PBCMCA Election Training

October 27, 2017 9:00 a.m. to 4:00 p.m.

David B. Farber Training Center 1050 B Royal Palm Beach Boulevard, Royal Palm Beach, FL

A special thank you to the Village of Royal Palm Beach for being our host!

Today we will venture into -

- *Where do I begin?
- *How does this whole election thing work?
- *What is your role?
- *Election Process Overview
- *Election Calendar
- *Legal Notices
- *Candidate Packet
- *Polling Locations
- *Poll Workers

Yes, there is more!

- *Agreement with PBC SOE
- *Candidate Filing and Qualifying
- *Poll Watchers
- *Campaign Financing
- *Political Advertising
- *What to expect on Election Day
- *Canvassing Board Responsibilities
- *Determining Voter's Choice on a Ballot and Recount Procedures
- *Q&A

Where do I begin?

First, know that YOU can do this.

Second, if you have election questions,
please contact a
Palm Beach County municipal clerk with
election experience and/or
the Florida Division of Elections.
Please do not contact the
County Supervisor of Elections or her/his staff
before reaching out to a local clerk
WITH ELECTION EXPERIENCE.

Where do I begin?

Finally, you must know the contents of your municipal Charter and Code as it relates to your election, to include, but not limited to:

- When shall your election be held?
- When is your qualifying period?
- Do either address advertising requirements?
- What other elements of the election process is governed by your Code of Ordinances that may be different from Florida Election Laws?

How does this whole election thing work?

Advance preparation is key

- Start working on your election four to five months, or more, out from the date of your election
- Take your time in preparing everything
- If you have questions, use your resources to find the answers! Call an <u>experienced</u> municipal clerk!!

NOT THE COUNTY SOE!

- Serve as Supervisor of Elections and Filing Officer for your municipality
- Performs ministerial function in reviewing qualifying papers
- Shall <u>NOT</u> determine whether the contents of <u>qualifying papers</u> are accurate
- Review qualifying papers for completeness



Process in Brief

- *Finalize County SOE
 Agreement and composition of
 your Canvassing Board early in
 the process
- *Formulate your Election Dates/Calendar
- *Coordinate your Polling Locations
- *Prepare Legal Notices
- *Coordinate your Poll Workers
- *Prepare Candidate Packets
- *Qualify Candidates

Process in Brief Continued

- *Campaign Reporting
- *Canvass L&A
- *Poll Watcher Verification
- *Election Day Activities
- *Canvass vote by mail and provisional ballots
- *Post-Election Audit
- *Run-off
- *Election Close-Out

Election Process Overview

Success Factors:

- *Accuracy
- *Timeliness
- *Compliance with all laws
- *Expertise, skill and knowledge of responsibilities
- *IT Systems: Stable, accurate, consistent access
- *Recruit & train, reliable poll workers

Success Factors Continued:

- *Locate reliable, wellsuited (ADA) polling locations early in the process
- *Communications (internal & external)
- *Remain neutral at all times
- *What you do for one, do for all

<u>CYA (Cover Your Assets)</u> in the event of a law suit, as such:

- *Document Everything
- *Keep a "Candidate Contact Information Sheet"
- *Have Candidate acknowledge receipt of Candidate Package, with appropriate disclaimers, and implement a "Candidate Check List" (include all qualifying documents required, fees due, due dates of Treasurer's Report, etc.)
- *Date and time stamp everything you receive from a Candidate

Time Line:

There are primarily three phases to the election time line:

- *Pre-election
- *Election Day
- *Post-Election

There would be an additional time line should you have a Run-off election.

Pre-Election:

Start preparing at least 120 days prior to the date of your election by preparing:

- * Your election calendar
- * Legal Notices
- * Documents necessary to accompany SOE agreement
- * Polling location agreement(s)
- * Candidate Packets
- * Poll Workers

Additional details will be discussed later during this session.

Run-off Election:

If you have a run-off election be prepared to address the following:

- *Notify Poll Workers
- *Notify Polling Locations
- *Advertise Sample Ballot
- *Contact Canvassing Board

Post Election / Wrap-up

- *Prepare Oath of Office for elected officials
- *Remind Candidates/Newly Elected Officials to file their appropriate Form 1 or Form 1F, which ever is applicable
- *Plan an Orientation for newly elected officials
- *Provide Ethics training information
- *Arrange for photos, business cards

Post Election / Wrap-up Continued

- *Arrange for newly elected officials to meet with Human Resources to complete required documents
- *Newly elected official may wish to tour municipal facilities or meet with Department Heads

Post Election / Wrap-up Continued

- *Maintain an Election file consisting of all documents relating to the election, consisting of, but not limited to:
 - *File on each candidate containing all their documents, communications, checklist, etc.
 - *Legal Publications
 - *Election Results
 - *Evidence of payment for services, legal publication, etc.

Calculating Dates:

Which can easily be calculated with assistance of the PBCMCA Election Manual (Chapter 3), and using an on-line tool to add/subtract dates at:

http://www.timeanddate.com/date/dateadd.html



Getting Started:

In order to build your election calendar you must know two things that is governed by your individual municipality:

- *The date your municipality's election will be held; and
- *Your municipality's qualifying period

Not every municipality holds their elections and qualifying periods at the same time!



