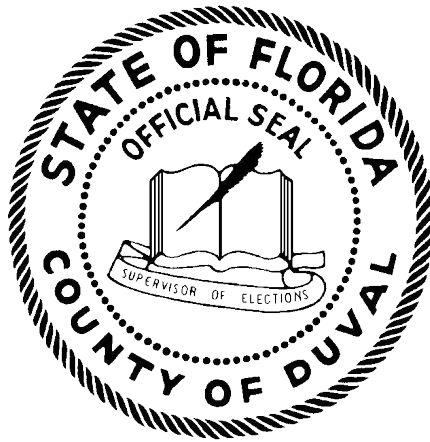




# **BECOMING A CANDIDATE IN DUVAL COUNTY**



## **DUVAL COUNTY SUPERVISOR OF ELECTIONS**

105 East Monroe Street

Jacksonville, FL 32202

Phone: 904-255-8683 \* Fax: 904-255-3433



## PRIOR TO MAKING THE DECISION TO RUN FOR OFFICE:

Running for political office is a big decision. Things to consider before you run include but are not limited to the following:

1. Research the office: what are the duties of the office, does it have requirements such as residency, how long does the term last, and how much time is involved when in the office.
2. Have you been a member of a political party for 365 days prior to the first day of qualifying for the office? Have you been registered with no party affiliation for 365 prior to the first day of qualifying? Qualifying week begins at noon of the 71st day prior to the primary or first election but not later than noon of the 67th day prior to the date of the primary or first election. Qualifying for federal and judicial seats begins at noon on the 120th day prior to the primary election, but not later than noon of the 116th day prior to the date of the primary election.
3. Talk to your family to decide if running for office is right for you.
4. Do you have the time for running the campaign, attending candidate functions, attending meetings, talking to voters?
5. Are you involved in your community? Do you belong to civic and/or political organizations?
6. Do you have volunteers you can rely on? How much time would they be available to volunteer and when would they be available?
7. Research candidates from previous elections to see how much money they collected and how they spent their funds. Go to the Duval County Supervisor of Elections website: Candidate/Committee Lists, Reports & Profiles ([duvalelections.gov](http://duvalelections.gov))
8. What bank or credit union will you use to deposit campaign funds? The depository must be named on the form when filing for office. Find a depository that will open a campaign account for you and has minimal fees. Do not open the account until you have filed the DS-DE 9 with our office. The campaign account must be a separate account. A few depositories to consider are: VyStar Credit Union, Regions Bank, Fifth Third Bank and SunTrust/Truist
9. Banks are starting to require candidates to obtain an Employer Identification Number (EIN) prior to opening their campaign account. To obtain an EIN, you can apply online at: How to Apply for an EIN | Internal Revenue Service ([irs.gov](http://irs.gov)). You can identify yourself as a "Political Organization", as you will primarily operate for the purpose of accepting contributions and influencing the election of yourself. An EIN is not required by campaign finance law.
10. All candidates are required to disclose personal financial information. Special District and municipal candidates are required to file a Form 1. All other candidates file a Form 6. The forms can be found on the Florida Commission on Ethics website.

**REMEMBER, CONTRIBUTIONS CANNOT BE ACCEPTED, MONEY CANNOT BE SPENT AND PETITIONS CANNOT BE COLLECTED UNTIL YOU HAVE FILED FORM DS-DE 9 WITH THE FILING OFFICER.**



## Becoming a Candidate

A candidate is a person who:

- Seeks to qualify for nomination or election by means of the petition process;
- Seeks to qualify for election as a write-in candidate;
- Receives contributions or makes expenditures, or consents for any other person to receive contributions or make expenditures, with a view to bring about their nomination or election to, or retention in, public office;
- Appoints a treasurer and designates a primary depository;
- Files qualification papers and subscribes to a candidate's oath as required by law.

This definition does not include an individual seeking a publicly elected position for a political party executive committee. (Sections 97.021(6) and 106.011(3), Fla. Stat.)

## Filing for Office

- A candidate may file at any time
- You **MUST** file an Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) with the Supervisor of Elections Office before any contributions are accepted, before opening a campaign account, and before expenditures are made (106.021, Florida Statutes).
- You **MUST** file a Statement of Candidate (DS-DE 84) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository (106.023, Florida Statutes).
- Candidates for County Judge **MUST** file a Statement of Candidate for Judicial Office (Form DS-DE 83) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.

