

2018

# Escambia County Candidate Handbook

**David H. Stafford, CERA**  
Escambia County Supervisor of Elections

***Published 10/23/2017***

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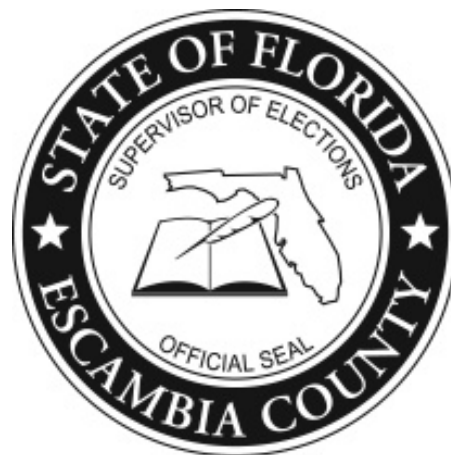
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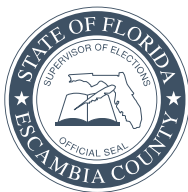
## Explanation

The information contained in this handbook is intended as a quick reference guide only and is current upon publication. Chapters 97-106, Florida Statutes, the Constitution of the State of Florida, Division of Elections' Opinions and Rules, Division of Elections' Candidate Handbook, Attorney General Opinions, city charters and ordinances, special acts and other sources should be reviewed in their entirety for complete information regarding qualifying.

This handbook contains information relevant to running for local offices and who qualify with David H. Stafford, Escambia County Supervisor of Elections Office as party candidates, no party affiliation candidates, nonpartisan candidates and write-in candidates. It summarizes the qualifications for each office, with both the regular and petition methods of qualifying, along with write-in procedures (if applicable) for each local office that qualifies. It also indicates the number of signatures required for petition method candidates.

Please direct any questions to David H. Stafford, Escambia County Supervisor of Elections, Candidate Qualifying Department at (850) 595-3900 or visit our website [EscambiaVotes.com](http://EscambiaVotes.com).





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Dear Prospective Candidate:

On behalf of the voters of Escambia County, I commend you for your interest in public service. I know full well what a momentous decision it is to run for office.

Enclosed you will find the necessary paperwork to get you started should you choose to become a candidate. Our office is here as a resource for you and I encourage you to use us as such. When you have questions or need additional information, pick up the phone, visit us online at [EscambiaVotes.com](http://EscambiaVotes.com), e-mail us, or drop by the office. We will do our best to help you.

You can reach our Candidate Qualifying Department at 595-3900. Our staff stands ready to provide you with the information you need should you become a candidate for office. As always, you can reach me at 595-3900 if I can answer any questions or be of any assistance to you.

Again, thank you for your interest in public service. I wish you all the best in your endeavors.

Sincerely,

A handwritten signature in black ink that reads "David H. Stafford". The signature is stylized with a large, bold "D" and "S".

David H. Stafford, CERA  
Supervisor of Elections



This handbook is intended to supplement Chapter 106 of the Florida Statutes and the State Division of Election's Candidate's Handbook which may be downloaded from: <http://dos.myflorida.com/elections/forms-publications/publications/>

# Important Dates for Candidates

|   |   |
|---|---|
| <p><b>2018 Election Dates</b></p> <p><i>Primary Election: August 28, 2018</i></p> <p><i>General Election: November 6, 2018</i></p>  |   |
| <p><b>Qualifying Dates</b></p>  |   |
| <p><b>Federal &amp; Judicial Offices</b><br/>         Noon, April 30, 2018 – Noon, May 4, 2018<br/> <b>1<sup>st</sup> Day to accept qualifying papers: April 16, 2018</b><br/>         (14 days prior to beginning of qualifying)</p> | <p><b>State &amp; Local Offices</b><br/>         Noon, June 18, 2018 – Noon, June 22, 2018<br/> <b>1<sup>st</sup> Day to accept qualifying papers: June 4, 2018</b><br/>         (14 days prior to beginning of qualifying)</p> |
| <p><b>Petition Submission Deadline</b></p>  |   |
| <p><b>Federal &amp; Judicial Offices</b><br/>         Before Noon, April 2, 2018</p>  | <p><b>State &amp; Local Offices</b><br/>         Before Noon, May 21, 2018</p>  |
| <p><b>Voter Registration Deadline</b></p>   |   |
| <p>Primary Election: July 30, 2018<br/>         General Election: October 9, 2018</p>   |   |
| <p><b>Vote-By-Mail “Send” Deadline</b></p>  |   |
| <p><b>Absent Stateside,<br/>         Overseas Military &amp; Overseas Civilian Voters</b></p> <p>Primary Election: July 14, 2018<br/>         General Election: September 22, 2018</p>  | <p><b>Domestic Voters (7-day window)</b></p> <p>Primary Election: July 24 – July 31, 2018<br/>         General Election: Oct. 2 – Oct. 9, 2018</p>  |

