


# **Candidate Workshop**

## **You're Qualified, Now What?**

A decorative graphic at the bottom of the slide features a red and white striped ribbon that curves across the frame. Scattered around and on the ribbon are various sizes of blue and white stars, some with a glowing effect.

**Presented by:  
Lisa Lewis, Supervisor of Elections**

# Disclaimer

- **This presentation is an overview of the rules and laws relating to elections. It is not intended to be a replacement for research on a candidate's part.**
- **Please consult our office or your city clerk for more detailed questions. All information is subject to change, based on legislation and state-driven directives.**
- **Any information in this presentation which conflicts with the applicable state or municipal law at the time, will be superseded by said law.**

# 2024 ELECTION SCHEDULE

## Primary Election

August 20, 2024

Deadline to Register to Vote: July 22, 2024

Early Voting: TBD

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## General Election

November 5, 2024

Deadline to Register to Vote: October 7, 2024

Early Voting: TBD

# CANDIDATE AND CAMPAIGN TREASURER HANDBOOK

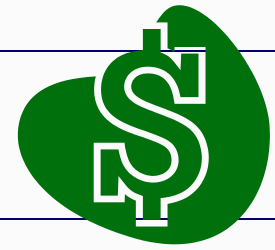
## Candidate and Campaign Treasurer Handbook (2024 ELECTION CYCLE)



Florida Department of State  
Division of Elections  
R. A. Gray Building, Room 316  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
850.245.6280

(Rev. 7/2023)

# Campaign Treasurers

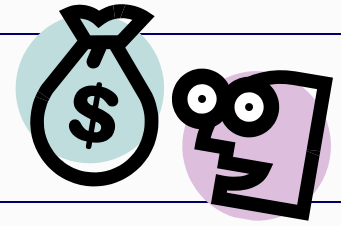


- A treasurer is not required to be a registered voter.
- Candidate may be the treasurer or the deputy treasurer.
- Person may be treasurer of two or more candidates or committees.
- Must keep detailed accounts current within 2 days.
- File regular reports of all contributions received, and expenditures made
- Preserve these records for the number of years equal to the term of the office sought.
- Only the campaign treasurer or deputy treasurer can sign a campaign check.
  - ***A candidate cannot sign a campaign check unless he or she is designated as treasurer/deputy treasurer.***

# Changing Campaign Treasurer

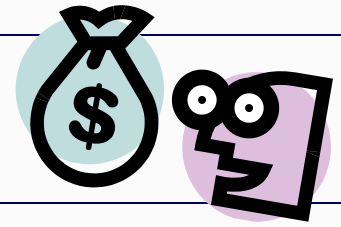
- If the treasurer resigns or is removed, a copy of the resignation or removal letter must accompany the Reappointment of Campaign Treasurer (Form DS-DE 9) and be filed with the filing officer for the reappointment to be effective.
- ***Treasurer is still responsible until the letter is received by the filing officer***

# Contributions



- **Limits \$1000 per election**
    - Primary and General are considered two different elections
  - A candidate's contributions to his/her own campaign are **unlimited**
  - Contributions must be deposited in the depository within 5 days of receipt
- **\$50 cash or cashier's check**
  - May accept money orders and traveler's checks up to \$1000
  - May accept contributions
    - Via wire transfer
    - From a trust
    - Via Pay Pal; or similar service
    - From joint checking accounts
    - From multiple companies owned by the same person

# PayPal or Similar Entity



- **Contribution Side**

- Input full amount given

**Make sure whichever entity you use can capture information needed for campaign report:**

- **Name**
- **Address**
- **Occupation, if over \$100**
- **Full amount given**

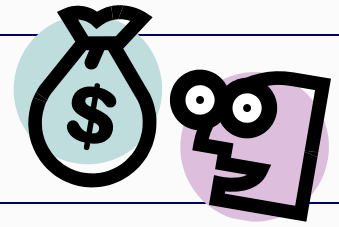
**And can provide a list of contributors**

- **Expenditure Side**

- Fee for receiving money via PayPal, Anedot, etc.
- May key in individually or as a total for reporting period