Your election calendar should also include dates for the following:

- *Notice of Election, when to publish
- *Resign-To-Run Deadline
- *Qualifying Period
- *Ballot Question Deadline
- *Sample Ballot Publication
- *Voter Registration Closing
- *Campaign Treasurer's Reporting
- *Contribution Deadline

As well as:

- *Expenditure Deadline
- *State Assessment Fee Deadline
- *Poll Watchers Deadline
- *Miscellaneous Important Dates/Deadlines
 - * Notification of annexations subsequent to your last election
 - * L&A Testing for the General and Run-off Elections
 - * Delivery/Pickup of election equipment to/from polling locations
 - * Pick up of Precinct Clerk bags
 - * Post Election Audit for the General and Run-off Elections

Election Calendar Continued

Chapter 3

Language Requirements:

*Federal Law governs legal notices to be in both English and Spanish

Notice of Qualifying and Election:

*State Law governs legal notice for qualifying and election dates shall be published, in a newspaper of general circulation in each county, twice within 30 days prior to beginning of qualifying

Sample Ballot:

*State Law governs Sample Ballot shall be published in a newspaper of general circulation in the county, prior to the day of election



Special Election or Referendums:

*State Law governs Special Election or Referendums be published at least twice, one in the 5th week prior to the election and again in the 3rd week prior to the election

VERY SPECIFIC, MUST PAY CLOSE ATTENTION TO PUBLICATION DATES!

** ATTENTION **

All candidate and campaign forms referred to as a DS-DE (Department of State - Division of Elections) form referenced in this presentation can be downloaded from the State Division of Elections website at:

http://election.dos.state.fl.us/forms/index.shtml



What to include in your candidate packets:

A compilation of documents that the candidate will need to further their candidacy and understand applicable laws

- Required information should include:
 - *DS-DE 9; Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates
 - *DS-DE 84; Statement of Candidate (file within 10 days of filing DS-DE 9)
 - *DS-DE25; Candidate Oath Nonpartisan Office
 - *Form 1; Statement of Financial Interests (this form can be downloaded from the Florida Commission on Ethics)



And there is more:

- Required information should include continued:
 - * Campaign Treasurer's Reporting Schedule
 - * Campaign Treasurer's Reporting Forms:
 - *DS-DE 12; Report Summary
 - *DS-DE 13; Itemized Contributions
 - *DS-DE 14; Itemized Expenditures
 - *DS-DE 87; Waiver of Report
 - *DS-DE 2; Contributions Returned
 - *DS-DE 86; Request for Return of Contributions
 - *DS-DE 125; Designation of Poll Watchers

- Suggested additional information:
 - *Candidate and Campaign Treasurer Handbook Affidavit of Undue Burden (if applicable)
 - *Acknowledgement of Certification of L&A
 - *Canvassing Board Meetings, Schedule
 - *List of Precincts and Polling Locations
 - *Polling Location Rules
 - *Florida and Municipal Laws governing Campaign Signs
 - *Compilation of Election Laws

- Suggested additional information continued:
 - *Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for **Public Officers and Employees**
 - *Gifts Law
 - *Palm Beach County Code of Ethics and Ethics Pledge
 - *Municipal Charter and Code governing **Elections**
 - *Municipal Charter and Code governing responsibilities of elected officials

- Suggested additional information continued:
 - *How to file a complaint of alleged violation of **Election Laws**
 - *Petition process, include form DS-DE 104, **Candidate Petition**
 - *How to obtain an EIN



- * Election Calendar
- *Legal Notices
- *Candidate Packets

- *Must be ADA (Americans with Disabilities Accessibility Implementation Act) compliant
- *Secure Polling Location Agreements well in advance, to include a possible run-off
- *Ensure access before and after election
- *Collect emergency contact information
- *No solicitation inside and not closer than 100 feet
 - *Exception exit polling, which media or others may conduct, may approach voters only after voters leave the polling place

Polling Locations Chapters 6

- *Maintain order at the polling place
 - *Responsibility of municipal SOE and Precinct Clerk
- *Confirm delivery of voting equipment prior to election day
- *Restrictive access during voting hours
 - * Allowed
 - * Poll Workers
 - * SOE
 - * Voters
 - * A person assisting a voter
 - * Approved Poll Watchers
- *Unrestrictive access before and after polls close

Polling Locations Continued

- *Prohibited Persons or Activities in Polling Room
 - *Candidates, except to vote
 - *Media, except to vote
 - *Law enforcement officers/Emergency service personnel, except to vote
 - *Unless permitted by precinct clerk or majority of Election Board
 - *Photography

Polling Locations Continued

If the polling room is in a location commonly used by the public or in an area traditionally used as public area for discussion, there may be other people traveling through the polling area. However, care should be taken that these people do not interfere with the voting process.

Polling Locations Continued

- *Positions:
 - *Clerk
 - *Assistant Clerk
 - *Inspector
 - *Deputy (not a law enforcement officer)
- *Must be a registered voter
- *Required to have specialized training
 - *Provided by County SOE staff



*Municipal SOE must:

- *Contact and Contract with Poll Workers
- *Coordinate training classes
- *Pay Recommend using County SOE rates
- *Secure standbys for all positions
- *Provide written notice for the purpose of collecting social security number

Poll Workers Continued

The Department of State, Division of Elections, has developed a guide for election officials and poll workers in the proper implementation of election procedures and laws. Form DS-DE 11 (effective 1/2012), entitled "Polling Place Procedures Manual" is available at:

https://www.flrules.org/gateway/reference.asp?NO=Ref-00946

which is a good resource to review and to be familiar with.

Poll Workers Continued

- *Defines responsibilities of each party
- *Outlines associated costs
- *Must accompany an Ordinance or Resolution
 - *Must contain:
 - *Authority for SOE to conduct the municipal election
 - *Define members of your canvassing board

Do not anticipate receipt of the agreement until November or December of each year

Agreement with County Supervisor of Elections (SOE)



NOW WHAT?
Chapter 9

Prepare a checklist to include:

- *Candidate's selected seat/position
- *Required forms
- *Required Fees
- *Proof of Residency/Registered Voter Card (if applicable)
- *At close of qualifying, submit list of qualified candidates to SOE
- *Process State Assessment Fee

Qualifying Candidates Chapter 9

- *Appointed by candidate on form DS-DE 125
- *Must be a registered voter of the County in which they are a poll watcher
- *Each candidate is allowed to have one watcher at each polling <u>place</u> at any one time
- *Poll watchers must be approved by the SOE at least 7 days prior to the election
- *Deadline to submit to FO¹
 No later than noon of the
 2nd Tuesday before the
 election