## 2018 Local Offices Up for Election and Terms

### Judicial (Nonpartisan)

| <i>Per State Constitution, Article V, Section 10, 1<sup>st</sup> Tuesday after 1<sup>st</sup> Monday in January</i> | <i>Term Begins</i>       |
|---|--------------------------|
| County Court Judge, Groups 2, 4 and 5 (6 year term)   | Tuesday, January 8, 2019 |

### County and School Board

| <i>Per Florida Statutes 100.041(2)(a) &amp; (3)(a), 2<sup>nd</sup> Tuesday following General Election</i> | <i>Term Begins</i>         |
|---|----------------------------|
| County Commissioner, Districts 2 and 4 (Partisan - 4 year term)   | Tuesday, November 20, 2018 |
| School Board Member, Districts 1, 2 and 3 (Nonpartisan - 4 year term)                                     | Tuesday, November 20, 2018 |

### Special Districts

| <i>Per Laws of Florida Chapter 2001-324 Section 4(b), 2<sup>nd</sup> Tuesday following General Election</i>                              | <i>Term Begins</i>         |
|--|----------------------------|
| Emerald Coast Utilities Authority, Districts 2 & 4 (Partisan - 4 year term)  | Tuesday, November 20, 2018 |
| <i>Per Laws of Florida, Chapter 83-407 Section 3(b)(2) - Election Night</i>  | <i>Term Begins</i>         |
| Santa Rosa Island Authority (Nonpartisan - 2 year term)  | Tuesday, November 6, 2018  |
| <i>Per Florida Statutes 582.18, 1<sup>st</sup> Tuesday after 1<sup>st</sup> Monday in January</i>  | <i>Term Begins</i>         |
| Escambia Soil and Water Conservation District, Groups 2, 4, and 5 (Nonpartisan - 4 year term) (Group 5 is to fill remaining 2 year term) | Tuesday, January 8, 2019   |

### City of Pensacola (Nonpartisan)

| <i>Per City Charter, Article III, Section 6.07, 4<sup>th</sup> Tuesday in November</i> | <i>Term Begins</i>         |
|--|----------------------------|
| Mayor of Pensacola (4 year term)   | Tuesday, November 27, 2018 |
| City Council, Districts 2, 4 and 6 (4 year term)                                       | Tuesday, November 27, 2018 |

### Town of Century (Nonpartisan)

| <i>Per Century Town Charter Section 5.05 (c) 1<sup>st</sup> Monday in January, following the regular town election</i> | <i>Term Begins</i>      |
|--|-------------------------|
| Century Town Council, Seats 3, 4 and 5 (4 year term)   | Monday, January 7, 2019 |



## 2017 Calendar of Campaign Reporting Dates

| Cover Period        | Report Code | Due Date |
|---------------------|-------------|----------|
| 01/01/17 - 01/31/17 | 2017 M1     | 02/10/17 |
| 02/01/17 – 02/28/17 | 2017 M2     | 03/10/17 |
| 03/01/17 – 03/31/17 | 2017 M3     | 04/10/17 |
| 04/01/17 – 04/30/17 | 2017 M4     | 05/10/17 |
| 05/01/17 – 05/31/17 | 2017 M5     | 06/12/17 |
| 06/01/17 – 06/30/17 | 2017 M6     | 07/10/17 |
| 07/01/17 – 07/31/17 | 2017 M7     | 08/10/17 |
| 08/01/17 – 08/31/17 | 2017 M8     | 09/11/17 |
| 09/01/17 – 09/30/17 | 2017 M9     | 10/10/17 |
| 10/01/17 – 10/31/17 | 2017 M10    | 11/13/17 |
| 11/01/17 – 11/30/17 | 2017 M11    | 12/11/17 |
| 12/01/17 – 12/31/17 | 2017 M12    | 01/10/18 |

### **Penalty for Late Filing**

Any candidate or committee failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. However, for pre-election reports, the fine shall be \$500 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report.

