



FIRST NONPARTISAN ELECTION TUESDAY, MARCH 13, 2018 CANDIDATE ELECTION CALENDAR

Pursuant to Section 34.16(A)(1)(a) of the City Code, any person seeking to qualify as a candidate for the office of Mayor or for the office of any City Commission seat must have been a resident of the City of Delray Beach, Florida, who had become an elector of the City on or before September 1st preceding the municipal election for which the candidate is qualifying. For purposes of the March 13, 2018 election, **September 1, 2017** is the deadline.

Per Section 3.09 of the City Charter, individual Commissioners, including the Mayor, shall be prohibited from holding office for more than six (6) consecutive years. However, in the event a Commissioner assumes the office of Mayor, the time that the Commissioner held office as a Commissioner shall not count toward the maximum time allowed to hold the office of Mayor. The person assuming the office of Mayor will be allowed to hold office for a maximum of six consecutive years. This shall apply to any Commissioner who has assumed the office of Mayor on or after the March 2013 municipal election. This extension of term limits does not apply in the case of the Mayor assuming the office of a Commissioner. The term "holding office" shall be defined as serving as Commissioner or Mayor. The term "consecutive years" shall not include any years served as a result of an appointment. Effective for those elected in March of the year 2003 and thereafter, a Commissioner or Mayor may complete the entire term to which they were elected, if a term limit is reached during an elected term.

Pursuant to Section 5.04 of the City Charter, in a nonpartisan election, a candidate for each of the seats on the ballot for the offices of Commissioners or for the office of Mayor who receives the highest number of votes, even if it is not a majority of the votes cast by all electors casting ballots for that office shall be declared to be elected; provided, however, notwithstanding the foregoing provision, should two (2) or more candidates tie for the highest number of votes from all electors casting ballots for that seat for Commissioner or for the office of Mayor, then the candidates receiving the highest number of votes shall be declared candidates for the second nonpartisan election.

Appointment of Campaign Treasurer and Designation of Campaign Depository for Nonpartisan Candidates. This form is available from the City Clerk's office and/or the Division of Elections Website: election.dos.state.fl.us. It must be completed and returned to the Clerk's office before contributions are received and nominating petitions can be issued. Each candidate must designate the office for which he or she is a candidate. Pursuant to Section 34.16 of the City Code, **Petitions will not be distributed by the City Clerk until 8:00 a.m. on the first business day in the month of November (November 1, 2017).**

Expenditures from funds on deposit in the campaign depository must be made by means of a bank check drawn upon the campaign account of the candidate. The checks for such account shall contain the statement "**(name of candidate) Campaign Account**" (See Section 106.11(1), F.S.).

Statement of Candidate (Section 106.023, F.S.). Each candidate must file a statement with the qualifying officer (City Clerk) within 10 days of filing Appointment of Campaign Treasurer and Designation of Campaign Depository form, stating that the candidate has received, read and understands the requirements of Chapter 106, Florida Statutes.

Limitations on Contributions (Section 106.08(1)(a), F.S.). No person or political committee shall make contributions to any candidate in excess of \$1,000.00. (Section 106.09 F.S.) A candidate **may not** accept contributions in cash or by means of a cashier's check in excess of \$50.00.

Late Filing of Campaign Treasurer's Reports (Section 106.07(2) and (8), F.S.). Failure to file a report by the designated due date will result in fines. The fine shall be \$50 per day for the first 3 days late and, thereafter, \$500.00 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. All fines must be paid from the candidate's personal funds not campaign funds.

Per Section 106.07(1), F.S., reports shall be filed on the 10th day following the end of each calendar month from the time the campaign treasurer is appointed, except that if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day which is not a Saturday, Sunday, or legal holiday. Monthly reports shall include all contributions received and expenditures made during the calendar month which have not otherwise been reported.

MONDAY, SEPTEMBER 11, 2017, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either August 1, 2017 through August 31, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through August 31, 2017.

TUESDAY, OCTOBER 10, 2017, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either September 1, 2017 through September 30, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through September 30, 2017.

MONDAY, NOVEMBER 13, 2017, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either October 1, 2017 through October 31, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through October 31, 2017.

MONDAY, DECEMBER 11, 2017, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either November 1, 2017 through November 30, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through November 30, 2017.

WEDNESDAY, JANUARY 10, 2018, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either December 1, 2017 through December 31, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through December 31, 2017.

QUALIFYING PERIOD OPENS AT 12:00 NOON December 1, 2017 to **12:00 NOON** December 20, 2017. (First 14 business days of December, 2017)

Qualifying papers to consist of:

- (1) Nominating petitions containing the signatures of 250 of the registered voters of the City as determined on January 1st of the year of the election (Section 34.16(A)(2) City Code). Therefore, the absolute minimum number of **valid** signatures needed to qualify is **250**. I recommend at least **350** signatures be obtained.

ALL SIGNATURES MUST BE EXECUTED IN INK OR INDELIBLE PENCIL.

- (2) Form 1, Statement of Financial Interest 2016 (for tax year ending December 31, 2017). ***This document must be handed in at the time petitions are initially returned by the candidate as part of the qualifying papers.*** (Florida Statutes (F.S.) Section 99.061(4)/Section 112.3145(2)(a)).

- (3) Fees

- (A) Filing fee in the amount of \$50.00.