Section 1. Election Select Early Voting	Election Date: or Election Day:			Official Use Onl	у
	ory of Authorized	Persons nee*) for the following office in	this election:	Complete Only One of the Boxes	Below:
am the chair (or de	esignee*) of the fo	County Executive Committee of to collowing Political Committee; we must first submit a written, signe coll watchers on his or her behalf.		ervisor of elections (or for statewide candidates/issu	ues, to the Division of Elections
and registered voi Name: Address: Email address: Phone:	listed person(s) b ters of the county	elow (none of whom is a candid in which they will serve, be app	roved as poll watchers	sheriff, police officer or other law enforcement at the locations indicated below.	
By submitting this Date Submitted:	form, I certify the			der s. 101.131, Florida Statutes, to designate p tted to the Supervisor of Elections.	oll watchers.
	Date of Birth (mm/dd/yyyy)	Natchers Residential Address	Phone #		Official Use Only Approved Assigned Badg (Y/N) Number
Name		Residential Address	Phone #		

Designation of Poll Watcher

Form DS-DE 125 (Eff. 8/2016) Rule 15-2.054, F. A. C. Page 1 of _____

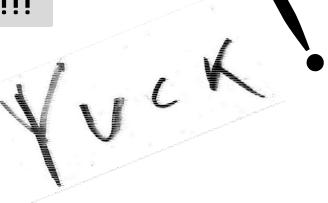
Early Voting Deadline - No later than noon at least 14 days before early voting begins
Election Day Deadline - No later than noon of the 2nd Tuesday before the election

¹FO stands for Filing Officer









Campaign Financing

Bank Check must contain:

- Name of candidate and office sought
- Account Number
- Name of Bank
- Exact expenditure amount
- Signature of Campaign Treasurer
- Purpose of expenditure
- Name of Payee

- Signed only by designated treasurer(s)
- Unlawful for Candidate to sign unless designated as treasurer or deputy treasurer

Example of Campaign Check:

John Doe Cam State Senate D	paign Account istrict 3		Date _	7/2/10		00001
PAY TO THE ORDER OF	<u> </u>	XYZ Lumber Comp	any		\$_	200.00
Two Hund	dred and 00/100				DO	LLARS
	OF FLORIDA ASSEE, FL 32323	. 1,				
FOR	Sign materials		Signa	ture of Camp	aign T	reasurer
003382558:0326	0075894					

Campaign Financing Continued

Chapter 11

Contributions - What are they?

Anything of value

Gifts, subscriptions, conveyance, deposit, loan, payment or distribution of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication. These include contributions in-kind, having an attributable monetary value in any form; [106.011(5)(a)]

Exceptions are:

- Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate including, but not limited to, legal and accounting services; and
- Editorial endorsements [106.011(5)].

Contributions are considered received when received by the candidate, the campaign or deputy treasurer or an agent of the campaign.

- Not when mailed
- Not the date of check
- Not the date deposited

Contribution Limits:

- \$50.00 cash or cashier's check [F.S. 106.09(1)(b)]
- \$1,000.00 by check, money order, credit card, or debit card [F.S. 106.08(1)(a)2]
- No limit on amounts contributed by the candidate to his/her own campaign. [F.S. 106.08(1)(b)]

Unauthorized:

- When received on the day of that election or less than five days prior to the day of the election
- Any contribution received after the date at which the candidate becomes unopposed, withdraws, is defeated, or elected to office

defeated, or elected to office Campaign Financing Continued

Unauthorized Solicitation of Contributions:

- Religious, charitable, civic, or other causes or organizations established primarily for the public good, and candidates may not make contributions, in exchange for political support, to these organizations. Any contribution received after the date at which the candidate becomes unopposed, withdraws, is defeated, or elected to office
- Within a building owned by a governmental entity
 - Unless the governmental facility is rented for the purpose of a campaign fund raiser

Anonymous Contributions:

- Must be reported
- Letter explaining the circumstances must be filed with the Filing Officer
- Cannot be spent
- Shall be donated in accordance to §106.141, F.S.

Foreign Contributions:

Prohibited - Unless contributor has a green card

In-Kind Contributions:

- Anything of value
 - can be combined with a monetary contribution
 - Cannot exceed the \$1,000 per person
 - Value established by contributor

Cash/Cashier's Check Contributions:

- Limit \$50
- Must be reported

Money Orders:

All reported as a "check"

Credit Cards are not allowed for municipal candidates

Fundraisers:

- Proceeds must be used for campaign
- Proceeds and Expenditures subject to all reporting and limit requirements
- Tickets subject to political disclaimers

Deposit Contributions:

- Prior to the end of the 5th business day following receipt thereof
 - Does not include Saturdays, Sundays, and legal holidays
- Bank deposit slip shall contain name and amount made by each contributor

Contribution Deadlines:

- **Becoming Unopposed**
- Less than five days prior to the election

Expenditures - What are they?

- Purchases, payments, distributions, loans, advances, or gifts of money or anything of value
- Paid by campaign check
 - Except for petty cash
 - Qualifying fees by campaign check only!