For Termination Reports the fine is \$50 per day for each late day, not to exceed 25% of the total contributions or expenditures, whichever is greater, for the period covered by the late report. **Candidates must dispose of all funds in the campaign account and file a Termination Report within 90 days after having withdrawn, become unopposed, eliminated or elected to office.**

## 2018 Calendar of Campaign Reporting Dates

| <i>Cover Period</i>        | <i>Report Code</i> | <i>Due Date</i> |
|----------------------------|--------------------|-----------------|
| 01/01/18 – 01/31/18        | 2018 M1            | 02/12/18        |
| 02/01/18 – 02/28/18        | 2018 M2            | 03/12/18        |
| 03/01/18 – 03/31/18        | 2018 M3            | 04/10/18        |
| 04/01/18 – 04/30/18        | 2018 M4            | 05/10/18        |
| 05/01/18 – 05/31/18        | 2018 M5            | 06/11/18        |
| 06/01/18 – 06/22/18        | 2018 P1            | 06/29/18        |
| 06/23/18 – 07/06/18        | 2018 P2            | 07/13/18        |
| 07/07/18 – 07/20/18        | 2018 P3            | 07/27/18        |
| 07/21/18 – 07/27/18        | 2018 P4            | 08/03/18        |
| 07/28/18 – 08/03/18        | 2018 P5            | 08/10/18        |
| 08/04/18 – 08/10/18        | 2018 P6            | 08/17/18        |
| 08/11/18 – 08/23/18        | 2018 P7            | 08/24/18        |
| 08/24/18 – 08/31/18        | 2018 G1            | 09/07/18        |
| 09/01/18 – 09/14/18        | 2018 G2            | 09/21/18        |
| 09/15/18 – 09/28/18        | 2018 G3            | 10/05/18        |
| 09/29/18 – 10/05/18        | 2018 G4            | 10/12/18        |
| 10/06/18 – 10/12/18        | 2018 G5            | 10/19/18        |
| 10/13/18 – 10/19/18        | 2018 G6            | 10/26/18        |
| 10/20/18 – 11/01/18        | 2018 G7            | 11/02/18        |
| <i>Termination Reports</i> |                    |                 |
| After May Qualifying       | TR-JQ              | 08/02/18        |
| After June Qualifying      | TR-Q               | 09/20/18        |
| Primary Election           | TR-P               | 11/26/18        |
| General Election           | TR-G               | 02/04/19        |

## Overview

Each candidate and treasurer is responsible for following all applicable laws provided by the State of Florida during his or her run for elected office.

Each candidate must sign a statement of candidate form within 10 days of filing the appointment of campaign treasurer form. The statement of candidate form states that the candidate has been given access to, read, and understood the requirement of Chapter 106 of the Florida Statutes.

The Florida Election Commission in Tallahassee investigates violations of Chapter 106 should any individual wish to file a complaint. The Escambia County Supervisor of Elections does not have investigative authority. Criminal penalties are associated with many provisions.

Completion and correctness of finance reports are the responsibility of the candidate and campaign treasurer. The supervisor of elections office is required to notify the Florida Elections Commission for failure to submit a report or repeated late filings.

The Escambia County Supervisor of Elections requires that all campaign reports be filed through the Online Reporting System. Each candidate will be issued a password and ID number that will be mailed to them after filing the DS-DE 9 Appointment of Campaign Treasurer Form. Reports must be filed by 11:59:59 p.m. on the date it is due, otherwise the report is considered late. Candidates must file online on each due date, even if there are no contributions or expenditures. This would be a waiver.

Each candidate, campaign treasurer, and deputy treasurer will receive a personal identification number and password to submit reports using the electronic filing system. The PIN will be considered a signature for the submitted report.

Campaign reports are public records. These reports will likely be reviewed by opposing candidates, the general public, and media outlets. In some cases, investigators from different governmental agencies review these reports. It is important that great care is taken to ensure that campaign reports are complete, accurate, and in compliance with all election laws.

If a campaign report has been accepted and is found to be incomplete, the candidate will be notified and required to file an **amended** campaign report.

### ***Common Mistakes Made By Candidates, Political Committees & Campaign Treasurers***

- One of the most serious mistakes a candidate can make is to accept a cash contribution and then spend it before it is deposited into the campaign account;
- Accepting anonymous contributions, such as passing the hat or selling tickets for fund raisers without getting the required information from contributors;
- Accepting cash contributions in excess of \$50, in aggregate, per election, from same donor;
- Failing to include correct political disclaimers on political advertisements and campaign literature;
- Filing Campaign Treasurer Reports late;
- Showing a deficit in campaign contribution and expenditure reports;
- Spending monetary contributions before they are deposited into the campaign account;
- Paying for items with cash and personal check instead of a campaign check;
- Accepting contributions to cover outstanding expenses after the election;
- Listing contributor occupation as “business owner”, “sales” or other vague descriptions;
- Listing a contribution from “Mr. and Mrs.” – the contribution must be listed from the individual who signed the check. (Division of Elections Opinion 93-10)

## ***2018 Candidate Qualifying***

**Federal & Judicial:** Noon, April 30 – Noon, May 4, 2018

1st Day to accept qualifying papers: April 16, 2018 (14 days prior to beginning of qualifying)

**State, Multi-County, Escambia County and City Offices:**

Noon, June 18 – Noon, June 22, 2018

1st Day to accept qualifying papers: June 4, 2018 (14 days prior to beginning of qualifying)

