

2019
Election Training Session

November 6, 2019
9:00 a.m. to 5:00 p.m.
David B. Farber Training Center
1050 B Royal Palm Beach Boulevard,
Royal Palm Beach, FL

A Big, Special "Thank You" to
Diane DiSanto and Jacqueline Shimhue-Davy,
and the Village of Royal Palm Beach
for their generous hospitality!

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Presented by PBCMCA 2018-2019 Election Committee

- Debra R. Buff, MMC, Chair
- Melissa Coyne
- Jessica Figueroa, CMC
- Lanelda Gaskins, MMC

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Today we will discuss -

- *How to 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

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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

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How to 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.**

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How to 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?

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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 *experienced* municipal clerk!!

NOT THE COUNTY SOE!

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

What is your role?
Chapter 1

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<p>Process in Brief</p> <ul style="list-style-type: none"> *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 	<p>Continued</p> <ul style="list-style-type: none"> *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
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Election Process Overview
Chapter 2

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

Election Process Overview Continued

10 Chapter 2

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CYA (Cover Your Assets) 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

Election Process Overview Continued

11 Chapter 2

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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.

Election Process Overview Continued

12 Chapter 2

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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.

Election Process Overview Continued

13 Chapter 2

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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

Election Process Overview Continued

14 Chapter 2

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Post Election / Wrap-up

- * Prepare Oath of Office for elected officials
- * Remind Candidates/Newly Elected Officials to file their appropriate CE (Commission on Ethics) 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

Election Process Overview Continued

15 Chapter 2

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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

Election Process Overview Continued

16 Chapter 2

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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.

Election Process Overview Continued

17 Chapter 2

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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>

Election Calendar

18 Chapter 3

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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!

Election Calendar
19 Chapter 3

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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

Election Calendar Continued
20 Chapter 3

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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
21 Chapter 3

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Language Requirements:
 *State 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

Legal Notices
22 Chapter 4

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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!

Legal Notices Continued
23 Chapter 4

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**** 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>

Candidate Packet
24 Chapter 5

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What to include in your candidate packets:
 A compilation of documents that the candidate will need to further their candidacy and understand applicable laws

- Basic 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-DE 302NP; Candidate Oath - Nonpartisan Office
 - * CE Form 1; Statement of Financial Interests

Candidate Packet
25 Chapter 5

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And there is more:

- Basic information should include continued:
 - * Candidate and Campaign Treasurer Handbook
 - * 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

Candidate Packet Continued
26 Chapter 5

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- Suggested additional information:
 - * Affidavit of Undue Burden (applicable only to petition process)
 - * Affidavit of Financial Hardship (applicable to 1% election assessment)
 - * 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

Candidate Packet Continued
27 Chapter 5

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- 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

Candidate Packet Continued
28 Chapter 5

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- Suggested additional information continued:
 - * How to file a complaint of alleged violation of Election Laws - Note: Complaint Form has been updated, Florida Elections Commission Form 1 (5/17) FEC Rules 2B-1.0025 & 2B-1.009, F.A.C
 - * Petition process, include form DS-DE 104, Candidate Petition
 - * How to obtain an EIN

Candidate Packet Continued
29 Chapter 5

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WOW! LOOK WHAT YOU'VE ACCOMPLISHED!

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

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- *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 ability before and after election
- *Collect emergency contact information
- *No solicitation inside and not closer than 150 feet
 - *Exception - exit polling, which media or others may conduct, may approach voters only after voters leave the polling place

Polling Locations
31 Chapters 6

31

- *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
32 Chapters 6

32

- *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
33 Chapters 6

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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
34 Chapters 6

34

- *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

Poll Workers
35 Chapters 7

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- *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
36 Chapters 7

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

DS-DE 11 - Polling Place Procedures Manual - Tracked Changes (PDF)
 A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW:
 DATE AND TIME: June 29, 2018 at 1:00 PM