Allowable Expenses:

- Providing there are sufficient funds
- Public utilities for campaign quarters
- Reimbursements
- Transportation, meals and lodging

Unallowable Expenses:

Normal living expenses

Petty Cash:

- Established by using campaign check
- Used only for office supplies, transportation expenses, and other necessities
- Cannot exceed purchases of \$100
- Limits
 - \$500 per calendar quarter up until the last day of qualifying
 - \$100 per week up until unopposed, elected, or defeated

Reporting Requirements/Due Dates/Report Types:

- File all reports to the Qualifying Officer no later than 5:00 p.m. of the due date
- Report all contributions/expenditures made during the reporting period
- Timely file monthly reports by the 10th day following the end of each calendar month
 - Reporting period covers all financial activities made during the entire month
 - Report type code is M plus the numeral month (examples: M1 = January; and M12 = December)

Reporting Requirements/Due Dates/Report Types Continued:

- Timely file reports due on the 25th and 11th days immediately preceding the general election
 - Reporting period covers all financial activities made as of the preceding Friday
 - Report type codes are G1 and G2, respectively
- Timely file report due on the 4th day immediately preceding the general election
 - Reporting period covers all financial activities made as of the day preceding this designated due date
 - Report type code is G3

Reporting Requirements/Due Dates/Report Types Continued:

- Upon candidate withdrawing, becoming unopposed, eliminated, or elected, timely file final report within 90 days
 - No longer accepts contributions
 - Properly dispose of remaining funds
 - Report type code is TR

Reporting Forms:

Campaign finance reports are submitted on Division of Elections forms. A typical report will consist of:

- *Form DS-DE 12, Campaign Treasurer's Report Summary
- *Form DS-DE 13, Campaign Treasurer's Report -**Itemized Contributions**
- *Form DS-DE 14, Campaign Treasurer's Report -**Itemized Expenditures**

Other reporting forms that may apply include:

- Form DS-DE 87, Waiver of Report
- Form DS-DE 86, Request for Return of Contribution
- Form DS-DE 2, Contributions Returned

Reporting Forms Continued: DS-DE 12:

 Contains total sums of all loans, in-kind contributions, and other receipts by or for such candidate, and total sums of all expenditures made by such candidate during the reporting period

CAMPAIGN TREASUR	ER'S REPORT SUMMARY
(1)	OFFICE USE ONLY
Name	
Address (number and street)	
Ch. Chita 75- Cada	
City, State, Zip Code Check here if address has changed	(3) ID Number:
Check here it address has changed Check appropriate box(es):	(3) ID Number:
☐ Candidate Office Sought: ☐ Political Committee (PC) ☐ Electioneering Communications Org. (ECO) ☐ Party Executive Committee (PTY) ☐ Independent Expenditure (IE) (also covers an	☐ Check here if PC or ECO has disbanded ☐ Check here if PTY has disbanded ☐ Check here if no other IE or EC reports will be filed
	ort Identifiers
Cover Period: From / / T	o / / Report Type:
Original Amendment S	Special Election Report
Cash & Checks \$,,	(7) Expenditures This Report Monetary Expenditures \$,,
oans \$,,	Transfers to Office Account \$,
Total Monetary \$, ,	Total Monetary \$
n-Kind \$	
	(8) Other Distributions
9) TOTAL Monetary Contributions To Date	(10) TOTAL Monetary Expenditures To Date
	(Type name)
•	
Signature	Signature

DS-DE 13:

Itemizes all loans, in-kind contributions, and other receipts by or for the candidate during the reporting period

1) Name			(2)	I.D. Number	_	
3) Cover Period	ii	through	<i>ii</i>	(4) Page	0	f
(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	Contributor Type Occupatio	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12)
1 1						
<i>i</i> - <i>i</i> -						
i i						
1 1						
1 1						
1 1						
, ,						

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

Reporting Forms Continued: DS-DE 14:

Itemizes all expenditures made by the candidate during the reporting period

			2) I.D. Number		
Cover Period	/through		4) Page	of	_
(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10)	(11) Amoun
11					
11					
1-1					
11					
11					
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//					
11					

requi	E 13 and 14 re similar inf		(1) Name	CAMPAIG		RER'S REPORT		I.D. Number		
in ite	ms (1) throug	gn (7)	(5) Date (6) Sequence Number	Ful (Last, Suffi Street	(7) I Name x, First, Middle) Address & te, Zip Code	Contributor Type Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
1) Name	CAMPAIGN TREASURER'S R	(;	EXPENDIT 2) I.D. Number 4) Page							
(5) Date (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10)	(11) Amount					

Campaign Financing Continued Chapter 11

DS-DE 13 and 14

Sequence Number

) Name				(2)	I.D. Number		
) Cover Period		throu	gh/	/	(4) Page	0	
(5) Date (6)	(7) Full Name (Last, Suffix, First, Middle)		(8)	(9)	(10)	(11)	(12)
Sequence Number	Street Address & City, State, Zip Code	Type	Occupation	Contribution Type	In-kind Description	Amendment	Amoun
1 1							

Sequence Number - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See Amendment Type instructions below.

DS-DE 13

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name			(2)	I.D. Number		
(3) Cover Period		through/		(4) Page	0	f
(5) Date	(7) Full Name	(8)	(9)	(10)	(11)	(12)
(6) Sequence	(Last Suffix, First, Middle) Street Address & City, State, Zip Code	Contributor Type Occupation	Contribution Type	In-kind Description	Amendment	Amount

(8) Enter the type of contributor using one of the following codes: Occupation of contributor for contributions over \$100 only. (If a business, please indicate nature of business.)

CONTRIBUTOR TYPE Description Applicable To Code Individual ALL Business (also includes corporations, organizations, groups, etc.) ALL Committee of Continuous Existence - NOT VALID AFTER 9/30/13 CAN, ECO, PAC, PAP, PTY E Electioneering Communication Organization Political Committee (Federal or State) CAN, ECO, PAC, PAP, PTY Political Parties (includes federal, state and county executive committees) ALL Or Affiliated Party Committee 0 Other ALL CAN Candidate to Themselves

DS-DE 13	(1) Name			(2)	I.D. Number		_
	(3) Cover Period		through/		(4) Page	0	f
	(5) Date	(7) Full Name	(8)	(9)	(10)	(11)	(12)
	(6) Sequence Number	(Last, Suffix, First, Middle) Street Address & City, State, Zip Code	Contributor Type Occupation	Contribution Type	In-kind Description	Amendment	Amount
NOTE	The second secon	ing one of the followin	E Company of the Comp				
CON				Appica	ble To	-	-