***The following pages contain specific qualifying information for local offices.***

## Century Town Council, Seats 3, 4 and 5

|  |   |
|--|---|
| <b>Qualifications</b><br><i>Section 3.02 Town of Century Charter</i> | <ul style="list-style-type: none"> <li>Must be a registered voter in the Town of Century (Precinct 22.1)</li> </ul>   |
| <b>Salary</b>  | \$3,606.72  |
| <b>Qualifying Fee</b>  | 1% Election Assessment - \$36.07 + filling fee \$15.00 = \$51.07  |
| <b>Forms to File</b>   | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b><i>During qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b></p> <ul style="list-style-type: none"> <li>Candidate Oath for Nonpartisan Offices (DS-DE 25)</li> <li>Form 1 - Statement of Financial Interests 2017</li> </ul> |
| <b>Term of Office</b>  | 4 years   |
| <b>Commence Term</b>   | Monday, January 7, 2019   |

## County Commissioner, Districts 2 and 4

|                       |   |
|-----------------------|---|
| Qualifications        | <ul style="list-style-type: none"> <li>Registered voter</li> <li>Resident of the district at the time of election</li> </ul>  |
| Petition Requirements | <p>At least 1% of total number of registered voters in the geographical area as shown by the preceding general election.</p> <ul style="list-style-type: none"> <li>District 2 - 399 Valid Petitions</li> <li>District 4 - 463 Valid Petitions</li> </ul> <p><b><i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i></b></p>  |
| Salary                | \$80,664.00   |
| Qualifying Fee        | <p>6% Partisan - \$4,839.84<br/> <b>or</b><br/>         4% Nonpartisan - \$3,226.56</p>   |
| Forms to File         | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b><i>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b><br/>         (must file ONE of the two Loyalty Oaths)</p> <ul style="list-style-type: none"> <li>Candidate Oath - Candidate with Party Affiliation (DS-DE 24)</li> <li>Candidate Oath - Candidate with No Party Affiliation (DS-DE 24B)</li> <li>Form 6 - Full and Public Disclosure of Financial Interests 2017</li> </ul> |
| Term of Office        | 4 years   |
| Commence Term         | Tuesday, November 20, 2018  |

## County Court Judge, Groups 2, 4 and 5

|  |  |
|--|--|
| <p><b>Qualifications</b><br/> <i>Constitution of the State of Florida<br/>         Article V Sections 8 and 13</i></p> | <ul style="list-style-type: none"> <li>• Elector of the state;</li> <li>• Present member of the Florida Bar and have been a member for the preceding 5 years prior to qualifying;</li> <li>• Residence established in the territorial jurisdiction of the court at the time of assuming office;</li> <li>• May not be over 70 years old except on temporary assignment or to complete a term one-half of which has been served;</li> <li>• Shall not engage in the practice of law or hold office in any political party.</li> </ul>                         |
| <p><b>Petition Requirements</b></p>  | <p>At least 1% of total number of registered voters in the geographical area as shown by the preceding general election.<br/>         2,100 Valid Petitions<br/> <i><b>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</b></i></p>   |
| <p><b>Salary</b></p>   | <p>\$151,822.00* (Effective Oct 1, 2017)</p>   |
| <p><b>Qualifying Fee</b></p>   | <p>4% Nonpartisan – \$5520.80* (Based on 2016/17 Fiscal)</p>   |
| <p><b>Forms to File</b></p>  | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>• Statement of Candidate Form (DS-DE 84)</li> <li>• Statement of Candidate for Judicial Office (DS-DE 83)</li> </ul> <p><b><i>During qualifying: (Noon, April 30, 2018 – Noon, May 4, 2018)</i></b></p> <ul style="list-style-type: none"> <li>• Judicial Office Candidate Oath (DS-DE 26)</li> <li>• Form 6 - Full and Public Disclosure of Financial Interests 2017</li> </ul> |
| <p><b>Term of Office</b></p>   | <p>6 years</p>   |
| <p><b>Commence Term</b></p>  | <p>Tuesday, January 8, 2019</p>  |

## Emerald Coast Utilities Authority, Districts 2 and 4

|                       |  |
|-----------------------|--|
| Qualifications        | <ul style="list-style-type: none"> <li>• Registered voter</li> <li>• Resident of the district at the time of assuming office</li> </ul>  |
| Petition Requirements | 25 valid petitions<br><i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>   |
| Salary                | \$39,070.00  |
| Qualifying Fee        | \$25.00 for Special District Offices   |
| Forms to File         | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i></li> <li>• Statement of Candidate Form (DS-DE 84)</li> <li>• Affidavit of Intent (located on <a href="http://EscambiaVotes.com">EscambiaVotes.com</a> website). To be used if no contributions are to be received.</li> </ul> <p><b><i>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b></p> <ul style="list-style-type: none"> <li>• Candidate Oath – Candidate with Party Affiliation (DS-DE 24)</li> <li>• Form 1 - Statement of Financial Interests 2017</li> </ul> |
| Term of Office        | 4 years  |
| Commence Term         | Tuesday, November 20, 2018   |