Poll Workers Continued
37 Chapters 7

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- * 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)
38 Chapter 8

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Sunshine
Foghorn
NOW WHAT?
39 Chapter 9

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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

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- *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 place 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



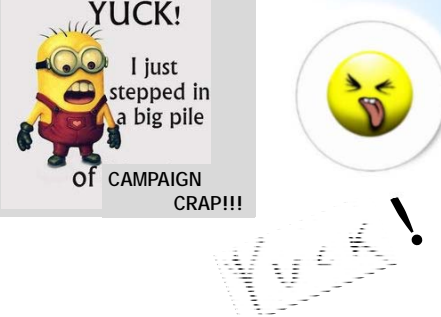
¹FO stands for Filing Officer

Poll Watchers
Chapter 10

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YUCK!

I just stepped in a big pile
Of CAMPAIGN CRAP!!!



Campaign Financing

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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:

The image shows a check from 'John Doe Campaign Account' dated 11/15/18 for \$200.00 payable to 'XYZ Lumber Company'. The check is from 'BANK OF FLORIDA, TALLAHASSEE, FL 32323'. The amount is written as 'Two Hundred and 00/100 DOLLARS'. The check number is 43152278 0208 887894.

Campaign Financing Continued
43 Chapter 11

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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)]

Campaign Financing Continued
44 Chapter 11

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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

Campaign Financing Continued
45 Chapter 11

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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

Campaign Financing Continued
46 Chapter 11

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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

Campaign Financing Continued
47 Chapter 11

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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

Campaign Financing Continued
48 Chapter 11

48

In-Kind Contributions:

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

Campaign Financing Continued
49 Chapter 11

49

Cash/Cashier's Check Contributions:

- Limit \$50
- Must be reported

Debit/Money Order:

- All reported as a "check"

Credit Cards are not allowed for municipal candidates

Campaign Financing Continued
50 Chapter 11

50

Fundraisers:

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

Campaign Financing Continued
51 Chapter 11

51

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

Campaign Financing Continued
52 Chapter 11

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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!

Campaign Financing Continued
53 Chapter 11

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Allowable Expenses:

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

Unallowable Expenses:

- Normal living expenses

Campaign Financing Continued
54 Chapter 11

54

Petty Cash:

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

Campaign Financing Continued
55 Chapter 11

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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)

Campaign Financing Continued
56 Chapter 11

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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

Campaign Financing Continued
57 Chapter 11

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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

Campaign Financing Continued
58 Chapter 11

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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 or

Campaign Financing Continued
59 Chapter 11

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Reporting Forms Continued:

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

Campaign Financing Continued
60 Chapter 11

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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 Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13:

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

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 14:

- Itemizes all expenditures made by the candidate during the reporting period

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13 and 14 require similar information in items (1) through (7)

The image shows two forms from the Department of State, Division of Campaign Finance. The top form is 'CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS' and the bottom form is 'CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES'. Both forms have header sections for Name, I.D. Number, Cover Period, and Page. The bottom form has a table with columns for Date, Full Name, Purpose, Expenditure Type, Amount, and other details.

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13 and 14

- Sequence Number

(6) **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.

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13

The image shows the 'CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS' form. It includes a table with columns for Date, Full Name, Address, City/State/Zip Code, Contributor Type, Occupation, Contribution Type, Disposition, Amount, and other details. Below the table, there is a section for 'CONTRIBUTOR TYPE' with a list of codes and descriptions.