Code	Description	Appicable To
CAS	Cash or Cashier's Check	ALL
CHE	Check	ALL
-COF	Carryover Funds from previous campaign (effective 11/1/13)	CAN
INK	In-kind	ALL
INT	Interest	ALL
LOA	Loan	ALL
MO	Money Order	ALL
MUC	Multiple Uniform Contributions (effective 11/1/13)	PAC
RCT	Other Receipts	ECO
REF	Refund (negative amount only)	ALL

DS-DE 13	(CAMPAIGN TREASU	RER'S REPORT				
D3-DE 13	(1) Name			(2)	I.D. Number		
	(3) Cover Period	ii	through/	_/_	(4) Page		of
	(5)	(7) Full Name	(8)	3 (9)	(10)	(11)	(12)
	(6)	(Last, Suffix, First, Middle)		T. Clare	2.65		
	Sequence Number	Street Address & City, State, Zip Code	Type Occupation	Contribution Type	In-kind Description	Amendment	Amount
Special note:							
Refunds (type 'Ri	F', which	qualify as a	returne	d			
(bad) contributio	n check or	a refund/r	eturn of	a			
previously depos	ited contri	bution, are	e reporte	d			
as a negative con	tribution e	entry.					

Campaign Financing Continued Chapter 11

DS-DE 2:

Special note:

*Returning a contribution requires completion and filing of DS-DE 2, 'Contributions Returned'.

(Section 106.07(4)(b), F.S.) (PLEASE TYPE)	OFFICE USE ONLY
This report applies only to contributions received by a to the contributor before being deposited in the camp	any candidate, committee, or organization but returned aign account.
Candidate	Committee or Organization
Full Name:	
Full Address:	
Full Name and Address of Contributor:	Full Name and Address of Contributor:
Amount of Contribution: \$	Amount of Contribution: \$
Date Received:	Date Received:
Date Returned:	Date Returned:
Full Name and Address of Contributor:	Full Name and Address of Contributor.
Amount of Contribution: 5	Amount of Contribution: \$
Date Received:	Date Received:
	Date Returned:

DS-DE 13	(1) Name	(1) Name				(2) I.D. Number			
	(3) Cover Period		through/	/	(4) Page	0			
	(5) Date	(7) Full Name	(8)	(9)	(10)	(11)	(12)		
	(6) Sequence Number	(Last, Suffix, First, Middle) Street Address & City, State, Zip Code	Contributor Type Occupation	Contribution Type	In-kind Description	Amendment	Amount		
	, ,								

(10) Type the description of any in-kind contribution received.

Campaign Financing Continued Chapter 11

DS-DE 13

1) Name			(2)	I.D. Number	_	_	
3) Cover Perio	d//	throu	gh/		(4) Page	0	t
(5) Date	(7) Full Name	(8)		(9) Contribution	(10) In-kind	> (11)	(12)
Sequence	(6) (Last, Suffix, First, Middle) equence Street Address A		with loutor				
Number	city, state, Zip Code	Type	Occupation	Type	Description	Attendment	Amount
7 1							
						1 1	

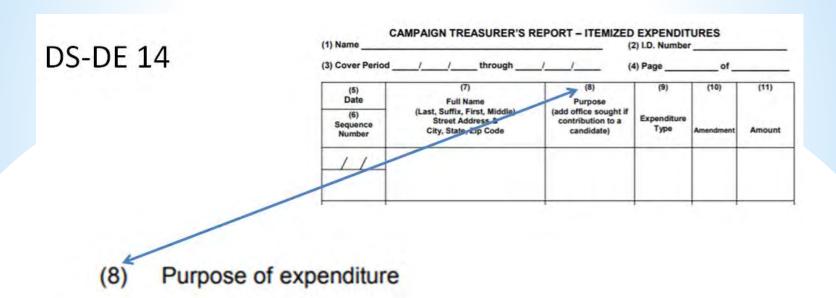
(11) Amendment Type (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.

To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

OS-DE 13	(1) Name			(2) I.D. Number				
	(3) Cover Period	ı	through/	/	(4) Page		of	
	(5) Date (6) Sequence	(7) Full Name (Last, Suffix, First, Middle) Street Address &	(8) Contributor	(9)	(10) In-kind	(11)	→ (12)	
	Number	City, State, Zip Code	Type Occupation	Type	Description	Amendment	Amoun	

Type amount of contribution received.



D	S_DF 1/1 (1) Name		bURER'S RE		EXPENDIT 2) I.D. Number 4) Page		
	(5) Date (6) Sequence	Full Name (I ass Suma, First Street Addres	, Middle)	Purpose (add office sought if contribution to a	(9) Expenditure Type	(10)	(11)
EXPENDI	TURE TYPE	Citv. State, Zio	Code	candidate		Amendment	Amount
Code	Description		Ap	plicable To			
CAN	Candidate Expense	Candidate Expense		C, PAP, PTY	_		
CCP*	Credit Card Payment	Credit Card Payment		CAB; PAC, PAP, PTY			
DIS	Disposition of Funds			CAN		1	
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)		CAN			
DPP	Disposition of Funds to Political Party (effective 11/1/13)			CAN	-		
DPV	Disposition of Funds to Petition Verification (effective 11/1/	(13)		CAN			
ECC	Electioneering communication regarding a candidate		ECO, I	PAC, PAP, PTY	-		
IEC	Independent expenditure regarding a candidate		I	PAC, IXO			
IEI	Independent expenditure regarding an issue			PAC, IXO			
MON	Monetary (not to a Candidate)			ALL			
PCW	Petty cash withdrawn		ALL	(except IXO)			
PCS	Petty cash spent		ALL	(except IXO)			
PPD	Pre-paid Distribution			(except IXO)			
REF	Refund (negative amount only)			(except IXO)			
RMB	Reimbursements		-	(except IXO)			
TOA	Transfer to office account (Disposition of Funds)			CAN			

Campaign Financing Continued Chapter 11

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$D_{\mathcal{J}}$		T-1

(1) Name	JAMI AIGN IN	LADOILLI O I	REPORT – ITEMIZE	(2) I.D. Number		
(3) Cover Period		through		(4) Page	of	
(5) Date	Full	7) Name	(8)	(9)	>(10)	(11)
(6) Sequence Number	(Last, Suffix,	First Middle)	(add office sought if contribution to a candidate)	Expenditure Type	Amendment	Amount

(10) Amendment Type (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES (1) Name (2) I.D. Number **DS-DE 14** (3) Cover Period (7) Date **Full Name** Purpose (Last, Suffix, First, Middle) (add office sought if Expenditure Street Address & contribution to a Sequence Type City, State, Zip Code Number

(11) Amount of expenditure.