Once a candidate has filed the DS-DE 9, he or she may open a campaign account, collect contributions, and spend money for their campaign. They may also collect petition signatures on a petition. These petitions are submitted to the filing officer for signature verification. Having the required number of petitions waives the qualifying fee.

Candidates may file in our office or submit their forms by mail. Candidates may now file their paperwork electronically. Original signatures are not required. Please submit your filing papers by email as a pdf or you may fax the forms to our office. The form will be considered filed only when the filing officer receives the form (not upon mailing) **and** determines that the form is **complete**.

Once the complete DS-DE 9 is filed with our office, a candidate may receive a binder containing the candidate and treasurer handbook, report schedule, handbook for filing reports, and other information.

Once a candidate files to run for an office, they must submit campaign reports electronically. If there is no activity, a waiver of report must be submitted.

## **Appointing a Treasurer**

A candidate may appoint himself or herself as campaign treasurer. A candidate may also appoint another person as treasurer and appoint themselves as deputy treasurer. A candidate may have one treasurer and up to three (3) deputy treasurers.

The treasurer must keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. Such accounts must be kept current within not more than two days after the date a contribution is received, or an expenditure is made.

When a campaign treasurer resigns or is removed by the candidate, a copy of the signed letter of resignation or removal must be filed with the filing officer. The written notice is not effective until a signed copy is filed with the filing officer. The letter may be faxed or emailed to the filing officer.

## **Filing and Qualifying as a Partisan Candidate**

- All candidates qualifying for a partisan office will be required to affirm in writing, under oath, that they have been a registered member of the party whose nomination as a candidate they are seeking for 365 days before qualifying begins.
- Candidates who wish to run for a partisan office with No Party Affiliation (NPA) will be required to affirm in writing, under oath that they have not been a registered member of any political party for 365 days before qualifying begins.
- These requirements do not apply to non-partisan offices such as judicial seats, school board seats and special districts.

## **Filing Qualifying Papers**

Qualifying is the final step that allows a candidate to have his or her name on the ballot. Qualifying must be finalized during the assigned dates. Qualifying for office in Duval County begins at noon of the 71<sup>st</sup> day prior to the primary or first election but not later than noon of the 67<sup>th</sup> day prior to the date of the primary or first election. Qualifying for federal and judicial seats begins at noon on the 120<sup>th</sup> day prior to the primary election, but not later than noon of the 116<sup>th</sup> day prior to the date of the primary election.

## **Changing Designation of Office**

Yes, permitted under 106.021(1)(a), Florida Statutes, you may change your mind and run for a different office after becoming a candidate, providing that you:

- File a new Appointment of Campaign Treasurer and Designation of Campaign Depository, (DS-DE 9), designating the new office.
- Submit a signed, written statement indicating the change with the filing officer.
- File the new appointment prior to the end of qualifying
- This includes changing seats, districts, or groups
- Within 15 days of filing the new DS-DE 9, notify in writing all contributors and offer to return their contributions pro rata. The candidate must include (with the notice) a copy of Form DS-DE 86, Request for Return of Contribution
- If the contributor returns DS-DE 86 within 30 days of receiving the notice, the candidate must return a pro rata share of all contributions given in support of the original office.
- The DS-DE 9 and the signed, written statement may be faxed or email to the filing officer.



**2024 ELECTION DATES**

<b>ELECTION</b>	<b>ELECTION DAY</b>	<b>BOOK CLOSING</b>
Presidential Preference Primary Election	March 19, 2024	February 20, 2024
Primary Election	August 20, 2024	July 22, 2024
General Election	November 5, 2024	October 7, 2024

**ON THE BALLOT IN 2024**

The following offices will qualify with the Duval County Supervisor of Elections.

