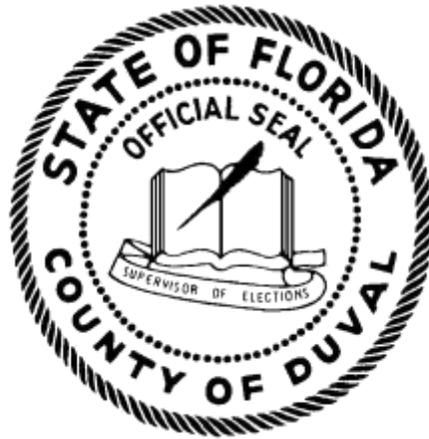




BECOMING A CANDIDATE IN DUVAL COUNTY



Mike Hogan

DUVAL COUNTY SUPERVISOR OF ELECTIONS

105 East Monroe Street

Jacksonville, FL 32202

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

PRIOR TO MAKING THE DECISION TO RUN FOR OFFICE:

- **Decide which office you wish to seek.** The offices up for election are listed in this handbook. You can also find them on our website: duvalelections.com. Find out the duties of the office, how long does the term last, and how much time is involved when in the office.
- **Determine if you meet the qualifications to run for the office.** Qualifications for each local office are listed in this handbook. Most Duval County offices have residency requirements.
- **Determine if a conflict of interest exists, if you are subject to the resign-to-run law, or if you are precluded by the federal Hatch Act from holding your current job while also running as a candidate in a partisan office.** See the last page of this handbook for more information.
- **Determine the time needed to run a campaign which includes attending events and meeting and talking to voters.** Talk to your family about running for office. Do you have volunteers to assist you?
- **Understand that you will be required to file a Form 1 (Statement of Financial Interests) or Form 6 (Full and Public Disclosure of Financial Interests), based on the office you are seeking, as part of the qualifying papers during the qualifying period.**
<http://www.ethics.state.fl.us/FinancialDisclosure/Index.aspx>
- **Find a bank or credit union that is willing to open a campaign account for you.** See what their requirements are and what are their fees.
- **Once you file for office, financial reports are filed showing contributions and expenditures.** Our website, www.DuvalElections.com shows campaign financial reports for elections going back to 2006. Look at the previous election for the office you are running for. See how much money was raised, where and from whom candidates got their contributions, and how they spent their contributions.

REMEMBER, PETITIONS MAY NOT BE COLLECTED UNTIL YOU HAVE FILED FORM DS-DE 9 WITH THE FILING OFFICER.

CONTRIBUTIONS CANNOT BE ACCEPTED AND MONEY CANNOT BE SPENT FOR A CAMPAIGN UNTIL THE FORM DS-DE 9 IS FILED WITH THE FILING OFFICER.

IF YOU ARE INTERESTED IN A STATE OFFICE (STATE REPRESENTATIVE, STATE SENATOR) PLEASE GO TO THE DIVISION OF ELECTIONS WEBSITE:

<http://dos.myflorida.com/elections/>



2022 ELECTION DATES

ELECTION	ELECTION DAY	BOOK CLOSING
Primary Election	August 23, 2022	July 25, 2022
General Election	November 8, 2022	October 11, 2022

ON THE BALLOT IN 2022

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

County & Special District Offices

- School Board, Districts 2, 4, & 6
- County Court Judge Groups 4, 5, 10, & 15 & 16*
- Soil & Water Conservation District Groups 1, 3, & 5
- Special Districts (To Be Determined)

*Subject to change

RESIDENCY REQUIREMENTS

School Board Nonpartisan Office, 4 Years Term	Judicial Nonpartisan Office 6 Year Term	Soil & Water Conservation District Nonpartisan Office, 4 Year Term	Special District Nonpartisan Office 4 Year Terms
Candidate must reside and be registered voter in district 183 days prior to date of qualifying.	Candidates must reside and be a registered voter in the district for which they are qualifying at the time of assuming office.	Registered voter in Duval County	Candidates must reside in the district for which they are qualifying at the time of qualifying.

UNITARY ELECTIONS

In 1992, Jacksonville voters passed a referendum to hold unitary elections for their consolidated government. The first election is held with a single ballot for all voters within each electoral district, regardless of political party affiliation. Candidates appear on the ballot with party labels and campaign as party candidates. As of May 6, 2021, when Senate Bill 90 went into effect, a person seeking to qualify for office as a candidate with no party affiliation, must state on the qualifying oath that he or she is registered without any party affiliation and that he or she has not been a registered member of any political party for 365 days before the beginning of qualifying. Any candidate winning a majority of votes in the primary is elected; if no candidate for a position wins a majority, the general election serves as a runoff between the top two winners, regardless of party affiliation.

2023 ELECTION DATES

ELECTION	ELECTION DAY	BOOK CLOSING
First Election	March 21, 2023	February 20, 2023
General Election	May 16, 2023	April 17, 2023

ON THE BALLOT IN 2023

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

County Offices

Mayor of Jacksonville

Sheriff

Supervisor of Elections

Property Appraiser

Tax Collector

City Council Districts 1-14

City Council At Large Group 1-5

RESIDENCY REQUIREMENTS

Mayor Partisan Office, Term 4 Years	Sheriff, Supervisor of Elections, Property Appraiser, Tax Collector Partisan Office, Term 4 Years	City Council Partisan Office, Term 4 Years
Candidate must reside and be registered voter in district 365 days prior to date of qualifying.	Candidate must reside and be registered voter in district 183 days prior to date of qualifying.	Candidate must reside and be registered voter in district 183 days prior to date of qualifying.