Campaign Financing Continued Chapter 11

DS-DE 87:

- Used when no activity on bank account
- Must be signed by Candidate and **Treasurer**

WAIVER OF REPORT (Section 106.07(7), F.S.) (PLEASE TYPE)		OFFICE USE ONLY			
Ne	ime	Off	ice Sought		
Ado	ress	City	State Zip Code		
	Political Committee ply to an electioneering communic e contributions or expenditures we	cations organization (ECO). Ar			
Check here if address ha	s changed since last report.	Check here if PC has DIS reports.	SBANDED and will no longer file.		
TYPE OF REPOR	T (Check Appropriate Box	and Complete Applicat	ble Line beneath Box)		
MONTHLY REPORT	PRIMARY ELECTION	GENERAL ELECTION	☐ OTHER REPORT TYPE		
Indicate report #	Indicate report #	Indicate report #	Indicate report type and # as applicable:		
	☐ TERMINATION REPORT	SPECIAL ELECTION			
NOTIFICATION O	F NO ACTIVITY IN CAMPAIG	N ACCOUNT FOR THE RE	PORTING PERIOD OF		
	Signature		Date		
X					
EQUIRED SIGNATURES FOR	Candidate and Campaign Political Committees: Chairman and Campaign Party Executive Committee Treasurer and Chairman	s. 106.29(2), F.S.)			

DS-DE 73 and 73A:

If elected, candidate must

- Report all loans, exceeding \$500 in value, made within twelve months preceding election to office, to the FO.
- Be filed within ten days after being elected to office

CAMPAIGN REPOR Isection 106.07s. (PLEASE TYPE) This report applies to all purposes within the 12 n election to office.	F.S.) OFFICE	EUSE ONLY
CAMPAIGN LOAN	candidates ELECTED to office which were accepted and used in gofficer within 10 days after the second secon	for campaign All such loans e candidate's
FULL NAME AND ADDRESS OF LENDER:	FULL NAME AND ADDRESS OF LENDER:	
OCCUPATION:	OCCUPATION:AMOUNT OF LOAN:	
DATE RECEIVED:	DATE RECEIVED:	-

DS-DE 103:

 Should a candidate spend \$5,000 in electioneering communications they must file as an Electioneering Communications Organization (ECO)

ELECTIONEI COMMUNICATIONS C STATEMENT OF OR (PLEASE TY	ORGANIZATION RGANIZATION		
Full Name of Organization			OFFICE USE ONLY
. Full Name of Organization			Telephone
Mailing Address (include city, state a	and zip code)		
Street Address (include city, state and z	ip code)		
2. Affiliated or Connected Organiz	ations		
Name of Affiliated or Connected Organization	Mailing A	Address	Relationship
	****	of Books & Accounts fo	or the Organization
3. Area, Scope and Jurisdiction of 4. Identify by Name, Address & Po Full Name	****	of Books & Accounts fo Street Address	or the Organization Title or Position

Electioneering Communication:

- Is any broadcast, cable or satellite communication that fulfills each of the following conditions:
 - The communication refers to a clearly identified candidate;
 - The communication is publicly distributed by a television station, radio station, cable television system or satellite system for a fee; and
 - The communication is distributed within 60 days prior to a general election or 30 days prior to a primary or special election

DS-DE 103:

- Shall be filed with FO within:
 - 24 hours after the date the expenditure exceeds \$5,000 providing the expenditure was made within 30 days before a primary or special primary election or 60 days before any other election
 - 24 hours after the 30th day <u>before</u> a primary of special primary election, or within 24 hours after the 60th day before any other election, whichever is applicable.

DS-DE 41:

Additionally, this form must be filed along with DS-DE 103

REGISTERED AGENT STATEMENT OF APPOINTMENT (Section 106.022, F.S.)		OFFICE USE ONLY	
☐ Original Appointment ☐ ☐ Change of Mailing Address ☐	Change of Appointment Change of Physical Address		
And the second of the second o	Registered Agent and Office	Information	
Name		Telephone	
Street Address			
City	State	Zip Code	
Mailing Address			
City	State	Zip Code	
Signature of Registered Agen		Date	
Signature of Registered Agen			
Signature of Registered Agen	nt	mation (for changes only)	
Signature of Registered Agen Former Regis	nt	mation (for changes only)	
Signature of Registered Agen Former Regis Name Street Address	nt stered Agent and Office Infor	Telephone Zip Code	
Signature of Registered Agen Former Regis Name Street Address City	stered Agent and Office Information Info	Telephone Zip Code	
Signature of Registered Agen Former Regis Name Street Address	stered Agent and Office Information Info	Telephone Zip Code	
Signature of Registered Agen Former Regis Name Street Address City Name of Committee or Organization	stered Agent and Office Information Info	Telephone Zip Code	
Signature of Registered Agen Former Regis Name Street Address City Name of Committee or Organization Street Address	State Committee or Organization Incom	Telephone Zip Code Telephone Telephone	
Signature of Registered Agen Former Regis Name Street Address City Name of Committee or Organizatio Street Address City	State Committee or Organization Incom	Telephone Zip Code Telephone Telephone	

- * Electioneering Communication Organization (ECO):
- Must comply with all laws applicable to a candidate
 - Exception: The bank account for an ECO does not have to be separate from other accounts of the ECO
- * For further details on an ECO
- *Visit the Florida Division of Election website

http://dos.myflorida.com/elections/about-us/

*And locate their publication "Electioneering Communications Organization Handbook"

Incomplete Reports:

- Shall be accepted by the Filing Officer
- Filing Officer (FO) required to check report for completeness and accuracy
- FO must notify treasurer, by certified mail, as to why report is incomplete
- Treasurer has 7 days from date of receipt to correct report

Amending Reporting Forms:

Requires using the Report Summary form, and either the Itemized Contribution or Expenditure form, or both.