| <b>SPECIAL DISTRICT OFFICE</b>   |   |
|--|---|
| <b>Escambia Soil and Water Conservation District, Groups 2, 4, and 5</b> |   |
| Qualifications   | <ul style="list-style-type: none"> <li>Registered voter</li> <li>Resident of the county at the time of assuming office</li> </ul>   |
| Petition Requirements  | 25 valid petitions from voters county-wide are required<br><i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i>   |
| Salary   | No salary for this office   |
| Qualifying Fee   | \$25.00 for Special District Offices  |
| Forms to File  | <p><b>To get started:</b></p> <ul style="list-style-type: none"> <li>Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i></li> <li>Statement of Candidate Form (DS-DE 84)</li> <li>Affidavit of Intent (located on <a href="http://EscambiaVotes.com">EscambiaVotes.com</a> website). To be used if no contributions are to be received.</li> </ul> <p><b>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</b></p> <ul style="list-style-type: none"> <li>Candidate Oath for Nonpartisan Offices (DS-DE 25)</li> <li>Form 1 - Statement of Financial Interests 2017</li> </ul> |
| Term of Office   | 4 years (Group 5 is to fill remaining 2 year term)  |
| Commence Term  | Tuesday, January 8, 2019  |

## Mayor of Pensacola

|   |  |
|---|--|
| <p><b>Qualifications</b><br/> <i>Article VI Section 6.03 of the Charter for the City of Pensacola</i></p> | <p>Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote in a City precinct not less than one (1) year prior to the end of the qualification period, shall be an elector of the City who shall be eligible to run for the office of Mayor, while a candidate for a City Council district office must have been a resident of the declared district for at least one (1) year prior to the end of the qualification period. If he or she ceases to possess any such qualifications during his or her term of office, or if he or she violates any express prohibition of this Charter, he or she shall forthwith forfeit the office, and the Council shall remove him or her from office.</p> |
| <p><b>Petition Requirements</b></p>   | <p>At least 5% of the total number of registered electors in the City, as shown by the compilation for the most recent general election of the City Council.<br/>         1,993 Valid Petitions<br/> <b><i>If petition requirement is met, candidate is still required to pay the 1% Election Assessment per F.S. 99.093.</i></b></p>  |
| <p><b>Salary</b></p>  | <p>\$100,000.00</p>  |
| <p><b>Qualifying Fee</b></p>  | <p>Qualifying fee is comprised of a 1% Election Assessment (<i>F.S. 99.093</i>) of \$1,000.00 plus a 3% filing fee (<i>City Charter Section 6.03</i>) of \$3,000.00.</p> <p>Using the petition method only waives the 3% portion of the filing fee per <i>City Charter Section 6.03</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>No Petitions &amp; No Affidavit of Financial Hardship - Qualifying Fee is \$4,000.00</i><br/> <i>No Petitions &amp; Affidavit of Financial Hardship - Qualifying Fee is \$3,000.00</i><br/> <i>Petitions &amp; No Affidavit of Financial Hardship - Qualifying Fee is \$1,000.00</i><br/> <i>Petitions &amp; Affidavit of Financial Hardship - Qualifying Fee is \$.00</i></p> </div>   |
| <p><b>Forms to File</b></p>   | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>• Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b><i>During qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b></p> <ul style="list-style-type: none"> <li>• Candidate Oath for Nonpartisan Offices (DS-DE 25)</li> <li>• City Oath</li> <li>• Form 1 - Statement of Financial Interests 2017</li> </ul>   |
| <p><b>Term of Office</b></p>  | <p>4 years</p>   |
| <p><b>Commence Term</b></p>   | <p>Tuesday, November 27, 2018</p>  |

