



# 2024

# Candidate

# Handbook

**The Honorable Joe Morgan, MFCEP**

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## A WORD FROM SUPERVISOR MORGAN



*Joe Morgan, MFCEP*  
*Wakulla County Supervisor of Elections*

Congratulations and thank you for your commitment to public service.

Running for political office is both rewarding and exciting. As your Supervisor of Elections, I want to ensure the process is as easy as possible and that you are aware of the laws and issues regarding your candidacy.

Being a successful candidate means staying organized and prepared. There are many state laws and local ordinances that will govern your campaign. This handbook is designed to provide you with a guide to begin your journey.

Again, congratulations on your choice to serve the citizens of our great county.

Joe Morgan, MFCEP  
Wakulla County Supervisor of Elections

<b>Presidential Preference Primary</b>		
<b>Book Closing</b>	<b>Early Voting</b>	<b>Election Day</b>
February 20, 2024	March 09-16, 2024 8 AM – 6 PM	March 19, 2024 7 AM – 7 PM
<b>Primary Election</b>		
<b>Book Closing</b>	<b>Early Voting</b>	<b>Election Day</b>
July 22, 2024	August 10-17, 2024 8 AM – 6 PM	August 20, 2024 7 AM – 7 PM
<b>Presidential Preference Primary</b>		
<b>Book Closing</b>	<b>Early Voting</b>	<b>Election Day</b>
October 7, 2024	October 21- November 2 8 AM – 6 PM	November 5, 2024 7 AM – 7 PM

**IMPORTANT DEADLINES FOR CANDIDATES**

<b>TOPIC</b>	<b>DATES</b>	<b>DESCRIPTION</b>
<b>PETITION DEADLINE (F.S. 99.095)</b>	Noon on 03/25/2024	Judicial Candidates
	Noon on 05/31/2024	Local Candidates
<b>QUALIFYING PAPERWORK (F.S. 99.061(8))</b>	Judicial Candidates 04/08/2024	Qualifying papers may be accepted and held 2 weeks prior to qualifying period.
	Local Candidates 05/27/2024	
<b>QUALIFYING PERIOD (F.S. 99.061)</b>	Noon on 04/22 to Noon 04/26/2024	Judicial Candidates
	Noon on 06/10 to noon on 06/14/2024	Local Candidates

# QUALIFYING DOCUMENTS AND INSTRUCTIONS

(F.S. 99.021, 99.061, 99.095, 106.21, 106.23)

These documents can be <b>PREFILED</b> any time prior to qualifying. (If candidate plans on campaigning prior to qualifying)		
Documents	Candidate	You should know...
DS-DE 9 Appointment of Campaign Treasurer & Designation of Campaign Depository	County/Constitutional, Judicial, City and Special Districts	<ul style="list-style-type: none"> <li>✓ Must be filed prior to opening a Campaign Bank Account and prior to accepting contributions, making expenditures, or circulating petitions.</li> <li>✓ Once filed, the campaign treasurer will be required to file campaign financial reports online</li> </ul>
DS-DE 83 Statement of Candidate for Judicial Office	Judicial Only	
DS-DE 84 Statement of Candidate	County/Constitutional, City and Special District	<ul style="list-style-type: none"> <li>✓ Can be filed at the same time with the DS-DE 9</li> <li>✓ Must be filed within ten (10) days of filing the DS-DE 9</li> </ul>
These documents can be <b>PRESENTED DURING</b> qualifying. (Along with above documents, either prefiled or filed during qualifying)		
Documents	Candidate	You should know...
Candidate Oath	County/Constitutional, Judicial, City and Special Districts	<ul style="list-style-type: none"> <li>✓ Form varies according to partisan, nonpartisan, school board &amp; judicial offices.</li> <li>✓ Candidate must print their name as they wish it to appear on the ballot</li> </ul>
Disclosure of Financial Interests	County/Constitutional, Judicial,	✓ FORM 6-County Candidates
	City and Special Districts	✓ FORM 1-Special District and City Candidates
Affidavit for Use of Nickname on the Ballot	County/Constitutional, Judicial, City and Special Districts	✓ Must be notarized
Qualifying Fee, OR	County/Constitutional, City and Special District	<ul style="list-style-type: none"> <li>✓ Must be drawn from campaign account.</li> <li>✓ Personal check for Special District Candidates filing an Affidavit of Intent</li> <li>✓ Qualifying fee can be paid by petition method</li> </ul>
Petition Method	County/Constitutional, City and Special District	<ul style="list-style-type: none"> <li>✓ Refer to "QUALIFYING BY PETITION METHOD" for more information.</li> <li>✓ No qualifying fee is necessary if candidate qualified by Petition Method (this only applies for County, Judicial and Special District candidates)</li> </ul>
<b>NEW ETHICS FORM (F.S. 105.031(4)(c))</b>	County/Constitutional, Judicial, City and Special Districts	✓

**Pursuant to Florida Statutes 99.061:**

- ✓ All items required for qualifying must be received in correct and complete order by the end of qualifying or the candidate will not be deemed qualified.
- ✓ The filing officer performs a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing office shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face.
- ✓ The filing officer may not determine whether the contents of the qualifying papers are accurate.