To amend the Itemized *Contribution* form:

To add a <u>new (previously unreported)</u> contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data. The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report.

To amend the Itemized *Contribution* form continued:

To correct a <u>previously submitted</u> contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records.

On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

To amend the Itemized *Expenditure* form:

To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report.

To amend the Itemized *Expenditure* form continued:

To correct a <u>previously submitted</u> expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records.

On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

To amend the Report Summary form:

Summarize only contributions, expenditures, and distributions being reported as additions and/or deletions

Late Report:

Immediately notify candidate that report was not timely filed and that a fine will be assessed

Fine shall be assessed by the filing officer and based upon the earliest of the following:

- Date actually received
- Date of postmark
- Date of certificate of mailing
- Date received by established courier company

Late Report Continued:

- Fine shall be paid within 20 days after receipt of notice
- Fine paid from candidate's personal funds
- Fine can be appealed
- Fine funds deposited in municipality's general revenue fund

Late Report Continued:

Unusual Circumstances may result in fine being waived, such as:

- Natural disaster
- Death of candidate, treasurer, or immediate family member of either
- Serious illness, disability, emergency surgery of any of the above
- Unanticipated events that caused computer or equipment failure
- FO's failure to send notice of late report within 7 days

Penalty for Late Reports:

- \$50 per day for the first three days late
- Thereafter, \$500 per day for each late day
- Not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report

Penalty for Late Reports Continued:

- Exceptions
 - Reports immediately preceding each primary, general, or special election the fine is \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report
 - Termination report (TR), the fine is \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater for the period covered by the late report

Penalty for Late Reports Continued:

- Fine calculation
 - Can be complex if you don't think the process through
 - Best outlined in Election Manual, pages 49 -51

Repeated Late Filers:

- FO shall notify Florida Elections Commission (FEC)
 - Also applies to failure to pay fine
- Report on FEC "Complaint Form"

	STATE OF FLORIDA FLORIDA ELECTIONS COMMISSION Telegraph 274, Tallagreen e. P. Calendaria (197 West Gaines Mires) 194, Tallagreen e. P. Calendaria (197 West Gaines Mi	
	CONFIDENTIAL (850) 922-4339 CONFIDENTIAL (850) 922-4339	
	The Cummission's records and proceedings in a case are considerated and the Commission rules on probable cause. A cupy of the compilaint will be provided to the person against whom the resomptaint is brought. 1. PERSON BRINGING COMPLAINT:	7
	Address. Work Phone:	
	A person can be an interest COMPLAINT IS process	
	or one of the continue of the	
	City: Phone; Phone;	
	VIOLATION(S)	- 1
	has jurisdiction only to investigation the following partial above may be not the following part	
	The facts and actions that you believe support the violations you allege. The facts and actions that you believe support the violations you allege. The names and selephone numbers of persons you believe may be witnesses to the facts. A copy of picture of the political advertisements you mention in your statement, Other evidence that supports your allegations.	
-	Semblif	
_		
FEC 000	S (8cr 8545-14)	

Surplus Funds:

Disbursement

- Purchase 'thank you' advertising up to 75 days
- Pay for prior campaign obligations

Disposing

- Return pro rata to each contributor
- Donate funds to charity or 501(c)(3) organizations
- Give funds to candidate's political party
- Give funds to the municipality
- Transfer (up to \$5,000 multiplied by the number of years in the term of office) funds to an office account. [This option requires additional reporting requirements.]

- *Candidates running for non-partisan office may not state the candidate's political party affiliation in the disclaimer, or in the body of the advertisement. Exception: The candidate is not prohibited from stating the candidate's partisan related experience
- *Therefore, political ads paid for by a candidate shall state:

"Political advertisement paid for and approved by (name of candidate), for (office sought)" or "Paid by (name of candidate), for (office sought)."

Political Advertising

- *Exceptions are many, below are two examples
 - *Designed to be worn by a person and novelty items, i.e. clothing, buttons, pens/pencils, bumper sticker, etc.
 - *Distributed as a text message or other message via Short Message Service, provided the message is no more than 200 characters in length or requires the recipient to sign up or opt in to receive it

Political Advertising Continued

- *Other Forms of Advertising/Disclaimers
 - *Advertisement Provided In-kind
 - *Other Disclaimers
 - *Endorsements in Political Advertisements
 - *Independent Expenditures Disclaimers
 - *Disclaimers for Other Than Independent Expenditures

Political Advertising Continued

Campaign Signs

Usage and removal of political campaign advertisements

- *Each candidate, whether for a federal, state, county, or district office, shall make a good faith effort to remove all of his or her political campaign advertisements within 30 days after:
 - *(a) Withdrawal of his or her candidacy;
 - *(b) Having been eliminated as a candidate; or
 - *(c) Being elected to office.

Political Advertising Continued

Campaign Signs Continued:

However, a candidate is not expected to remove those political campaign advertisements which are in the form of signs used by an outdoor advertising business as provided in chapter 479. The provisions herein do not apply to political campaign advertisements placed on motor vehicles or to campaign messages designed to be worn by persons.