FILING FORMS

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

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

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



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

After Filing Your Forms

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

QUALIFYNG BY PETITION METHOD

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

Note: Candidates for school board may collect from any registered voter in Duval County.

2022 Petition Requirements

Office	Petitions
County Judge	6,642
School Board Dist. 2	949
School Board Dist. 4	949
School Board Dist. 6	949

Office	Petitions
Soil & Water 2 & 4	25
CDDs	25
Special Taxing Dist.	25

2023 Petition Requirements (To be updated)

Office	Petitions
Mayor	6,642
Sheriff	6,642
Supervisor of Elections	6,642
Property Appraiser	6,642
Tax Collector	6,642

Office	Petitions
City Council District 1	440
City Council District 2	515
City Council District 3	512
City Council District 4	450
City Council District 5	424
City Council District 6	539
City Council District 7	442
City Council District 8	444
City Council District 9	401
City Council District 10	445
City Council District 11	574
City Council District 12	469
City Council District 13	497
City Council District 14	489
At-Large Groups 1-5	6,642

QUALIFYING BY FEE

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

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

What's My Qualifying Fee?



2022 Qualifying Fee

The qualifying fees for 2022 are subject to change. Fees are based on the authorized salary as of July 1, 2021.

Office	Term	Nonpartisan
County Judge	6 yrs.	\$6,072.88*
School Board 2, 4 & 6	4 yrs.	\$1,783.88*
Soil & Water 1, 3 & 5	4 yrs.	\$25.00
CDDs	4 yrs.	\$25.00
Special Taxing Dist.	4 yrs.	\$25.00

2023 Qualifying Fee

The qualifying fees for 2023 are subject to change. Fees are based on the authorized salary as of July 1, 2022.

Office	Term	Partisan	NPA
Mayor	4 yrs.	\$11,677.68	\$7,785.12
Sheriff	4 yrs.	\$10,179.36	\$6,786.24
Supervisor of Elections	4 yrs.	\$9,619.38	\$6,412.92
Property Appraiser	4 yrs.	\$9,619.38	\$6,412.92
Tax Collector	4 yrs.	\$9,619.38	\$6,412.92
City Council	4 yrs.	\$2,949.00	\$1,966.00

QUALIFYING PERIODS

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

❖ 2022 Qualifying

Local Judicial Candidates Qualifying Period

Noon, April 25, 2022 – Noon, April 29, 2022

Local Candidates Qualifying Period (Excluding Judicial)

Noon, June 13, 2022 – Noon, June 17, 2022

❖ 2023 Qualifying

Noon, January 9, 2023 – January 13, 2023

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 Supervisor of Elections 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. On the ballot of the General election, there will be a blank line for the voter to write the name of the write-in candidate. 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 Supervisor of Elections office may receive these forms and the qualifying fee only during the qualifying period, or 14 days prior to the start of qualifying.

Candidate Oath	Financial Disclosure	Petitions or Fee
<p>File one of these forms:</p> <p>DS-DE 303JU Candidate Oath - Judicial Office</p> <p>DS-DE 304SB Candidate Oath - School Board Nonpartisan Office</p> <p>DS-DE 302NP Candidate Oath - Nonpartisan Office</p> <p>DS-DE 301A, 301B or 301C Candidate Oath – State and Local Partisan Office</p>	<p>A financial disclosure form, either Form 1 or 6 depending upon the office sought. This will be for the year preceding the qualifying period.</p> <p>Form 1 (special districts)</p> <p>Form 6 (county offices)</p>	<p>Petition Certification</p> <ul style="list-style-type: none"> ▪ 2022 Election Petition submission deadline is March 28, 2022 for Judicial & May 16, 2022 for all others. ▪ 2023 Election Petition submission deadline is December 12, 2022. <p>OR</p> <p>Qualifying Fee Check drawn on campaign bank account in correct amount.</p>

PARTISAN CANDIDATES

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

JUDICIAL CANDIDATES

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

SCHOOL BOARD CANDIDATES

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

SPECIAL DISTRICT CANDIDATES

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

Special district candidates may also, but are **not required** to, file DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, if they intend to accept contributions or make expenditures for anything other than the qualifying fees or petition signature verification fees (Section 99.061, F.S.). A special district candidate can file the DS-DE 9 form at any time if they want to begin accepting contributions and making expenditures, even after the qualifying period ends.

WRITE-IN CANDIDATES

A person seeking to qualify for election to office as a write-in candidate must file qualifying papers during the official qualifying period. Write-in candidates must comply with the residency requirements of the office sought. Any person who is seeking election as a write-in candidate shall not be required to pay a filing fee, election assessment, or party assessment. A write-in candidate is not entitled to have his or her name printed on any ballot; however, space for the write-in candidate's name to be written in must be provided on the general election ballot. In Unitary Elections, a line for a write-in candidate's name is placed on the First Election ballot. A person may not qualify as a write-in candidate if the person has also otherwise qualified for nomination or election to such office.

ADDITIONAL INFORMATION

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

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

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

Conflict of Interest

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

Florida Resign to Run Law

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

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 Elections Office if you have questions. We are here to help.

Lana Self 904-255-3429

Brenda Byles 904-255-3416