# PayPal or Similar Entity



## **Example:**

Person gives \$100

Amount deposited into bank account: \$96.62

**Campaign Filing Report entries s/b as follows:**

Contribution: \$100

Expense: \$3.38

# Contribution Limits:

Per person or entity, per election

**2024**  
**Candidates**

- **If opposed in the primary:**
  - The candidate may accept: Up to \$1000 no later than midnight 8/15/2024
- **If opposed in the primary and general:**
  - The candidate may accept: Up to \$1000 no later than midnight on 8/15/2024; and up to \$1000 between 8/20/2024 and midnight 10/31/2024
- **If opposed only in the general:**
  - The candidate may accept: Up to \$1000 through the day of the primary on 8/20/2024; and up to \$1000 between 8/21/2024 and midnight on 10/31/2024

# Contributions - Reporting

- Date, name and address and amount of contribution
- Contributions over \$100 must also have the occupation or nature of business
- **In-kind contributions**
  - Same contribution limits
  - Must have a description of the contribution
  - Contributor is required to provide the fair market value of the contribution

## Anonymous Contributions

- Must be reported
- A cover letter should accompany the report
- The candidate **should not** spend the anonymous contribution
- Donate the amount to an appropriate entity under Section 106.141, F.S. after the campaign

# Contributions - Returning

- Received by an opposed candidate less than 5 days prior to an election must be returned
- Received after the candidate withdraws, becomes unopposed, elected or eliminated must be returned
- Excessive contributions
  - If the contribution to be returned has not been deposited into the campaign account, report the contribution as a contribution returned using **Form DS-DE 02**.
  - If the contribution has been deposited into the campaign account:
    - 1. Report the contribution; and
    - 2. Write a check from the campaign account to the contributor for the contribution and report this on the itemized contribution report using the contribution type “Refund.” This amount is reported as a negative. The candidate may also wish to submit a written explanation to the filing officer.

# Expenditures - Reporting



All expenditures must be reported by:

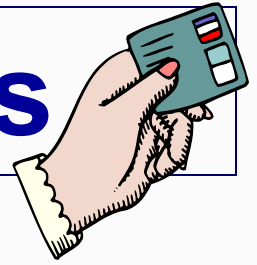
- Date of the expenditure
- Name and address of payee
- Purpose of expenditure
- Amount of expenditure
- No expenditure shall be made or authorized without sufficient funds in the campaign account.
- Payment shall be made upon receipt and acceptance of goods or services.

# Expenditures - Petty Cash



- \$500 per quarter until the end of qualifying
- \$100 per week after qualifying (\$500/week for statewide candidates)
- May ***not*** be used for the purchase of time, space, or services from a communication media
- **Spend** in amounts of less than \$100
- **Report** the total amount withdrawn and the total amount spent. Not required to be itemized.
- **Keep** complete records although each expenditure does not have to be reported individually.
- **Do not** mix cash contributions with petty cash.

# Debit Cards & Credit Cards



## Debit Cards:

- Obtained from the same bank as the primary depository
- Can be issued to any treasurer or authorized user
  - Limit 3
- States “Campaign Account of (Name of Candidate)” on card

- **File a list of authorized users with the Supervisor of Elections prior to use**

Must expire no later than midnight of the last day of the month of the general election

## Credit Cards:

Only **statewide** candidates may use campaign credit cards.

# Use of Campaign Funds

- **May not** use to defray normal living costs for the candidate or his family.
- **May** be used for expenses incurred by the candidate or his family for transportation, meals, and lodging throughout the campaign.





# Calendar of Reporting Dates

## 2024 Candidates and Committees Calendar of Reporting Dates

Revised: March 1, 2024

Report Code	Reporting Period	Due Date
Effective July 1, 2023 - Reports are due quarterly until 60 days before Primary Election 2024.		
2024 Q1	01/01/24 – 03/31/24	4/10/2024
2024 Q2	04/01/24 – 05/31/24	6/10/2024
Dates subject to change based on legislation		
2024 P1	06/01/24 - 06/14/24	6/21/2024
2024 P2	06/15/24 – 06/28/24	7/5/2024
2024 P3	06/29/24 – 07/12/24	7/19/2024
2024 P4	07/13/24 – 07/19/24	7/26/2024
2024 P5	07/20/24 – 07/26/24	8/2/2024
2024 P6	07/27/24 – 08/02/24	8/9/2024
2024 P7	08/03/24 – 08/15/24	8/16/2024
Dates subject to change based on legislation		
2024 G1	08/16/24 – 08/23/24	8/30/2024
2024 G2	08/24/24 – 09/06/24	9/13/2024
2024 G3	09/07/24 – 09/20/24	9/27/2024
2024 G4	09/21/24 – 10/04/24	10/11/2024
2024 G5	10/05/24 – 10/18/24	10/25/2024
2024 G6	10/19/24 – 10/31/24	11/1/2024

