

**March 13, 2018**

**ELECTION INFORMATION**

**Financial Disclosure:** A completed Form 1 Statement of Financial Interests (reflecting the preceding tax year) must be filed at the time the candidate files his/her qualifying papers.

**Statement of Candidate: (Section 106.23, F.S.):** Each candidate must file a statement with the City within ten (10) days after he/she files his/her Appointment of Campaign Treasurer and Designation of Campaign Depository form, stating he/she has read and understands the requirements of Chapter 106, Florida Statutes.

**Campaign Account & Treasurer (Section 106.21, F.S.):** Before accepting any campaign contributions, expending any funds or qualifying as a candidate, a campaign depository must be designated and a campaign treasurer must be appointed. This appointment must be done by completing an "Appointment of a Campaign Treasurer and Designation of Campaign Depository" form. At this time, each candidate shall designate the office for which he/she is running.

**Contribution Limits (Section 106.08, F.S.):** The contribution limit for all municipal candidates is \$1,000 per contributor per election. Contribution limits do not apply to contributions made by a candidate to his/her own campaign.

**Campaign Reports: Due Dates (Section 106.07, F.S.):** All candidates who are opposed in seeking election to an office must file reports with the City Clerk on the 60<sup>th</sup> day immediately preceding the primary election, and bi-weekly on each Friday thereafter through and including the 4<sup>th</sup> day immediately preceding the general election, with additional reports due on the 25<sup>th</sup> and 11<sup>th</sup> days before the general election. Reports must be filed on the 10<sup>th</sup> day following the end of each calendar month from the time the candidate registers, except if the 10<sup>th</sup> day occurs on a Saturday, Sunday or legal holiday. Then the report shall be filed on the next business day. Any candidate who is unopposed must dispose of his/her funds and file a report reflecting the disposition within 90 days after becoming unopposed.

**NOTE:**

All reports must be filed by 4:00 p.m. on the designated day; however, any report postmarked by the US Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner. A certificate of mailing obtained from and dated by the US Postal Service at the time of mailing, or a receipt from an established courier, which bears a date on or before the date on which the report is due shall be proof of mailing in a timely manner

## **Campaign Reporting Forms**

Campaign Treasurer's Report – Summary (DS-DE 12)

Campaign Treasurer's Report \_ Itemized Contributions (DS-DE 13)

Campaign Treasurer's Report – Itemized Expenditures (DS-E 14)

**Disposition of Funds (Section 106.141, F.S.):** Any candidate who withdraws, becomes unopposed, is eliminated or is elected to office must dispose of his/her funds and file a report reflecting the disposition within 90 days after withdrawing, becoming unopposed, being eliminated or elected.

**Campaign Reports – Late Filing Penalty (Section 106.07(8) (b), F.S.):** Late filing of reports are subject to a \$50 fine for each late day for the first three days, and thereafter, \$500 per day for each late day. The fine is not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. Late report penalties are the responsibility of the candidate and are to be paid from the personal funds of the candidate. Such fines are to be paid to the City of Lighthouse Point.

## **Regulations for Election Signs**

### **Political Campaign Advertisements**

Advertisements circulated prior to the election – see F.S. 106.143

Disclosure of telephone solicitation – see F.S. 106.147

It is not the responsibility of this office to interpret Florida Statutes as prescribed by Florida Law. For further interpretation or a legal opinion, you may contact the Division of Elections at 850-245-6240.

### **\*Disclaimer**

Candidate handbooks and documentation are subject to change. It is the responsibility of the candidate to confirm the most recent editions of each document.