- Clerk of the Court
- School Board, Districts 1, 3, 5, & 7
- County Court Judge, Groups 2, 3, 7, 8, 9, 11, 12, 16 & 17\*
- Soil & Water Conservation District , Subdistricts 2 & 4
- Special Districts (To Be Determined)

\*Subject to change

**RESIDENCY REQUIREMENTS**

<b>Clerk of the Court</b> Partisan Office 4 Year Term	<b>School Board</b> Nonpartisan Office 4 Year Term	<b>Judicial</b> Nonpartisan Office 6 Year Term	<b>Soil &amp; Water Conservation District</b> Nonpartisan Office 4 Year Term	<b>Special Districts</b> Nonpartisan Office 4 Year Term
Candidate must reside in the county at the time of assuming office	Candidate must reside and be registered voter in district 183 days prior to date of qualifying.	Candidates must reside and be a registered voter in the district for which they are qualifying at the time of assuming office.	Registered voter in Duval County and resident of Soil & Water subdistrict	Candidates must reside in the district for which they are qualifying at the time of qualifying.

## FILING FORMS

<b>DS-DE 9</b>	Appointment of Campaign Treasurer and Designation of Campaign Depositor
<b>DS-DE 84</b>	Statement of Candidate
<b>DS-DE 83</b>	Judicial Statement of Candidate (for judicial candidates only)

- Form DS-DE 9 must be filed with the filing officer prior to opening the campaign account, prior to the candidate accepting any contributions or making any expenditures or authorizing another to accept contributions or make expenditures on the person's behalf and prior to obtaining signatures on a DS-DE 104, Candidate Petition.
- Candidates can file these forms at any time before qualifying week. They can also be filed during the week of qualifying. Once the DS-DE 9 is filed, a candidate may open their campaign banking account, collect contributions, make expenditures, or circulate petitions. It is not considered "filed" upon mailing.
- It is recommended that a candidate appoint him or herself treasurer or deputy treasurer. Only appointed treasurers may sign campaign checks. A good practice is to have a campaign treasurer and at least one deputy treasurer.
- A candidate may file as a write-in candidate. Their name will not be on the ballot. A line will appear on the ballot for the office the candidate is running for. Voters must write the name of the write-in candidate on the blank line. A write-in candidate will appoint a treasurer, open a bank account, and submit financial reports.

Exception: Special district candidates who do not collect contributions and whose only expense is the signature verification fee for the petition method or qualifying fee are not required to file the DS-DE 9 (99.061(3)). An Affidavit of Intention is signed instead.



**DO NOT OPEN YOUR CAMPAIGN BANK ACCOUNT UNTIL YOU FILE THE DS-DE 9 FORM WITH OUR OFFICE, APPOINTING A CAMPAIGN TREASURER AND DESIGNATING YOUR CAMPAIGN DEPOSITORY.**

### After Filing Your Forms

- You will be given a copy of your DS-DE 9 form(s) that you have filed. Take your copies to the financial institution when you open your campaign account. Check the Candidate & Campaign Treasurer Handbook for information on what is required to be on your campaign checks.
- Campaign Treasurer reports are required once you have filed. You will be given a calendar of reporting dates. It is recommended that the candidate and treasurer record the due dates with reminders prior to the due date, to ensure that reports are timely filed.
- Review with your treasurer(s) how records of contributions and expenditures will be maintained to ensure you have all the information needed to complete your reports and to ensure you are following the law.



## QUALIFYNG BY PETITION METHOD

A person who seeks to qualify as a candidate for any office (excluding municipal candidates) and who meets the petition requirements is not required to pay the qualifying fee, party assessment or election assessment. **You may not collect petitions until you file the DS-DE 9 with our office.** It is recommended that you plan to collect more petitions than the requirement. Candidates who fail to qualify by the petition method will be required to pay the full qualifying fee.

### 2024 Petition Requirements

Office	Petitions
Clerk of the Court	6,558
County Judge	6,558
School Board Dist. 1	943
School Board Dist. 3	851
School Board Dist. 5	815
School Board Dist. 7	1126

Office	Petitions
Soil & Water 2 & 4	25
CDDs	25
Special Taxing Districts	25

### Deadline to submit petitions.

Judicial                      March 25, 2024, before noon  
 County, District        May 13, 2024, before noon

## QUALIFYING BY FEE

Any candidate, who does not obtain a Petition Certification, must pay the qualifying fee to the Supervisor of Elections by the end of the qualifying period. The total amount of the fee is based upon a percentage of the annual salary of the office sought. A filing fee of 3% and an election assessment fee of 1% must be paid by all candidates for county office who qualify by the fee method. Partisan candidates pay an additional 2% party assessment fee. Special districts pay \$25.00. Write-in candidates pay no fee and are not required to obtain the petition certification.