### Termination Reports

TRQ - Judicial	After April Qualifying	7/25/2024
TRQ	After June Qualifying	9/12/2024
TRP	Primary Election	11/18/2024
TRG	General Election	2/3/2025

Candidate Qualifying Week: June 10, 2024 (Noon) through June 14, 2024 (Noon)

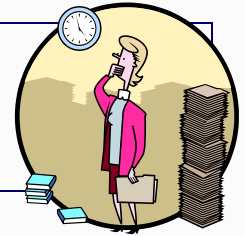
# Penalty for Late Filing



- ***Fines must be paid out of the candidate's personal funds.***
- The filing officer is required to assess the penalty and does not have any discretion in the amount imposed.
- The filing officer is required to notify the Florida Election Commission of any candidate who repeatedly files late reports.
- **\$50** per day for the first three days and **\$500** per day thereafter.
- Not to exceed 25% of the contributions or expenditures for the reporting period, whichever is greater.
- Reports due immediately prior to primary or general election are \$500 per day - not to exceed 25% etc.

**Termination Reports do incur a penalty if filed late.**

# Reports



## Incomplete Report:

- If a report is deemed incomplete by the filing officer, the campaign treasurer will be notified.
- 7 days to file the requested information.
- Failure to provide the requested information constitutes a violation of Chapter 106. The filing officer will refer these cases to the Elections Commission.

## Waiver of Report:

- Form DS-DE 87
- In any reporting period when there has been no activity; the filing of the report may be waived.

## Termination Report:

- A termination report must be filed within 90 days of withdrawing the candidacy, becoming unopposed, elected, or eliminated.

# Political Advertising



## Political Advertisement – Chapter 12

A paid expression which expressly advocates –

- the election or defeat of a candidate; or
- the approval or rejection of an issue

Any political ad that is paid for by a candidate (except a write in) must prominently state:

**“Political advertisement paid for and approved by  
(name of candidate) for (office sought)”**

**OR**

**“Paid by (name) for (office)”**

Reference: Candidate and Campaign Treasurer Handbook, Chapter 12

# Political Advertising



## Partisan Candidate Disclaimers – Chapter 12

**If you are a partisan candidate; you must disclose party in disclaimer**

**“Political advertisement paid for and approved by (name of candidate), (party affiliation), for (office sought)”**

**OR**

**“Paid by (name), (party affiliation), for (office)”**

Reference: Candidate and Campaign Treasurer Handbook

# Political Advertising



## Non-Incumbents

### Required:

The word **"for"** must be used in the body of advertisement between the name of the candidate and the office sought.

***May not use "Re-elect" in advertisement***

## Write-In Candidates

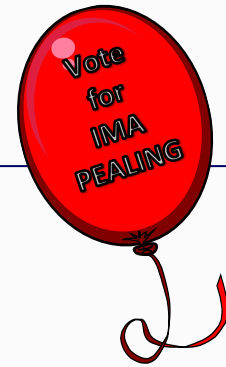
Any political ad that is paid for by a write-in candidate must prominently state:

**"Political advertisement paid for and approved by (name), write-in candidate, for (office sought)"**

**OR**

**"Paid by (name), write-in candidate, for (office sought)"**

# Political Disclaimers



## Other Disclaimers – Chapter 13

### Bumper Stickers:

- Are excluded from the provision relating to “re-elect” and “for.”
- Disclaimer is required.

### Vehicle Magnets/Wraps:

- Disclaimer is required.

### Fundraiser Tickets:

- Disclaimer is required.

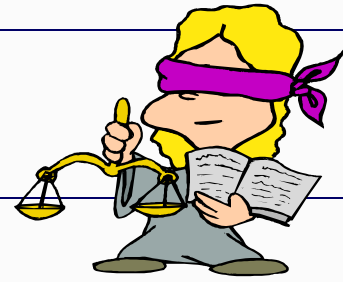
### Shirts, Buttons, Hats:

- Disclaimer is **not** required for items designed to be worn.