## Pensacola City Council, Districts 2, 4, and 6

|  |  |
|--|--|
| <b>Qualifications</b><br><i>Article VI Section 6.03 of the Charter for the City of Pensacola</i> | <p>Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote in a City precinct not less than one (1) year prior to the end of the qualification period, shall be an elector of the City who shall be eligible to run for the office of Mayor, while a candidate for a City Council district office must have been a resident of the declared district for at least one (1) year prior to the end of the qualification period. If he or she ceases to possess any such qualifications during his or her term of office, or if he or she violates any express prohibition of this Charter, he or she shall forthwith forfeit the office, and the Council shall remove him or her from office.</p> |
| <b>Petition Requirements</b>   | <p>At least 5% of the total number of registered electors in the district, as shown by the compilation for the most recent general election of the City Council.</p> <p style="text-align: center;">* District 2 – 283      * District 4 – 313      * District 6 – 284</p> <p><b><i>(If petition requirement is met, candidate is still required to pay the 1% Election Assessment per F.S. 99.093.)</i></b></p>   |
| <b>Salary</b>  | <p>\$21,486.40</p>   |
| <b>Qualifying Fee</b>  | <p>Qualifying fee is comprised of a 1% Election Assessment (<i>F.S. 99.093</i>) of \$214.86 plus a 3% filing fee (<i>City Charter Section 6.03</i>) of \$644.59.</p> <p>Using the petition method only waives the 3% portion of the filing fee per <i>City Charter Section 6.03</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>No Petitions &amp; No Affidavit of Financial Hardship - Qualifying Fee is \$859.46</i><br/> <i>No Petitions &amp; Affidavit of Financial Hardship - Qualifying Fee is \$644.59</i><br/> <i>Petitions &amp; No Affidavit of Financial Hardship - Qualifying Fee is \$214.86</i><br/> <i>Petitions &amp; Affidavit of Financial Hardship - Qualifying Fee is \$.00</i></p> </div>   |
| <b>Forms to File</b>   | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>• Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b><i>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b></p> <ul style="list-style-type: none"> <li>• Candidate Oath for Nonpartisan Offices (DS-DE 25)</li> <li>• City Oath</li> <li>• Form 1 - Statement of Financial Interests 2017</li> </ul>   |
| <b>Term of Office</b>  | <p>4 years</p>   |
| <b>Commence Term</b>   | <p>Tuesday, November 27, 2018</p>  |

## **SPECIAL DISTRICT OFFICE**

### **Santa Rosa Island Authority**

|   |   |
|---|---|
| <b>Qualifications</b><br><small>Laws of Florida 83-407, Section 3 (2-3)</small> | <ul style="list-style-type: none"> <li>• Registered voter</li> <li>• Resident and leaseholder on Santa Rosa Island for at least 6 months immediately prior to qualifying and shall remain a resident during the term of office. In addition, the candidate shall be in full compliance with his or her lease at the time of qualifying and shall remain so during the term of office.</li> </ul>  |
| <b>Petition Requirements</b>  | 25 valid petitions from voters in Precinct 94 are required<br><i><b>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</b></i>   |
| <b>Salary</b>   | \$6,600.00 Expense Allowance  |
| <b>Qualifying Fee</b>   | \$25.00 for Special District Offices  |
| <b>Forms to File</b>  | <p><b>To get started:</b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9) <i>(If opening campaign account)</i></li> <li>• Statement of Candidate Form (DS-DE 84)</li> <li>• Affidavit of Intent (located on <a href="http://EscambiaVotes.com">EscambiaVotes.com</a> website). To be used if no contributions are to be received.</li> </ul> <p><b>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</b></p> <ul style="list-style-type: none"> <li>• Candidate Oath for Nonpartisan Offices (DS-DE 25)</li> <li>• Form 1 - Statement of Financial Interests 2017</li> </ul> |
| <b>Term of Office</b>   | 2 years   |
| <b>Commence Term</b>  | Tuesday, November 6, 2018   |

## School Board, Districts 1, 2 and 3

|  |  |
|--|--|
| <b>Qualifications</b><br><i>F.S. 1001.34 &amp; F.S. 1001.361</i> | <ul style="list-style-type: none"> <li>• Registered voter</li> <li>• Resident of the district at the time of qualifying</li> </ul>   |
| <b>Petition Requirements</b>                                     | <p>At least 1% of total number of registered voters in the geographical area as shown by the preceding general election.</p> <ul style="list-style-type: none"> <li>• District 1 – 428</li> <li>• District 2 – 399</li> <li>• District 3 – 370</li> </ul> <p><b><i>(Must meet petition requirement <u>or</u> pay Qualifying Fee listed below.)</i></b></p>   |
| <b>Salary</b>  | \$39,070.00  |
| <b>Qualifying Fee</b>  | 4% Nonpartisan - \$1,562.80  |
| <b>Forms to File</b>   | <p><b><i>To get started:</i></b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>• Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b><i>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</i></b></p> <ul style="list-style-type: none"> <li>• Candidate Oath- School Board Nonpartisan Office (DS-DE 25A)</li> <li>• Form 6 - Full and Public Disclosure of Financial Interests 2017</li> </ul> |
| <b>Term of Office</b>  | 4 years  |
| <b>Commence Term</b>   | Tuesday, November 20, 2018   |