Code	Description	Applicable To
1	Individual	ALL
2	Business (also includes corporations, organizations, groups, etc.)	ALL
3	Committee of Contributors (formerly "N.A.S.P. AFTER 9/30/01")	CAN, EXC, PAC, PAF, PIV
4	Housekeeping/Communications Organization	PIV
5	Political Committee (Federal or State)	CAN, EXC, PAC, PAF, PIV
6	Political Person (includes federal, state and county executive committees)	ALL
7	Unaffiliated Party Committee	ALL
8	Other	ALL
9	Candidate to Themselves	CAN

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13 CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period from ____/____/____ through ____/____/____ (4) Page ____ of ____

(5) Date	(7) Full Name	(9) In-kind	(10)	(11)	(12)
(6) Sequence Number	(8) Street Address & City, State, Zip Code	(4) Contribution Type	(1) Contribution Type	(3) In-kind Description	(2) Amount

Enter Contribution Type using one of the following codes:
NOTE: Cash includes cash and cashier's checks.

Code	Description	Applicable To
CASH	Cash or Cashier's Check	ALL
CHEQ	Check	ALL
CCRD	Corporate funds from previous campaign (effective 1/1/13)	C, N
DSK	Debit	ALL
INT	Interest	ALL
LIVE	Live	ALL
MO	Money Order	ALL
MUC	Multiple Candidate Contributions (effective 11/1/13)	C, N
REC	Other Receipts	E, C, N
REF	Refund (negative amount only)	ALL

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13 CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period from ____/____/____ through ____/____/____ (4) Page ____ of ____

(5) Date	(7) Full Name	(9) In-kind	(10)	(11)	(12)
(6) Sequence Number	(8) Street Address & City, State, Zip Code	(4) Contribution Type	(1) Contribution Type	(3) In-kind Description	(2) Amount

Special note:
Refunds (type 'REF', which qualify as a returned (bad) contribution check or a refund/return of a previously deposited contribution, are reported as a negative contribution entry.

Campaign Financing Continued

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Reporting Forms Continued:

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

CONTRIBUTIONS RETURNED (Section 104(F)(6)(B), F.B.I.) (PLEASE PRINT)

APPLICABLE TO: OFFICE USE ONLY

The donor will only be credited for contributions received by the eligible committee, or organization that received the contribution funds being reported in this design document.

Checks Credits or Deposits

Full Name: _____
Full address: _____

Full Name and Address of Contributor: _____
Amount of Contribution: \$ _____
Date Received: _____
Date Received: _____

Full Name and Address of Contributor: _____
Amount of Contribution: \$ _____
Date Received: _____
Date Received: _____

Full Name and Address of Contributor: _____
Amount of Contribution: \$ _____
Date Received: _____
Date Received: _____

Full Name and Address of Contributor: _____
Amount of Contribution: \$ _____
Date Received: _____
Date Received: _____

Signature: _____

Printed Name: _____

Campaign Financing Continued

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Chapter 11

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Reporting Forms Continued:

DS-DE 13

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period _____ through _____ (4) Page _____ of _____

(5) Date	(7) Full Name	(8) (9) Contribution Type	(10) In-kind	(11) Amount
(6) Sequence Number	(1) Street Address & City, State, Zip Code	(2) Page 1 (3) Amount	(4) Description	(5) Amount

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

Campaign Financing Continued

70 Chapter 11

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Reporting Forms Continued:

DS-DE 13

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period _____ through _____ (4) Page _____ of _____

(5) Date	(7) Full Name	(8) (9) Contribution Type	(10) In-kind	(11) Amount
(6) Sequence Number	(1) Street Address & City, State, Zip Code	(2) Page 1 (3) Amount	(4) Description	(5) Amount

(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.

Campaign Financing Continued

71 Chapter 11

71

Reporting Forms Continued:

DS-DE 13

CAMPAIGN TREASURER'S REPORT - ITEMIZED CONTRIBUTIONS

(1) Name _____ (2) I.D. Number _____

(3) Cover Period _____ through _____ (4) Page _____ of _____

(5) Date	(7) Full Name	(8) (9) Contribution Type	(10) In-kind	(11) Amount
(6) Sequence Number	(1) Street Address & City, State, Zip Code	(2) Page 1 (3) Amount	(4) Description	(5) Amount

(12) Type amount of contribution received.

