



BECOMING A CANDIDATE IN JACKSONVILLE BEACH, FLORIDA

2024



PRIOR TO MAKING THE DECISION TO RUN FOR OFFICE:

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

1. Research the office: What are the duties of the office? Does it have requirements such as residency? How long does the term last? How much time is involved when in the office?
2. Talk to your family to decide if running for office is right for you.
3. Do you have the time for running the campaign, attending candidate functions, attending meetings, and talking to voters?
4. Are you involved in your community? Do you belong to civic and/or political organizations?
5. Do you have volunteers you can rely on? How much time would they be available to volunteer and when would they be available?
6. Research candidates from previous elections to see how much money they collected and how they spent their funds. Go to the Jacksonville Beach Campaign Finance Portal. (cityofjacksonvillebeachfl.easylvotecampaignfinance.com)
7. What bank or credit union will you use to deposit campaign funds? The depository must be named on the form when filing for office. Find a depository that will open a campaign account for you and has minimal fees. Do not open the account until you have filed the DS-DE 9 with our office. The campaign account must be a separate account.
8. Banks are starting to require candidates to obtain an Employer Identification Number (EIN) prior to opening their campaign account. To obtain an EIN, you can apply online at: How to Apply for an EIN | Internal Revenue Service (irs.gov). You can identify yourself as a “Political Organization,” as you will primarily operate for the purpose of accepting contributions and influencing the election of yourself. An EIN is not required by campaign finance law.
9. All candidates are required to disclose personal financial information. Municipal candidates are required to file a Form 6 electronically through the Florida Commission on Ethics Electronic Financial Disclosure Management System (EFDMS). A sample of the Form 6 is attached.

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

Becoming a Candidate

A candidate is a person who:

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

Filing for Office

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

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

Candidates may file in our office or submit their forms by mail. The form will be considered filed only when the filing officer receives the form (not upon mailing) **and** determines that the form is **complete**.

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

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

Appointing a Treasurer

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

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

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

Filing Qualifying Papers

Qualifying is the final step that allows a candidate to have his or her name on the ballot. Qualifying must be finalized during the assigned dates. Qualifying for office in Jacksonville Beach begins at noon of the 71st day prior to the primary or first election but not later than noon of the 67th day prior to the date of the primary or first election.

Changing Designation of Office

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

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

Jacksonville Beach Elections

When more than two candidates are running for the same elective office in Jacksonville Beach, a primary election is held. The primary election date is set according to Florida Statutes Chapters 99.061(2) and 100.061.

If at the primary election, a candidate receives a majority of the votes cast, he or she shall be declared elected to office, and his or her name shall not be placed on the ballot in the general election. In the event that a candidate does not receive a majority of the votes cast in the primary election, then the names of the candidates placing first and second shall be placed on the ballot in the general election.

When two candidates are running for the same elective office, their names will be placed on the General Election ballot which takes place on the first Tuesday after the first Monday in November of an even numbered year.

All elections for the office of mayor or city council shall be conducted on a nonpartisan basis without any designation of political party affiliation.

2024 ELECTION DATES

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

ON THE BALLOT IN 2024

The following offices will qualify with the Jacksonville Beach City Clerk.

- Mayor, At-Large
- Jacksonville Beach Council, Seat 1, At-Large
- Jacksonville Beach Council, Seat 2, At-Large
- Jacksonville Beach Council, Seat 3, At-Large

RESIDENCY REQUIREMENTS

Any candidate qualifying for mayor or an at-large council seat must be a bona fide resident of the city for at least six (6) months prior to qualifying. Any candidate qualifying for a district seat must be a bona fide resident of the city and the district the candidate is running in for at least six (6) months prior to qualifying.

FILING FORMS

DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depositor
DS-DE 84 Statement of Candidate

Copies of the forms are attached. A fillable form version is available online on the Florida Division of Elections website: <https://dos.fl.gov/elections/forms-publications/forms>.

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



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

After Filing Your Forms

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

PETITIONS

Any qualified elector of the city may be nominated to be a candidate for mayor and an at-large council seat in the city by petition of any ten (10) electors of the city. Any qualified elector of the city and any resident of the district may be nominated for a district council seat from the district within which the nominee resides by petition of any ten (10) electors residing in the district in which the candidate intends to run.

QUALIFYING FEE

A candidate shall pay the qualifying fee to the city clerk by the end of the qualifying period. The amount of the filing fee for each elected office shall be as follows:

Office of Mayor	Office of Council Member
\$355.20	\$259.20

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

QUALIFYING PERIODS

Candidates must file their qualifying paperwork and pay the qualifying fee at the Jacksonville Beach City Clerk’s Office. If mailed, items required for qualifying must be received by the end of the qualifying period.

Candidates Qualifying Period

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

What Do I Need to File During Qualifying?

Pursuant to Section 99.061(7), Florida Statutes, all items required for qualifying must be received in CORRECT and COMPLETE order by the end of the qualifying period; otherwise, you will not be deemed a qualified candidate. The following items must be received by the Jacksonville Beach city clerk no later than the end of the qualifying period at 12:00 p.m.

A candidate may also qualify as a write-in candidate. Write-In candidates run without party affiliation and their name does not appear on the ballot. No qualifying fee or petitions are required by a write-in candidate.