## Write-In Candidates

**Note: write-in candidate names do not appear on the ballot**  
*(Per the City Charter, write-in candidates for City of Pensacola are expressly prohibited)*

|                       |  |
|-----------------------|--|
| Qualifications        | <ul style="list-style-type: none"> <li>• Registered voter</li> <li>• <del>Resident within the district at the time qualifying</del> (<b>Note: this provision was struck down by the Florida Supreme Court in 2016. As such, you should refer to the residency requirements of the particular office.</b>)</li> </ul>   |
| Petition Requirements | No petition requirements for write-in candidates   |
| Salary                | See specific office  |
| Qualifying Fee        | No qualifying fee for write-in candidates  |
| Forms to File         | <p><b>To get started:</b></p> <ul style="list-style-type: none"> <li>• Appointment of Campaign Treasurer &amp; Designation of Campaign Depository (DS-DE 9)</li> <li>• Statement of Candidate Form (DS-DE 84)</li> </ul> <p><b>During Qualifying: (Noon, June 18, 2018 – Noon, June 22, 2018)</b><br/>         (must file ONE of the two Loyalty Oaths depending on office sought)</p> <ul style="list-style-type: none"> <li>• Candidate Oath - Write-In Candidate (DS-DE 24A)</li> <li>• Judicial Office Candidate Oath - Write-In Candidate (DS-DE 26A)</li> </ul> <p>(must file ONE of the two forms below depending on office sought)</p> <ul style="list-style-type: none"> <li>• Form 1 - Statement of Financial Interests 2017</li> <li>• Form 6 - Full and Public Disclosure of Financial Interests 2017</li> </ul> |
| Term of Office        | See specific office  |
| Commence Term         | See specific office  |

# Petitions

(Florida Statutes 99.095, 99.097 & 105.035)

The deadline to submit petitions is:

**Noon, April 2, 2018** – Federal and Judicial Offices

**Noon, May 21, 2018** –Statewide, Multi-County, County and City Offices

| <b>Name of Office</b>  | <b>Petitions Required</b>                                |
|--|--|
| <b>Federal Offices</b>   |  |
| United States Representative   | 5,303  |
| <b>Multi-County and District Offices</b>                               |  |
| Governor/Lt Governor   | 128,638  |
| Attorney General   | 128,638  |
| Chief Financial Officer  | 128,638  |
| Commissioner of Agriculture  | 128,638  |
| State Senator, District 1  | 3,569  |
| State Representative, Districts 1 and 2                                | District 1 - 1,090<br>District 2 - 1,141                 |
| Circuit Court Judge,<br>Groups 4, 8, 10, 11, 12, 16, 17, 19, 20 and 22 | 5,233  |
| <b>County Offices</b>  |  |
| County Commissioner, Districts 2 and 4                                 | District 2 - 399<br>District 4 – 463                     |
| School Board Members, Districts 1, 2 and 3                             | District 1 - 428<br>District 2 - 399<br>District 3 – 370 |
| County Court Judge, Group 2, 4 & 5                                     | 2,100  |
| Emerald Coast Utilities Authority,<br>Districts 2 and 4                | 25   |
| Santa Rosa Island Authority  | 25   |
| Escambia Soil and Water Conservation District,<br>Groups 2, 4 and 5    | 25   |
| <b>City Offices</b>  |  |
| Mayor of Pensacola   | 1,993  |
| City Council, Districts 2, 4 and 6                                     | District 2 - 283<br>District 4 - 313<br>District 6 – 284 |

## Petition Facts

- Per Florida Statutes, petition figures are based on at least 1% of the total number of registered voters of that geographical area as of the book closing figures from the last general election. (Exception: City of Pensacola Offices = 5% per City Charter. Also, the petition method only waives the 3% portion of the filing fee for City Candidates)
- The most current version of the petition DS-DE 104 (dated 09/11 or later) must be used. See <http://dos.myflorida.com/media/693291/dsde104.pdf>
- The DS-DE 104 petition form must be reproduced for use by candidates in its exact wording and format without any changes in its text or format, except it may be reduced or enlarged **proportionally in size** as a whole document – no less than 3 inches by 5 inches and no larger than 8 1/2 inches by 11 inches. A separate petition form is required for each voter. They are submitted to the Supervisor of Elections for verification, at a pre-paid cost of 10 cents each.
- A petition form may be included within a larger advertisement, provided the form is clearly defined by a solid or broken border. Once an advertisement is added the petition must contain a political disclaimer.
- Field entries on the petition form may be completed by the candidate except for the signature and the date signed fields which must be completed by the voter.
- Collecting petition signatures in government owned buildings is not expressly prohibited, but a candidate may not solicit or accept contributions as stated in F.S. 106.15(4).
- A voter may sign a candidate's petition regardless of their party affiliation.
- Voter must reside in the applicable district of the candidate.
- The candidate's information on the petition must be complete, including the district if applicable.
- There is no prohibition in the Florida Election Code on paying someone to collect petition signatures on their behalf. However, the candidate may not then file an Undue Burden Oath.
- If a candidate qualifies by the petition method and filed Oath of Undue Burden, and has surplus funds, the candidate must pay any petition verification fees that were waived due to filing an Undue Burden Oath.

