245.6240 • 850.245.6260 (Fax) • [DOS.MyFlorida.com/elections](https://dos.myflorida.com/elections)



What to file

- Due to recent changes in the Florida Statutes, the Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) and the Candidate Oaths are currently being revised and are located on the Rules page of our Division of Elections website under **Rule 1S.2.0001 Designation of Qualifying/Filing Office; Candidate Oaths** here:

www.dos.myflorida.com/elections/laws-rules/rules/

- **Form DS-DE 9** - The Appointment of Campaign Treasurer and Designation of Campaign Depository:

DSDE09 – CAN App Cam Treas (2023 Draft)

- **Candidate Oath** forms - The candidate must file the appropriate Candidate Oath for State Offices:

Party Affiliated [Form DS-DE 301A – State and Local Partisan Oath Pty Aff](#)

No Party Affiliated [Form DS-DE 301B – State and Local Partisan Oath No Pty Aff](#)
OR

Write-In Candidate [Form DS-DE 301C – State and Local Partisan Oath Write-In](#)

- **Form 6** - Full and Public Disclosure of Financial Interests for the year **2022**. Visit the **Commission on Ethics** (COE) for information on filing the current Form 6. A copy of the electronically filed 2022 Form 6, or receipt of such filing with the Florida Commission on Ethics.
- **If qualifying by the fee method**, a candidate must submit a properly executed campaign check signed by the treasurer or a deputy treasurer in the amount of **\$1,781.82** (party affiliated) or **\$1,187.88** (no party affiliated).

A candidate oath, financial disclosure form, or qualifying fee check filed outside of the qualifying period or 14-day pre-qualifying period of **July 26, 2023 through noon, August 10, 2023**, will be deemed invalid for qualifying.

Additional Filing Requirements

- Although not required for qualifying, each candidate must file a Statement of Candidate **(Form DS-DE 84)** with the Division of Elections within 10 days after filing the Appointment of Campaign Treasurer and Designation of Depository (DS-DE 9).
- Section 106.07, Florida Statutes, requires you and your campaign treasurer to file reports of all contributions received and all expenditures made. The due dates and periods covered for campaign finance reports are listed in the reporting schedule below:

Campaign Reporting Schedule

<u>Report</u>	<u>Cover Period</u>	<u>Due Date</u>
SP1	Date appointment filed – 8/25/23	9/1/23
SP2	8/26/23 – 9/28/23	9/29/23
SG1	9/29/23 – 11/3/23	11/10/23
SG2	11/4/23 – 11/30/23	12/1/23

- In addition, Section 106.141, Florida Statutes, requires that each candidate who withdraws their candidacy, becomes unopposed, or is eliminated or elected to office, within 90 days, dispose of the funds on deposit in their campaign account and file a termination report reflecting the disposition of all remaining funds.

Key Points to Remember

It is the candidate's responsibility to ensure all required documents are complete, properly notarized, as applicable, and timely filed.

Timely Filing - Candidates may submit qualifying papers by mail, hand-delivery, or courier service. However, qualifying items must actually be received at the Division's physical location by the close of the qualifying period in order to be deemed timely filed. The U.S. Postal Service does not deliver mail directly to the Division of Elections. To ensure that the qualifying items are timely

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submitted, a candidate or someone on their behalf should hand-deliver directly to the Division or use a delivery service that delivers directly to the R.A. Gray Building. The Division does not accept qualifying papers via facsimile or email. Note: The R.A. Gray Building is open to the public during regular business hours.

NOTE: Overnight deliveries to the building are made only by FedEx and UPS. Other services may take 3-10 business days for delivery to the building.

Notarized Oaths – Oath Forms DS-DE 301A, DS-DE 301B, and DS-DE 301C require notarization. Carefully review that these documents have been properly notarized.

Name on the Ballot - Type or print your name the way you wish it to appear on the ballot on the Candidate Oath. A candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.

Contact Information - Please provide a telephone number and email address on the Candidate Oath where you can be reached during the day and after normal working hours. The Bureau will make an effort to contact you if there is a problem with your paperwork.

Qualifying Fees - Personal checks, cashiers' checks, cash, and money orders are not valid for qualifying. Qualifying fees must be paid with a properly executed check drawn on the candidate's campaign account. The check must be payable to the Florida Department of State, Florida Secretary of State, or Florida Division of Elections, and signed by the treasurer or a deputy treasurer. **(A check signed by a candidate who has not been designated as the treasurer or a deputy treasurer is not valid for qualifying.)** On the qualifying check (including a starter check), ensure the face of the check specifies that the check is from the campaign account, even if it is handwritten on the check (e.g., "Campaign Account of John Doe").

Qualifying Status - To check your qualifying status, visit: dos.elections.myflorida.com/candidates.

Withdrawal - In order for a qualifying fee to be returned, the candidate must withdraw in writing before the close of qualifying. The withdrawal statement must contain the candidate's signature.

The withdrawal may be scanned and emailed to ElecRecords@DOS.MyFlorida.com or faxed to 850.245.6260.

If you have any questions, please call the Bureau of Election Records at **850-245-6280**.

DSB/alm