A properly executed check drawn upon the candidate’s campaign account and signed by the campaign treasurer must be used to pay the qualifying fee.

### What’s My Qualifying Fee?

#### 2024 Qualifying Fee

Fees are based on the authorized salary as of July 1, 2023.

Office	Term	Nonpartisan	Partisan
County Judge	6 yrs.	\$6,880.60	n/a
Clerk of the Court	4 yrs.	\$7,380.40	\$11,070.60
School Board 2, 4 & 6	4 yrs.	\$2019.68	n/a
Soil & Water 1, 3 & 5	4 yrs.	\$25.00	n/a
CDDs	4 yrs.	\$25.00	n/a
Special Taxing Dist.	4 yrs.	\$25.00	n/a



**All qualifying fees will be adjusted after July 1, 2023.**

## QUALIFYING PERIODS

Candidates for county offices and special districts must file their qualifying paperwork and pay the qualifying fee (if required) at the Duval County Supervisor of Elections Office. If mailed, items required for qualifying must be received by the end of the qualifying period.

### ❖ 2024 Qualifying

#### Local Judicial Candidates Qualifying Period

Noon, April 22, 2024 – Noon, April 26, 2024

#### Local Candidates Qualifying Period (Excluding Judicial)

Noon, June 10, 2024 – Noon, June 14, 2024

### What Do I Need to File During Qualifying?

Pursuant to Section 99.061(7), Florida Statutes, all items required for qualifying must be received in CORRECT and COMPLETE order by the end of the qualifying period, otherwise you will not be deemed a qualified candidate.

A candidate may also qualify as a write-in candidate. Write-In candidates run without party affiliation and their name does not appear on the ballot. Candidates for nonpartisan offices who run as a write-in will be placed on the primary election ballot. No qualifying fee or petitions are required by a write-in candidate. In the 2023 Unitary Election, write-in candidates are placed on the first election ballot.

In addition to the forms required for filing, these forms are required to qualify to be placed on the ballot. The Supervisor of Elections office may receive these forms and the qualifying fee only during the qualifying period, or 14 days prior to the start of qualifying.

Candidate Oath	Financial Disclosure	Petitions or Fee
<p>File one of these forms:</p> <p><b>DS-DE 303JU</b> Candidate Oath - Judicial Office</p> <p><b>DS-DE 304SB</b> Candidate Oath - School Board Nonpartisan Office</p> <p><b>DS-DE 302NP</b> Candidate Oath - Nonpartisan Office</p> <p><b>DS-DE 301A, 301B or 301C</b> Candidate Oath – State and Local Partisan Office</p>	<p>A financial disclosure form, either Form 1 or 6 depending upon the office sought. This will be for the year preceding the qualifying period.</p> <p><b>Form 1</b> (special districts)</p> <p><b>Form 6</b> (county offices)</p>	<p><b>Petition Certification</b></p> <ul style="list-style-type: none"> <li>▪ 2024 Election</li> </ul> <p>Petition submission deadline is March 25, 2024 for Judicial &amp; May 13, 2024 for all others.</p> <p><b>OR</b></p> <p><b>Qualifying Fee</b></p> <p>Check drawn on campaign bank account in correct amount.</p>

## PARTISAN CANDIDATES

Any person seeking to qualify for nomination as a candidate of any political party shall, at the time of subscribing to the oath or affirmation, state in writing that they have not been a registered member of any other political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify. Any person seeking to qualify for office as a candidate with no party affiliation shall, at the time of subscribing to the oath or affirmation, state in writing that he or she is registered without any party affiliation and that he or she has not been a registered member of any political party for 365 days before the beginning of qualifying preceding the general election for which the person seeks to qualify. Section 99.021, Florida Statutes.

A Clerk of the Court is elected during the presidential election year to a term of four years. Republican candidates are placed on the Republican ballot and Democratic candidates are placed on the Democratic ballot. The winners of the primaries are placed on the General election ballot along with anyone running with no party affiliation and write-ins.