Campaign Financing Continued

72 Chapter 11

72

Reporting Forms Continued:

DS-DE 14

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

Date	Pay Name (Last, First, Middle, Initial, Suffix)	City, State, Zip Code	Account (with office address if contributor is a candidate)	Transaction Type	Debit	Credit	Balance

(8) Purpose of expenditure

Campaign Financing Continued

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Reporting Forms Continued:

DS-DE 14

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

Date	Pay Name (Last, First, Middle, Initial, Suffix)	City, State, Zip Code	Account (with office address if contributor is a candidate)	Transaction Type	Debit	Credit	Balance

EXPENDITURE TYPE

Code	Description	Applicable To
CAN	Candidate Expense	POL, PAF, PPF, PTV
CCF	Credit Card Expense	COR, PAF, PAF, PTV
DIS	Disposition of Funds	CAN
DFC	Disposition of Funds to Other Campaign Committee (effective 11/1/11)	CAN
DFP	Disposition of Funds to Political Party (effective 11/1/11)	CAN
DFV	Disposition of Funds to Political Verification (effective 11/1/11)	CAN
ECC	Electioneering communication regarding a candidate	ECOL, PAF, PAF, PTV
IEC	Independent expenditure regarding a candidate	PAF, EOL
III	Independent expenditure regarding an issue	PAF, EOL
MIN	Ministry (not to a Candidate)	ALL
PN	Party cash withdrawal	ALL (except DVO)
PN	Party cash receipt	ALL (except DVO)
PPD	Pre-paid Distribution	ALL (except DVO)
REP	Refund (negative amount only)	ALL (except DVO)
RMB	Reimbursements	ALL (except DVO)
TRA	Transfer to other account (Disposition of Funds)	CAN

Campaign Financing Continued

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Reporting Forms Continued:

DS-DE 14

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

Date	Pay Name (Last, First, Middle, Initial, Suffix)	City, State, Zip Code	Account (with office address if contributor is a candidate)	Transaction Type	Debit	Credit	Balance

(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 report 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 79.

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 Financing Continued

75

Reporting Forms Continued:

DS-DE 14

(11) Amount of expenditure.

Campaign Financing Continued

76 Chapter 11

76

Reporting Forms Continued:

DS-DE 87:

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

Campaign Financing Continued

77 Chapter 11

77

Reporting Forms Continued:

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 Financing Continued


78 Chapter 11

78

Reporting Forms Continued:

DS-DE 103:

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



Campaign Financing Continued
79 Chapter 11

79

Reporting Forms Continued:

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

Campaign Financing Continued
80 Chapter 11

80

Reporting Forms Continued:

DS-DE 103, "Electioneering Communication Statement of Organization":

- 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 before a primary of special primary election, or within 24 hours after the 60th day before any other election, whichever is applicable.

Campaign Financing Continued
81 Chapter 11

81

Reporting Forms Continued:

DS-DE 41:

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

Campaign Financing Continued

82 Chapter 11

82

Reporting Forms Continued:

- * 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"

Campaign Financing Continued

83 Chapter 11

83

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

Campaign Financing Continued

84 Chapter 11

84

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 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.

Campaign Financing Continued
85 Chapter 11

85

Amending Reporting Forms Continued:
To amend the Itemized *Contribution* form continued:
 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.

Campaign Financing Continued
86 Chapter 11

86

Amending Reporting Forms Continued:
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.