Political Advertising Continued

- *Expect a long day arrive early, before the polls open. Expect to be extremely late, as you are required to take certain election materials to the Tabulation Center that same evening
- *Have all contact information for your polling locations
- *Visit your polling locations several times throughout the day

What to Expect on Election Day

- *Important what happens outside the 100' zone is not your responsibility, but that of law enforcement
- *Equipment malfunction report to County SOE
- *Communicate with Canvassing Board members to insure their attendance at the Tabulation Center after the polls close

What to Expect on Election Day Continued



What to Expect on Election Day Continued

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Responsibilities

- *Examine provisional ballots
- *Certify accuracy of tabulating equipment
- *Compare write-in votes
- *Conduct manual audits
- *Canvass vote by mail ballots
- * Participate in recounts

NEVER TOUCH THE BALLOTS!



FAC Rule IS-2.027 establishes standards to determine whether the voter has clearly indicated a definite choice for purposes of counting a vote cast on a ballot in a manual recount.

These standards apply in all instances where a contest is not marked as specified in the ballot instructions and a manual review of the voter's markings on a ballot is required to determine whether there is a clear indication that the voter has made a definite choice.

Determining Voter's Choice Chapter 15

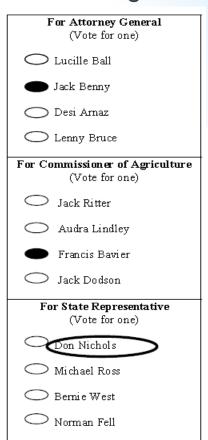
This is one of the functions of your Canvassing Board on election night. Additionally, should a voter's signature not match that which is on file with the County SOE, the Canvassing Board will determine the validity of the signature.

The following are examples of determining a voter's

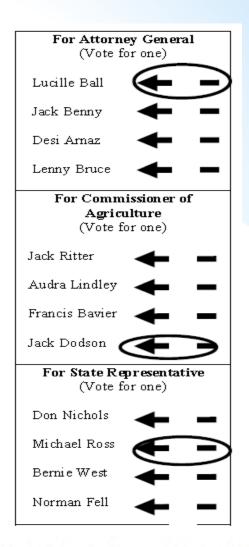
intent:

Ballot Situation 1:

Representative. The two ovals in the first two races are filled in properly, but the voter has circled the candidate's name in the state representative race. Since the voter did not mark the state representative race in the same manner as in the other races, it cannot be determined whether the voter has clearly indicated a definite choice for Don Nichols.

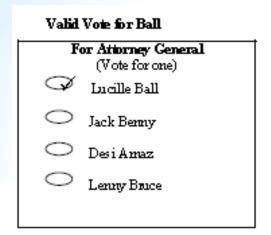


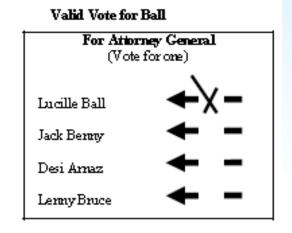
Recount in race of State Representative. All races on this ballot are marked in the same manner. Since the ballot is consistently marked as in paragraph (c), the vote cast for Michael Ross in the state representative race is a valid vote.

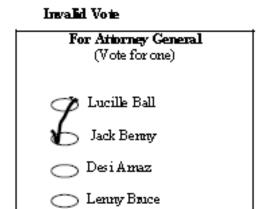


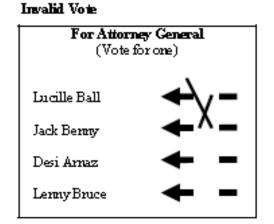
The voter marks an "X," a check mark, a cross, a plus sign, an asterisk or a star, any portion of which is contained in a single oval or within the blank space between the head and tail of a single arrow. The marking must not enter into another oval or the space between the head and tail of another arrow. Examples on next two slides.

Determining Voter's Choice 110 Chapter 15

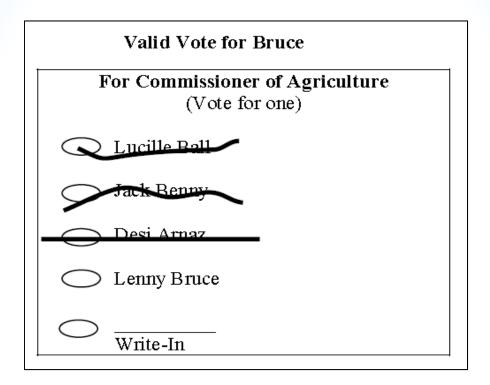








Determining Voter's Choice Continued Chapter 15



There are 2 types of recount procedures:

- *Machine
- *Manual

These procedures are governed by FAC Rule 1S-2.031

Recount Procedures

Machine Recount entails basically the following:

- * Tabulating equipment being used in the recount must be tested
- * Ballots are re-tabulated through the tabulating equipment, along with sorting out the over/undervoted ballots
- * Sorted ballots are secured in sealed container
- * Container remains sealed until it is determined whether a manual recount will be conducted

The above is performed by the County SOE staff and is performed on election night.

Recount Procedures Continued

<u>Manual Recount</u> is too involved to include in the presentation; however, County SOE staff performs this task, along with observation by your Canvassing Board.



Do not touch the ballots during this process!

It is highly recommended that you share this Chapter with your Canvassing Board members.

Recount Procedures Continued

FINAL IMPORTANT NOTE

If you have election questions,
please contact a

Palm Beach County municipal clerk with
election experience and/or
the Florida Division of Elections.
Please do not contact the

County Supervisor of Elections or her/his staff
before reaching out to a local clerk

WITH ELECTION EXPERIENCE.

Time for Questions



Presented by PBCMCA 2016-2017 Election Committee

- Debra R. Buff, MMC, Chair
- Deborah Andrea
- Claudene Anthony, CMC
- Lakisha Burch, CMC
- Jessica Figueroa, CMC
- Vivian Mendez, CMC
- Melissa Teal, MMC
- Tijauna Warner