## JUDICIAL CANDIDATES

County judges are elected for six-year terms. Judicial candidates appear on the primary ballot. A candidate must win 50% plus 1 vote of the votes cast to be elected. If no one is elected in the primary, the candidates receiving the highest number of votes shall be placed on the general election ballot. All registered voters in Duval may vote for this office – without regard to political party affiliation.

## SCHOOL BOARD CANDIDATES

School board members are elected for four-year terms. Candidates appear on the primary ballot without party affiliation and campaign without party affiliation. A candidate must win 50% plus 1 vote of the votes cast to be elected. If no one is elected in the primary, the candidates receiving the highest number of votes shall be placed on the general election ballot. Our county is divided into seven school board districts which is comprised of two city council districts. The school board districts do not correspond to school districts.

## SPECIAL DISTRICT CANDIDATES

Special District candidates who DO NOT wish to collect contributions or make expenditures need only to complete an Affidavit of Intention to become a candidate.

Special district candidates may also file DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, if they intend to accept contributions or make expenditures for anything other than the qualifying fees or petition signature verification fees (Section 99.061, F.S.). A special district candidate can file the DS-DE 9 form at any time if they want to begin accepting contributions and making expenditures, even after the qualifying period ends.

Soil & Water Conservation District candidates are required to file a notarized affirmation statement in addition to other required forms.

## WRITE-IN CANDIDATES

A write-in candidate must file the DS-DE 9 before accepting contributions and spending money on their campaign. A person seeking to qualify for election to office as a write-in candidate must file the appropriate candidate oath and financial form during the official qualifying period. Write-in candidates must comply with the residency requirements of the office sought. Any person who is seeking election as a write-in candidate shall not be required to pay a filing fee, election

assessment, or party assessment. A write-in candidate is not entitled to have his or her name printed on any ballot; however, space for the write-in candidate's name to be written in must be provided on the general election ballot. In Unitary Elections, a line for a write-in candidate's name is placed on the First Election ballot. A person may not qualify as a write-in candidate if the person has also otherwise qualified for nomination or election to such office.

## **ADDITIONAL INFORMATION**

After filing the DS-DE 9 form, candidates will begin filing campaign finance reports of contributions and expenditures and will be subject to all provisions of Chapter 106 of the Florida Statutes. A reporting schedule is given to the candidate and reports must be filed before the deadlines or fines may be incurred. The Supervisor of Elections provides an online reporting system that helps with the reporting process.

Candidates and their campaigns must meet specific legal requirements regarding campaign advertising, campaign financing and sign laws. A candidate handbook will be given to the candidate once they have filed their DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository.

Potential candidates are encouraged to consult with their employer and/or their employer's attorney, the agency's attorney for the office being sought, and/or their personal attorney prior to filing qualifying documents. Below are resources that can be used by both potential candidates and candidates to determine if a conflict of interest exists; if a candidate is subject to Florida's resign-to-run law; or if a person may be precluded by the federal Hatch Act

### **Conflict of Interest**

Florida Commission on Ethics  
Virilindia Doss, Executive Director  
P. O. Drawer 15709  
Tallahassee, Florida 32317-5709  
Phone: 850.488.7864  
<http://www.ethics.state.fl.us/>

### **Florida Resign to Run Law**

Office of General Counsel  
Florida Department of State  
R.A. Gray Building 500 South Bronough Street  
Tallahassee, Florida 32399-0250  
Telephone: 850.245.6536  
E-mail: [dosgeneralcounsel@dos.state.fl.us](mailto:dosgeneralcounsel@dos.state.fl.us)

### **Federal Hatch Act**

Hatch Act Unit  
United States Office of Special Counsel  
1730 M Street, N.W., Suite 218  
Washington, D.C. 20036-4505  
Phone: 800.854.2824 or 202.254.3650  
E-mail: [hatchact@osc.gov](mailto:hatchact@osc.gov)  
<http://www.osc.gov/hatchact.htm>

**Please call or stop by the Elections Office if you have questions. We are here to help.**

**Lana Self 904-255-3429**

**Brenda Byles 904-255-3416**