# QUALIFYING BE PETITION METHOD

(F.S. 99.095, Rule 1S-2.045)

A person seeking to qualify as a candidate for any office (does not include municipal candidates) and who meet the petition requirements is not required to pay the qualifying fee, party assessment, or election assessment. Candidates who fail to qualify by the petition method will be required to pay the qualifying fee. For petition guidance, please refer to the Candidate Petition Handbook provided by the Division of Elections and Rule 1S-2.045.

Helpful things to know about petitions.

- ✓ Petition Deadlines: No petitions are accepted after the due date.
- ✓ Signatures may not be obtained until the candidate has filed the DS-DE 9 with the filing officer.
- ✓ Candidates must use the Candidate Petition Form (DS-DE 104) to obtain valid signatures of registered voters in the county of district they are running for. The format of the petition is prescribed by the Division of Elections and shall be used by all candidates (sample below).
- ✓ Candidates are responsible for printing the petitions.
- ✓ It is recommended that you plan to collect at least 10% over the number of required petitions. This will help ensure that you can meet the number of valid petitions necessary to qualify. The candidate will receive a petition certification once petition requirements have been met. The petition certification is required during the official qualifying period, or the candidate pays the filing fee.
- ✓ Do not wait until the last minute to submit petitions. Bringing signed petitions in batches allows candidates to get updated totals of the valid petitions received and assist in projecting how many more are needed.
- ✓ Petition Verification Fee: Pursuant to Florida Statute 99.097(4), a signature verification fee of 10¢ (ten cents) for each petition verified must be paid in advance to the Supervisor of Elections, unless the candidate has filed an oath (DS-DE 19A) stating that such charges impose an undue burden on their personal resources.
  - Candidates who have filed a DS-DE 9: payment should be paid preferably by a check drawn from the candidate’s campaign account.
  - Special District Candidates who filed an Affidavit of Intent: must follow the petition process but the petition fee may be paid by personal check.

**CANDIDATE PETITION**

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

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

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

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

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

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

# QUALIFYING INFORMATION

(F.S. 99.092(1) and NPA 99.0955(2))

Office	Salary 2024	Qualifying Fee 6% Major Party	Qualifying Fee 4% No Party	Qualifying Fee 1% Election Assessment	Certified Petition Signatures Needed to Qualify
<b>County Seats</b>					
County Commission, Dist. 1, 3, 5	\$39,502	\$2,370	\$1580	N/A	236 valid petitions
Clerk of Court and Comptroller	\$120,939	\$7,256	\$4,838	N/A	236 valid petitions
Sheriff	\$156,788	\$9,407	\$6,272	N/A	236 valid petitions
Property Appraiser	\$120,939	\$7,256	\$4,838	N/A	236 valid petitions
Superintendent of Schools	\$120,939	\$7,256	\$4,838	N/A	236 valid petitions
Tax Collector	\$120,939	\$7,256	\$4,838	N/A	236 valid petitions
Supervisor of Elections	\$120,939	\$7,256	\$4,838	N/A	236 valid petitions
School Board Member, Dist. 2, 4	\$32,009	N/A	\$1,280	N/A	236 valid petitions
Soil & Water Conservative Dist. Group 1,3,5	NONE	N/A	N/A	\$25.00	25 valid petitions
<i>City of Sopchoppy: Candidates qualify with the City of Sopchoppy</i>					
Council Member (3 Seats)					
<i>City of St Marks: Candidates qualify with the City of St Marks</i>					
City Commissioner, Seats 2,3					

## New Information for 2024

Legislation from the 2023 Florida legislative session has made several changes to statutes affecting candidates.