### Novelty Items:

- Disclaimer is **not** required if,
  - Retail value is \$10 or less which support, but do not oppose a candidate or issue

# Prohibited Acts



- Candidate cannot pay or give anything of value to speak in furtherance of his candidacy
- Cannot solicit or accept a contribution in a government owned building
- Cannot use the services of any state, county, municipal, or district officer or employee of the state during working hours.
- Cannot solicit contributions from any religious, charitable, civic, or other causes or organizations established primarily for the public good.
- A candidate may not, with actual malice, make any false statement about an opposing candidate.



# Telephone Solicitation Prohibitions



- No telephone call shall state or imply that the caller represents any person or organization unless the person or organization has been given permission.
- No telephone call shall state or imply that the caller represents a nonexistent person or organization.
- Any telephone call, not conducted by independent expenditure, requires prior written authorization.
  - A copy of such authorization must be placed on file with the qualifying officer by the candidate prior to the time the calls commence.

Reference: Candidate and Campaign Treasurer Handbook, Chapter 15

# Vote-by-Mail Ballots

The list of registered voters who request a vote-by-mail ballot is exempt from public records.

Only the following may request the list:

- Canvassing Board
- Voter requesting ballot
- Candidate with opposition
- Election Official
- Registered Committee
- Party Executive Committee

## FS 104.0616:

Creates a first-degree misdemeanor for any person who distributes, orders, requests, collects, delivers, or otherwise physically possesses more than two vote-by-mail ballots per election in addition to his or her own ballot or a ballot belonging to an immediate family member.

# Vote-by-Mail Ballots

## Certificate of Eligibility & Request Form

**Lisa Lewis**  
Supervisor of Elections  
County of Volusia



1750 S. Woodland Blvd.  
DeLand FL 32720  
Phone: (386) 736-5930

### Certification of Eligibility For Vote-By-Mail Requests

I affirm that I am a person authorized by Section 101.62(3), Florida Statutes, to acquire vote-by-mail ballot information.

**Requester's Name** (Print Name) \_\_\_\_\_

**Signature** \_\_\_\_\_

**Email Address and Phone Number(s)** \_\_\_\_\_

**Select the applicable authorization category:**

- Candidate who has filed qualification papers and is opposed in an upcoming election  
 Political Party or Official thereof  
 Registered Political Committee

**I also designate the following person(s) on my behalf to receive and use this information:**

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Name \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone # \_\_\_\_\_

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

\_\_\_\_\_  
Supervisor of Elections Staff Member's Signature

Revised: January 19, 2021

**Lisa Lewis**  
Supervisor of Elections  
County of Volusia



1750 S. Woodland Blvd.  
DeLand FL 32720  
Phone: (386) 736-5930

### Vote-by-Mail Requests

**ALL ORDERS MUST BE PAID FOR AT TIME OF PICKUP. MAKE CHECKS PAYABLE TO COUNTY OF VOLUSIA.**

**OFFICE USE ONLY**

<b>DATE PAID</b> _____	<b>PAYMENT TYPE:</b> CASH _____ CHECK _____	<b>CHECK #</b> _____
<b>PRIMARY FEE</b> _____	<b>GENERAL FEE</b> _____	
<b>TOTAL COST</b> _____	<b>AMOUNT PAID</b> _____	<b>BALANCE DUE</b> _____

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/ZIP:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**OUTPUT SELECTION:** (select one) Thumb Drive  Email

**RECORD SELECTION:** (specify) Countywide \_\_\_\_\_

Congressional \_\_\_\_\_ Senate \_\_\_\_\_ House \_\_\_\_\_ County Council District \_\_\_\_\_ School Board District \_\_\_\_\_