***Note: Our office does not review petitions prior to candidates submitting them. Petitions should be thoroughly examined prior to submitting them to our office for verification. Voter must personally complete the signature and date signed fields.***



### Common Reasons for Invalid Petitions

- Voter's name not listed and printed;
- Voter did not indicate or indicated incorrect date signed;
- Voter did not include or listed incorrect date of birth;
- Voter listed wrong voter registration number;
- Voter listed their party affiliation (not candidate's or didn't leave blank if nonpartisan);
- Voter's signature does not match our records;
- Voter signed more than one petition for this candidate in this election;
- Voter not in correct district (if applicable);
- Voter not registered.

***This is not a complete list of reasons that petitions may not be valid, only the most common.***

### CANDIDATE PETITION

*Notes:* - All information on this form becomes a public record upon receipt by the Supervisor of Elections.  
- It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes]  
- If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.

I, \_\_\_\_\_ the undersigned, a registered voter  
(print name as it appears on your voter information card)

in said state and county, petition to have the name of \_\_\_\_\_  
placed on the Primary/General Election Ballot as a: [check/complete box, as applicable]

Nonpartisan    No party affiliation    \_\_\_\_\_ Party candidate for the office of \_\_\_\_\_  
(insert title of office and include district, circuit, group, seat number, if applicable)

|  |         |   |          |
|--|---------|---|----------|
| Date of Birth or Voter Registration Number<br>(MM/DD/YY) | Address |   |          |
| City   | County  | State   | Zip Code |
| Signature of Voter                                       |         | Date Signed (MM/DD/YY)<br><i>[to be completed by Voter]</i> |          |

Rule 1S-2.045, F.A.C. DS-DE 104 (Eff. 09/11)

Must use the most current format published by the Division of Elections.  
<http://dos.myflorida.com/media/693291/dsde104.pdf>

## Resources:

A successful candidate is well informed and educated on all applicable sections of election law and campaign rules set by the State Division of Elections. This handbook serves as a guide to assist candidates in the process, however, it is not all inclusive. It is the candidate and treasurers' responsibility to fully understand the law. The following resources are available:

**Florida Statutes Chapter 106:**

<http://dos.myflorida.com/media/693802/election-laws.pdf>

**State Division of Election's Candidate Handbook:**

<http://dos.myflorida.com/media/695284/candidate-and-campaign-treasurer-handbook.pdf>

**Candidate Petition Handbook:**

<http://dos.myflorida.com/media/693808/candidate-petition-handbook.pdf>

Detailed information is available on all of the following topics from the sources listed above:

- Becoming a Candidate
- Petition Requirements
- Campaign Treasurer Duties and Responsibilities
- Changing Political Parties for Partisan Offices
- Contributions, Depositories, and Expenditures
  - Use of Paypal and reporting online contributions
- Disclaimers and Political Advertising
- Fund Raisers and Solicitation
- Filing Campaign Reports (Including Electronic Filing)
- Petty Cash
- Prohibited Acts
- Termination Reports
- Prohibited Acts



- **Candidate Forms:** <http://www.escambivotes.com/candidate-forms>
- Appointment of Campaign Treasurer (DS-DE 9)
- Statement of Candidate (DS-DE 84)
- Affidavit of Intent (for Special District Candidates *not* opening a campaign account)
- Candidate Petition Form (DS-DE 104)
- Candidate Oath – Candidate with Party Affiliation (DS-DE 24)
- Candidate Oath – Write-In Candidate with Party Affiliation (DS-DE 24A)
- Candidate Oath – Candidate with No Party Affiliation (DS-DE 24B)
- Candidate Oath – Non-Partisan Office (DS-DE 25)
- Candidate Oath - Judicial Office (DS-DE 26)
- Candidate Oath - Write-In Judicial Office Candidate (DS-DE 26A)
- Candidate Oath – School Board Candidate (DS-DE 25A)
- Candidate Oath – Write-In School Board Candidate (DS-DE 24FA)
- Form 1- Statement of Financial Interests
- Form 6 - Full and Public Disclosure of Financial Interests
- Oath for City of Pensacola Candidates
- Affidavit of Financial Hardship (For City only – 1% Election Assessment)

**Frequently Asked Questions:** <http://www.escambivotes.com/candidate-faq>

If you have questions or require assistance, please don't hesitate to contact our Candidate Qualifying Department at (850) 595-3900.

**213 Palafox Place, 2<sup>nd</sup> Floor**  
**Pensacola, FL 32502**

**PO Box 12601**  
**Pensacola, FL 32591-2601**