- (B) Pursuant to F.S. Section 99.093, each person seeking to qualify for nomination or election to a municipal office shall pay, at the time of qualifying for office, an election assessment. The election assessment shall be an amount equal to one percent (1%) of the annual salary of the office sought.

Candidates for the office of Mayor must pay an assessment of **\$120.00** (1% of \$12,000 annual salary); candidates for the office of a City Commission seat must pay an assessment of **\$90.00** (1% of the \$9,000 annual salary).

Two (2) separate checks will be required. They are to be made payable to the City of Delray Beach, Florida, and must **be drawn on the campaign account of the candidate.**

- (4) You will also be required to execute the **“Oath of Candidate for Office”** and **“Loyalty Oath”** at the time you file your qualifying papers. The Oaths will be notarized by the City Clerk.

MONDAY, FEBRUARY 12, 2018, at 5:00 p.m.:

Registration books close for the March 13, 2018 election (F.S. 97.055). Anyone who registers to vote after this time will be ineligible to vote in the March election.

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding calendar month). The report must cover the period from either January 1, 2017 through January 31, 2017, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through January 31, 2017.

FRIDAY, FEBRUARY 16, 2018, by 5:00 p.m.:

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding reporting period. (25th day) immediately preceding the general election/F.S. 106.07). The report must cover the period from either February 1, 2018 through February 9, 2018, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through February 9, 2018.

NOTE: Following the last day of qualifying for office December 20, 2017, any **unopposed** candidate need only file a report within ninety (90) days after the date such candidate became unopposed.

TUESDAY, FEBRUARY 27, 2018, by 12:00 Noon:

Pursuant to F.S. 101.131, each candidate may have one poll watcher in each polling room at any one time during the election. Any candidate requesting to have poll watchers shall designate, **in writing**, poll watchers for each precinct prior to noon of the second Tuesday preceding the election. Poll watcher must be a qualified and registered elector in Palm Beach County. **NOTE:** The request for and designation of poll watchers must be submitted to Katerri Johnson, City Clerk, 100 N.W. First Avenue, Delray Beach, FL 33444, (561) 243-7050 by the deadline.

FRIDAY, MARCH 2, 2018 at 10:00 a.m.:

Logic and Accuracy (L&A) Test will be held at 7835 Central Industrial Boulevard at the Supervisor of Elections Tabulation Center in Riviera Beach, Florida.

FRIDAY, MARCH 2, 2018

TREASURER'S REPORT DUE (from those candidates having designated a campaign treasurer in the preceding reporting period. (11th day) immediately preceding the general election/F.S. 106.07). The report must cover the period from either February 10, 2018 through February 23, 2018, or from when the Appointment of Campaign Treasurer and Designation of Campaign Depository form is filed through February 23, 2018.

THURSDAY, MARCH 8, 2018:

Deadline for the Supervisor of Elections to approve the names of poll watchers (F.S. 101.131). The Supervisor shall furnish to each precinct a list of the poll watchers designated and approved for such precinct.

THURSDAY, MARCH 8, 2018, at 12:00 Midnight:

Deadline for receiving campaign contributions. Any contribution received on the day of the election or less than 5 days prior to the day of the election **must be returned** to the person or entity contributing it and it **may not** be used or expended by or on behalf of the candidate.

FRIDAY, MARCH 9, 2018, by 5:00 p.m.:

TREASURER'S REPORT DUE – for opposed candidates (4th day immediately preceding the general election). The report must cover the period from February 24, 2018 through March 8, 2018 (F.S. 106.07).

TUESDAY, MARCH 13, 2018:

ELECTION DAY

Polls are open from 7:00 a.m. to 7:00 p.m.

TUESDAY, MARCH 20, 2018

Delray Beach City Commission Special Meeting – Canvass returns and declare results of First Nonpartisan Election.

THURSDAY, MARCH 29, 2018, at 6:00 p.m.:

Annual Organizational Meeting pursuant to Article III, Section 3.04 of the City's Charter. Oath of Office administered.

DECEMBER 20, 2017 - MARCH 20, 2018 by 5:00 p.m.:

(for unopposed candidates). Final Termination Report is due within 90 days of the close of qualifying. Per F.S. 106.07(1)(c), this report shall contain all previously unreported contributions and expenditures and shall reflect disposition of funds as required by F.S. 106.141.

MARCH 9, 2018 - JUNE 11, 2018, by 5:00 p.m.:

Final Termination Report Due **(for opposed candidates).** Final report due within 90 days of the election in which the candidate last participated. This report must cover the period from March 9, 2018 through June 11, 2018, and shall contain all previously unreported contributions and expenditures and shall reflect disposition of funds as required by F.S. 106.141.

Please note that if you are interested in opposing or supporting a candidate via independent expenditures or by forming a political action committee you must meet with the City Clerk to obtain the proper forms before collecting or expending any monies and/or distributing any political flyers or information.

***Please be advised that Calendar dates or other pertinent information may change subject to changes from Supervisor of Elections Office, State Division of Elections or City of Delray Beach. Accordingly, updated calendars will be provided as necessary.

Please direct all questions or concerns regarding this Municipal Election process to Katerri Johnson, City Clerk at 561-243-7050.

Katerri Johnson, CMC
City Clerk/Filing Officer for Municipal Elections, City of Delray Beach