Municipality \_\_\_\_\_ Zone/District \_\_\_\_\_ Individual Precincts \_\_\_\_\_

Party Affiliation: All  Dem  Rep  NPA  Minor (specify)  \_\_\_\_\_

**VOTE-BY-MAIL BALLOT REQUESTS:**

**Initial Run:**  **Updates:**(select one) Daily  Weekly

**To submit by mail:** Lisa Lewis, Supervisor of Elections  
1750 S. Woodland Blvd. DeLand, FL 32720

**To submit by email:** kspina@volusia.org

**To submit by fax:** (386) 822-5715

Revised: February 9, 2021

# Vote-by-Mail Ballot Dates - **2024**

## Primary Election 8-20-2024

Initial Mailing of Overseas

**Friday, 7/5**

Initial Mailing of Domestic

**Thursday, 7/11**

Canvassing Ballots Begins

**July 22**

Last Day for Requests

**Saturday, 8/10 @ 5 pm**

Last Day for Mailing

**Monday, 8/12**

## General Election 11-5-2024

Initial Mailing of Overseas

**Friday, 9/20**

Initial Mailing of Domestic

**Thursday, 9/26**

Canvassing Ballots Begins

**September 7**

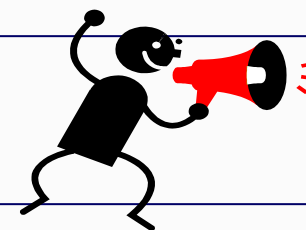
Last Day for Requests

**Saturday, 10/26 @ 5 pm**

Last Day for Mailing

**Monday, 10/28**

# Solicitation at the Polls



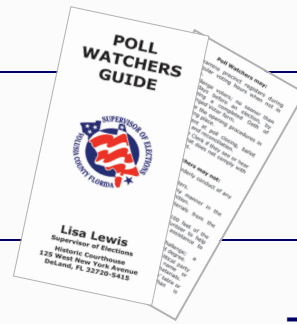
## What is Solicitation?

- Political signs, pamphlets, handouts, or flyers
- Asking someone for a vote/campaigning
- Asking someone's opinion
- Conducting a poll (except exit polling)
- Asking for a contribution
- Asking for a petition signature
- Selling to attempting to sell any item

## Solicitation Boundary Zone: **150'** from polling place door

- No person, political committee, committee of continuous existence, or other group or organization may solicit voters inside of the polling place or within **150 feet** of the entrance to any polling place and/or drop boxes.
- Includes the SOE's office where vote-by-mail ballots are requested and printed

# Poll Watchers



- A poll watcher is a person designated by a candidate, political party or political committee to watch and observe.
- Only one Poll Watcher per candidate, political party, or a political committee formed for the specific purpose expressly advocating for the passage or defeat of an issue on the ballot is allowed at a time.
- Each party, political committee, and candidate requesting to have poll watchers shall designate on DS-DE 125.

Original of DS-DE 125

Section 1: Name of Candidate

Section 2: Name of Party

Section 3: Name of Candidate

Section 4: Name of Candidate

Section 5: Name of Candidate

Section 6: Name of Candidate

Section 7: Name of Candidate

Section 8: Name of Candidate

Section 9: Name of Candidate

Section 10: Name of Candidate

Section 11: Name of Candidate

Section 12: Name of Candidate

Section 13: Name of Candidate

Section 14: Name of Candidate

Section 15: Name of Candidate

Section 16: Name of Candidate

Section 17: Name of Candidate

Section 18: Name of Candidate

Section 19: Name of Candidate

Section 20: Name of Candidate

Section 21: Name of Candidate

Section 22: Name of Candidate

Section 23: Name of Candidate

Section 24: Name of Candidate

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Section 91: Name of Candidate

Section 92: Name of Candidate

Section 93: Name of Candidate

Section 94: Name of Candidate

Section 95: Name of Candidate

Section 96: Name of Candidate

Section 97: Name of Candidate

Section 98: Name of Candidate

Section 99: Name of Candidate

Section 100: Name of Candidate

- The supervisor shall furnish to each poll watcher an ID badge that identifies the watcher by name.
- Badge must be worn while inside polling room.