- **SB1110/HB477** set eight-year term limits for school board members.
- **SB444/HB411** requires that school board candidates must reside in their district at the time of assuming office, rather than at the time of qualifying.
- **SB774/HB37** revised financial disclosure requirements by requiring that mayors and elected members of the governing body of a municipality, and candidates for those offices, must file a full and public disclosure of their finances (FORM6). In addition, at the time of qualifying, candidates may provide a verification or receipt of electronic filing of their financial disclosure records with the Commission on Ethics instead of the financial disclosure itself.
- **SB666/HB707** requires that candidates provide their residential address on the candidate oath.
- **SB7050/HB7067** further revised the candidate oath by requiring that candidates affirm on their oath whether they owe any outstanding fines, fees, or penalties. In addition, the oath now solicits further details regarding the candidate’s name and provides further procedures for the use of nicknames. Finally, the bill revised the timeline for campaign finance reports.

# CAMPAIGN FINANCE REPORTING SCHEDULE

(F.S. 106.07, 106.0702)

Once the DS-DE 9 form is filed with our office, the candidate will be required to file campaign finance reports online. Candidates will continue to file campaign finance reports as scheduled until they have been elected, unopposed or withdrawn from the race.

## Important Information Regarding Filing Schedule

The candidate is responsible for making sure reports are filed correctly and on time. Fines are automatically imposed on reports filed late and must be paid from the candidate’s personal account and not from the campaign account.

Once the Election office receives and accepts your report, it becomes a public record and will be posted on our website and will be available for inspection by the press and the public.

Final Reports will be required within 90 days of a candidate who is either unopposed, withdrawn, elected, or defeated, and this Termination Report disposes of all funds in their campaign account. For more information regarding this report, please refer to F.S. 106.07 (Campaign Financing).

	RPT Code	Starts	Ends	Due	Notes
Quarterly	2023-Q3	07/01/23	09/30/23	10/10/23	
	2023-Q4	10/01/23	12/31/23	1/10/24	
	2024-Q1	01/01/24	03/31/24	04/10/24	
	2024-Q2	04/01/24	05/31/24	06/10/24	
Bi-Weekly for the Primary Election	2024-P1	06/01/24	06/14/24	06/21/24	
	2024-P2	06/15/24	06/28/24	07/05/24	
	2024-P3	06/29/24	07/12/24	07/19/24	
	2024-P4	07/13/24	07/19/24	07/26/24	
	2024-P5	07/20/24	07/26/24	08/02/24	
	2024-P6	07/27/24	08/02/24	08/09/24	
	2024-P7	08/03/24	08/15/24	08/16/24	
Bi-Weekly for the General Election	2024-G1	08/16/24	08/23/24	08/30/24	
	2024-G2	08/24/24	09/06/24	09/13/24	
	2024-G3	09/07/24	09/20/24	09/27/24	
	2024-G4	09/21/24	10/04/24	10/11/24	
	2024-G5	10/05/24	10/18/24	10/25/24	
	2024-G6	10/19/24	10/31/24	11/01/24	
Final Reports	2024-TRQ	06/01/24	09/12/2024	09/12/24	90-day termination report for unopposed candidates after qualifying
	2024-TRP	08/16/24	11/18/24	11/18/24	90-day termination report for elected or defeated candidates after Primary Election
	2024-TRG	11/01/24	02/03/25	02/03/25	90-day termination report for elected or defeated candidates after General Election

**PLEASE NOTE: THE DATES ABOVE ARE SUBJECT TO CHANGE. YOU WILL BE PROVIDED AN UPDATED SCHEDULE UPON QUALIFICATION.**

## POLICIES REGARDING CAMPAIGN TREASURER'S REPORTS

### POLICY ON ELECTRONIC FILING

Our office requires online filing of campaign treasurer's reports in order to make campaign contributions and expenditures readily available to the public. Campaign Finance Reports for all local races and committees will be displayed on our website. A numeric ID and password are required to access the reporting system (these will be your sign-in credentials). Electronic Signature PINs (personal identification number) are required for the submission of financial reports. PINs are assigned to candidates/committee chairs and treasurers. Please refer to the Acknowledgement of Electronic Pin Filing Information document for more information regarding sign-in credentials and PINs.

### POLICY ON LATE REPORTS

The day after the report is due, the report is subject to a fine each day late according to Florida Statutes. If a required report is not filed timely, the relevant penalty sections in Chapter 106, Florida Statutes, shall apply.

If the report remains unfiled, the matter will be forwarded to the Florida Elections Commission and could be determined to be a willful violation. All fines assessed must be paid within twenty (20) days after the receipt of the notice of payment due and payment must be from the personal funds of the candidate. The Florida Elections Commission will be notified if fines have not been remitted in a timely manner and they will pursue the fines.