Campaign Financing Continued
87 Chapter 11

87

Amending Reporting Forms Continued:
To amend the Itemized Expenditure form continued:

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 Financing Continued
88 Chapter 11

88

Amending Reporting Forms Continued:
To amend the Report Summary form:

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

Campaign Financing Continued
89 Chapter 11

89

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

Campaign Financing Continued
90 Chapter 11

90

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

Campaign Financing Continued
91 Chapter 11

91

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

Campaign Financing Continued
92 Chapter 11

92

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
- Exceptions - on next slide

Campaign Financing Continued
93 Chapter 11

93

Penalty for Late Reports Continued:

- Exceptions continued
 - 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

Campaign Financing Continued
94 Chapter 11

94

Penalty for Late Reports Continued:

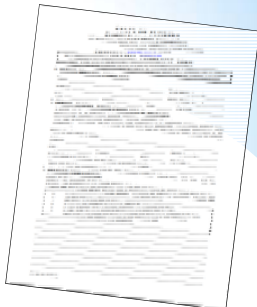
- Fine calculation
 - Can be complex if you don't think the process through
 - Best outlined in Election Manual, pages 49 - 51

Campaign Financing Continued
95 Chapter 11

95

Repeated Late Filers:

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



Campaign Financing Continued
96 Chapter 11

96

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.]

Campaign Financing Continued

97 Chapter 11

97

*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

98 Chapter 12

98

*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

99 Chapter 12

99

- *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
100 Chapter 12

100

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
101 Chapter 12

101

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
102 Chapter 12

102

- * 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

103 Chapter 13

103


- * 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

104 Chapter 13

104

Pray for the best, prepare for the worst, and expect the unexpected.



What to Expect on Election Day Continued

105 Chapter 13

105

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!

Canvassing Board
106 Chapter 14

106

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
107 Chapter 15

107

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.

Determining Voter's Choice Continued
108 Chapter 15

108

The following are examples of determining a voter's intent:

Ballot Situation 1:
 Recount in race of State 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.

Determining Voter's Choice Continued
Chapter 15

109

Ballot Situation 2:
 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.

Determining Voter's Choice Continued
Chapter 15

110

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 Continued
Chapter 15

111

Valid Vote for Ball
For Attorney General
(Vote for one)
 Lucille Ball
 Jack Berry
 Dewi Arman
 Lenny Bruce

Valid Vote for Ball
For Attorney General
(Vote for one)
 Lucille Ball ← X
 Jack Berry ←
 Dewi Arman ←
 Lenny Bruce ←

Invalid Vote
For Attorney General
(Vote for one)
 Lucille Ball
 Jack Berry
 Dewi Arman
 Lenny Bruce

Invalid Vote
For Attorney General
(Vote for one)
 Lucille Ball ← X
 Jack Berry ←
 Dewi Arman ←
 Lenny Bruce ←

Determining Voter's Choice Continued
112 Chapter 15

112

Valid Vote for Bruce
For Commissioner of Agriculture
(Vote for one)
 Lucille Ball
 Jack Berry
 Dewi Arman
 Lenny Bruce
 Write-In

Determining Voter's Choice Continued
113 Chapter 15

113

There are 2 types of recount procedures:
 *Machine
 *Manual

These procedures are governed by FAC Rule 1S-2.031

Recount Procedures
114 Chapter 15

114

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/under voted 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

115 Chapter 15

115

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

ZDUQJ

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

116 Chapter 15

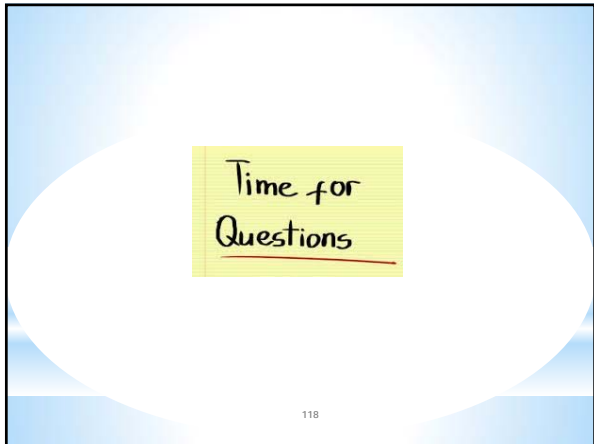
116

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.

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