## Deadlines:

### Primary

Early Voting  
Election Day

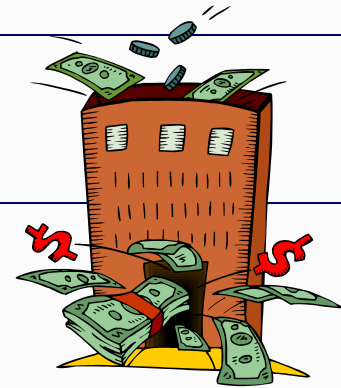
Noon, 7/27/24  
Noon, 8/6/24

### General

Early Voting  
Election Day

Noon, 10/7/24  
Noon, 10/22/24

# After the Campaign



- Purchase thank-you advertising
  - Pay for obligated items
  - Pay for expenses necessary to close the campaign
  - Pay yourself back for any contributions to your campaign
- If you qualified by the petition method *and signed an undue burden statement*, you must pay:
    - the cost of verification of signatures
    - 1% election assessment

**Accounts shall be preserved by the campaign treasurer for the number of years equal to the term of the office to which the candidate seeks election.**

# Usage and Removal of Campaign Signs



- Signs may not be placed on or above any state or county road right-of-way
- Signs must be removed within 30 days
- Exceptions
  - Outdoor advertisements (billboards)
  - Bumper stickers
  - Shirts



# Recounts - FS 102.141(7)

- If the difference is  $\frac{1}{2}$  of **1% or less**, the board responsible shall order a machine recount of the votes cast.
  - A recount need not be ordered if the candidate(s) defeated request in writing that a recount not be made.
- If the machine recount has a  $\frac{1}{4}$  of **1% or less** difference, the board responsible shall order a manual recount of the overvotes and undervotes.
  - A manual recount may not be ordered if the number of overvotes, undervotes, and provisional ballots is fewer than the number of votes needed to change the outcome.

# Office Account – Countywide or Less

- A candidate elected to office or a candidate who will be elected to office by virtue of his or her being unopposed may transfer funds from the campaign account to an office account
  - Up to \$5,000 multiplied by the number of years in office  
Ex: County Council  $\$5,000 \times 4 \text{ (years)} = \$20,000$
- Legitimate Expenses
  - Travel expenses
  - Holiday cards
  - Newsletters about public business
  - Fees or dues to religious, civic, or charitable organizations
  - Personal expenses incurred by the elected public official in connection with attending a constituent meeting or event where public policy is discussed, if such meetings or events are limited to no more than once a week
- Reporting
  - Required to file a report by the 10<sup>th</sup> day following the end of each quarter following the 90 day termination report until the office account is closed

# Public Records

With few exceptions, most elections records, are public documents. Those exceptions include:

- Registration information for people exempt per F.S. 119.071
- Signatures, Social Security #'s & D.L. #'s of registered voters
- The place where a person registered to vote
- Election results before 7:00 pm on Election Day
- An active investigation on the part of the Florida Elections Commission

# Supervisor of Elections Resources

Voter Registration, Vote-by-Mail Ballot Requests and Early Voting Information may be purchased.

For candidates & committees only:

- Primary Election
  - \$75 flat fee
- General Election
  - \$100 flat fee
- USB
  - \$10
- Email
  - \$5
- Maps
  - Precinct blueprint map
    - \$5.00 each (5 maps to cover the entire county)
  - 42" x 42" color map with title
    - \$25.00 each

# Supervisor of Elections Contacts

**Lisa Lewis, Supervisor of Elections**  
[LLewis@volusia.org](mailto:LLewis@volusia.org)

**Frank Celeste, Chief Deputy**  
[FCeleste@volusia.org](mailto:FCeleste@volusia.org)

**Edda Rosado, Deputy Supervisor of Elections**  
[ERosado@volusia.org](mailto:ERosado@volusia.org)

**Kendrick Thomas, Operations Manager/Maps**  
[Kthomas@volusia.org](mailto:Kthomas@volusia.org)

**Karen Spina, Administrative Services Manager**  
[KSpina@volusia.org](mailto:KSpina@volusia.org)

**Ginger Hadley, Candidate Services**  
[GLHadley@volusia.org](mailto:GLHadley@volusia.org)

**1750 S. Woodland Blvd., DeLand, FL**

**386-736-5930**

**[www.volusiaelections.gov](http://www.volusiaelections.gov)**

# Violation of Election Laws

**Florida Elections Commission – (850)922-4539**

**[www.fec.state.fl.us](http://www.fec.state.fl.us)**

**Division of Elections - (850)245-6240**

**[www.election.dos.state.fl.us](http://www.election.dos.state.fl.us)**

**Commission on Ethics – (850)488-7864**

**[www.ethics.state.fl.us](http://www.ethics.state.fl.us)**