### POLICY ON JUSTIFYING LATE REPORTS

Reports must be filed timely. There are no justifiable reasons for filing late reports unless otherwise determined by the Florida Election Commission. Please refer to the Acknowledgment of Electronic Filing Information document for more information regarding electronic filing, late reports, and the unavailability of the electronic filing system.

### POLICY ON REPORTS THAT NEED AMENDING

When it is determined that a report needs amending, our office will initially contact the campaign treasurer by telephone or email and request the report be amended. Within seven (7) days of notification an addendum to the report must be filed. If the amended report is not received within this time frame, the matter will be referred to the Florida Election Commission and could be determined to be a willful violation.

### POLICY ON REVIEW OF REPORTS

The Supervisor of Elections Office checks the following information: summary page for balances; contributions and expenditure pages for date ranges, complete addresses, correct contributor types, correct contribution and expenditure types, and contribution limits. Our office does not review reports for typos.



## Acknowledgement of Electronic Filing Information

WEBSITE (ID#) \_\_\_\_\_

PASSWORD \_\_\_\_\_

Candidate PIN# for financial reporting \_\_\_\_\_

Treasurer/Deputy Treasurer PIN for reporting \_\_\_\_\_

### SIGN-IN CREDENTIALS

Each person will be issued sign-in credential, a log-in name and password, by the Supervisor of Elections Office to access the system. You are responsible for safeguarding this sign-in information and for notifying the Supervisor of Elections Office should this information be lost or become compromised. Only one log-in name and password will be issued for both the candidate and the treasurer (or committee chair and treasurer, as applicable).

### PIN (PERSONAL IDENTIFICATION NUMBER)

The sign-in credentials will serve as a PIN. This PIN is considered the same as your signature on a paper filed report.

### REPORTS

Reports must be completed and filed electronically through the Wakulla County Supervisor of Elections electronic filing system not later than midnight (Eastern Standard Time) of the day designated. When your report is electronically filed, the "FILING SUBMITTED PAGE" may be printed and retained for your records as your electronic filing receipt.

### ALTERNATIVE PROCEDURES FOR INOPERABLE ELECTRONIC FILING SYSTEMS

In the event that the electronic filing system is inoperable on the date a report is due, the report will be accepted as timely filed not later than midnight (Eastern Standard Time) of the first business day the electronic filing system becomes operational again. No fine will be levied during the period the electronic filing system was inoperable. A report shall be deemed filed through the electronic filing system up the issuance of an electronic filing receipt indicating and verifying that the report was filed.

### PENALTIES

All reports filed via this system are considered to be under oath by the candidate and the treasurer, chair and treasurer of political committees and county executive committees of a political party and are subject to all relevant penalties in Chapter 106, Florida Statutes.

Any reports filed through the electronic filing system are considered to be certified as correct within the meaning of Section 106.07(5) or 106.29(2), Florida Statutes. Persons filing reports are subject to penalties as prescribed in Chapter 106, Florida Statutes.



## 2024 OFFICES UP FOR ELECTION

### Federal Offices

President and Vice President of the United States  
U.S. Senator  
U.S. Representative Dist. 2

### State Offices

State Rep, Dist. 7  
State Senate, Dist. 3  
State Attorney, 2<sup>nd</sup> Circuit.  
Public Defender, 2<sup>nd</sup> Circuit.

### Judicial Retention (Nonpartisan)

Justice of the Supreme Court: whose term expires 01/25  
First District Court of Appeals: whose term expires 01/25

### Circuit and County Court Judges (Nonpartisan)

Circuit 2, Group 2 and 12

### County Offices

County Commission, Dist. 1, 3 & 5  
Clerk of Court and Comptroller  
Sheriff  
Property Appraiser  
Superintendent of Schools  
Tax Collector  
Supervisor of Elections  
School Board Member, Dist. 2, 4  
Soil & Water Conservation District, Group 2,4

### **Helpful Web Links**

<b>Florida Division of Elections</b>	<a href="https://dos.myflorida.com/elections/">https://dos.myflorida.com/elections/</a>
<b>Florida Commission on Ethics</b>	<a href="https://ethics.state.fl.us/">https://ethics.state.fl.us/</a>
<b>Wakulla County Supervisor of Elections</b>	<a href="https://www.wakullavotes.gov/">https://www.wakullavotes.gov/</a>

*It is the candidate's responsibility to read the election code and observe all the requirements therein. If there are campaign questions, refer to the Florida Statutes and advisory rules. If the candidate is unable to find the answers in the Florida Statutes, contact the qualifying officer. It is not the responsibility of this office to interpret Florida Statutes contained within Florida Law. For an interpretation or legal opinion, contact the Division of Elections at (850) 245-6200.*