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

Candidate Oath	Financial Disclosure	Petitions or Fee
File one of these forms: DS-DE Candidate Oath - 302NP Nonpartisan Office	Verification and Receipt of Filing for the Form 6 financial disclosure form. This will be for the year preceding the qualifying period.	Qualifying Fee Check drawn on campaign bank account in correct amount.

WRITE-IN CANDIDATES

A write-in candidate must file the DS-DE 9 before accepting contributions and spending money on their campaign. A person seeking to qualify for election to office as a write-in candidate must file the appropriate candidate oath and financial form during the official qualifying period. Write-in candidates must comply with the residency requirements of the office sought. Any person who is seeking election as a write-in candidate shall not be required to pay a filing fee or election assessment. A write-in candidate is not entitled to have his or her name printed on any ballot; however, space for the write-in candidate’s name to be written in must be provided on the general election ballot.

ADDITIONAL INFORMATION

After filing the DS-DE 9 form, candidates will begin filing campaign finance reports of contributions and expenditures and will be subject to all provisions of Chapter 106 of the Florida Statutes. A reporting schedule is given to the candidate and reports must be filed before the deadlines or fines may be incurred. Jacksonville Beach provides an online reporting system that helps with filing financial reports. You will be given instructions on registering and logging into the Portal as a filer.

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

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

Conflict of Interest

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

Florida Resign to Run Law

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

Federal Hatch Act

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

**Please call or stop by the Jacksonville Beach City Clerk's Office
if you have questions. We are here to help.**

**Sheri Gosselin, City Clerk
Jodilynn Byrd, Deputy City Clerk
904-247-6299
CityClerk@jaxbchfl.net**

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the filing officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

Initial Filing of Form Re-filing to Change: Treasurer/Deputy Depository Office Party

2. Name of Candidate (in this order: First, Middle, Last):
(Please Print or Type Name)

3. Address (include PO Box or Street, City, State, Zip Code):

4. Telephone:

()

5. Candidate's Voter Registration #:

_____ (not required for qualifying purposes)

6. Email Address:

7. Office Sought (include district, circuit, group, or seat #):

8. If a candidate for a nonpartisan office, check the box if applicable:

I intend to run as a Write-In Candidate.

9. If a candidate for partisan office, check the box and fill in the name of the party as applicable: I intend to run as a

Write-In Candidate. No Party Affiliation Candidate. _____ Party candidate.

10. I have appointed the following person to act as my: Campaign Treasurer Deputy Treasurer

11. Name of Treasurer or Deputy Treasurer:

12. Telephone:

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13. Email Address:

14. Mailing Address:

15. City:

16. State:

17. Zip Code:

18. I have designated the following bank as my (check appropriate box): Primary Depository Secondary Depository

19. Name of Bank:

20. Address:

21. City:

22. County:

23. State:

24. Zip Code:

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date:

26. Signature of Candidate:

X

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

Campaign Treasurer.

Deputy Treasurer.

28. Date:

29. Signature of Campaign Treasurer or Deputy Treasurer

X

**STATEMENT OF
CANDIDATE**

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____ ,
candidate for the office of _____ ;
have been provided access to read and understand the requirements of
Chapter 106, Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

General Information

Name: DISCLOSURE FILER

Address: SAMPLE ADDRESS

PID SAMPLE

County: SAMPLE COUNTY

AGENCY INFORMATION

Organization	Suborganization	Title
SAMPLE	SAMPLE	SAMPLE

Net Worth

My Net Worth as of December 31, 2022 was \$ [AMOUNT] .

Assets

Household goods and personal effects may be reported in a lump sum if their aggregate value exceeds \$1,000. This category includes any of the following, if not held for investment purposes: jewelry; collections of stamps, guns, and numismatic items; art objects; household equipment and furnishings; clothing; other household items; and vehicles for personal use, whether owned or leased.

The aggregate value of my household goods and personal effect is N/A.

ASSETS INDIVIDUALLY VALUED AT OVER \$1,000:

Description of Asset	Value of Asset

2022 Form 6 - Full and Public Disclosure of Financial Interests

Liabilities

LIABILITIES IN EXCESS OF \$1,000:

Name of Creditor	Address of Creditor	Amount of Liability

JOINT AND SEVERAL LIABILITIES NOT REPORTED ABOVE:

Name of Creditor	Address of Creditor	Amount of Liability

Income

Identify each separate source and amount of income which exceeded \$1,000 during the year, including secondary sources of income.

I elect to file a copy of my 2022 federal income tax return and all W2s, schedules, and attachments.

PRIMARY SOURCES OF INCOME:

Name of Source of Income Exceeding \$1,000	Address of Source of Income	Amount

SECONDARY SOURCES OF INCOME (Major customers, clients, etc. of businesses owned by reporting person):

Business Entity	Major Sources of Business Income	Address	Principal Business Activity of Source

Interests in Specified Businesses

Business Entity # 1

Training

Based on the office or position you hold, the certification of training required under Section 112.3142, F.S., is not applicable to you for this form year.

Signature of Reporting Official or Candidate

Under the penalties of perjury, I declare that I have read the foregoing Form 6 and that the facts stated in it are true.

Digitally signed:

Filed with COE: