

2017

CITY OF SANIBEL CANDIDATE ELECTION CALENDAR

Regular Election—March 7, 2017

Three (3) council positions

ANNOUNCING CANDIDACY

No person shall accept ANY contribution, make ANY expenditure, or collect ANY signature on a candidate-petition with a view to bringing about his or her nomination, election, or retention in public office, or authorize another to accept such contributions or make such expenditure on the person's behalf unless such person has appointed a campaign treasurer and designated a primary campaign depository. The Affidavit of Intent to Seek Office and Form DS-DE-9 Appointment of Campaign Treasurer and Designation of Campaign Depository must be filed with the Municipal Filing Officer during the designated candidate qualifying period. (City Charter §5.03) and (Florida Statute 106.021 (1) (a)).

Candidate Qualifying Timeline	Reference
<p><u>Open campaign file. Campaign file can be opened with the Municipal Filing Officer during the designated qualifying period. (required of all candidates)</u> Final candidate-qualifying documents must be finalized and submitted during the week of qualifying. (Candidate qualifying is Noon, January 9, 2017 through Noon, January 13, 2017)</p>	FS §106.021 and FS §99.061 City Ordinance No. 05-017 for more details
<p><u>File "Affidavit of Intent to Seek Office" with the Municipal Filing Officer. Once this form is filed, a candidate may begin collecting candidate petition signatures. Note: must also file Form DS-DE 9 (see next row). (required candidate-qualifying form)</u> A candidate shall file the (Affidavit of Intent to Seek Office) pursuant to the City's charter. The form shall be filed at the time a candidate files the DS-DE 9 (Appointment of Campaign Treasurer and Designation of Campaign Depository). The Municipal Filing Officer shall provide the form.</p>	City Charter §5.03 for more details
<p><u>File Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository PRIOR TO establishing a campaign account at a bank. Upon filing FORM DS-DE 9, a candidate who intends to qualify by the petition process may begin collecting candidate petition signatures. (required candidate-qualifying form)</u> Only persons designated as treasurer or deputy treasurer may sign campaign account checks. A candidate may be his/her own treasurer or deputy treasurer. A candidate can appoint up to 3 deputy treasurers. The Municipal Filing Officer shall provide the form.</p>	FS §99.095 and FS §106.021 for more details
<p><u>Open campaign checking account at bank.</u> The campaign checking account does not need to be immediately established, however, we recommend that a candidate establish the bank account as soon as possible after filing Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository so that the account will be in place for expenditures and receipt of contributions in connection with the candidate's campaign. A candidate's filing fee must be paid with funds drawn on the candidate's campaign account.</p>	FS §106.021 for more details
<p><u>Within 10 days of filing Form DS-DE 9, candidate must file Form DS-DE 84 Statement of Candidate.</u> Form DS-DE 84 provides that the candidate has been provided access to read, and understand the requirements of Florida Statutes Chapter 106 (Campaign Financing). 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). The Municipal Filing Officer shall provide the form.</p>	FS §106.023 for more details
<p><u>Filing of required campaign treasurer's reports. (filings required)</u> A candidate will be provided with an election cycle calendar of campaign treasurer's reporting dates. The reports must be filed when due even if a campaign checking account HAS NOT been established. Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, the Municipal Filing Officer MAY provide candidates will a telephonic or written reminder when reports are due, however, this is not a requirement. The candidate and campaign treasurer, collectively, are responsible for the timely filing of all campaign treasurer's reports. (Please refer to attached calendar for reporting dates).</p>	FS §106.07 for more details

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<p><u>Candidate Petition Process.</u> Municipal candidates may qualify by submitting the <u>valid</u> signatures of 38 registered electors of the City of Sanibel. The candidate must FIRST file Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository with the Municipal Filing Officer, before collecting ANY candidate petition signatures. The Municipal Filing Officer shall provide the required candidate petition forms. Signatures may only be obtained on the candidate petition forms, provided by the Municipal Filing Officer, which are in accordance with the City Charter.</p> <p>The deadline to submit candidate petition signatures is prior to Noon, January 13, 2017. Candidate petition signatures shall be submitted to the <u>Main Office</u> of the Lee County Supervisor of Elections for signature verification. The signature verification fee is 10 cents per signature submitted and payable by campaign check or cash at the time the petitions are submitted. The Lee County Supervisor of Elections will issue a Certification of Candidate Petition Signatures upon completion of the signature verification. The notice shall be provided to the Municipal Filing Officer and the candidate and shall indicate the number of valid signatures obtained; 38 or more <u>valid</u> signatures shall be deemed sufficient for the purpose of meeting the signature requirement.</p> <p>Main Office location: Lee County Constitutional Complex, 2480 Thompson St., 3rd Floor, Fort Myers (Downtown-Corner of Fowler St. and Dr. Martin Luther King, Jr. Blvd.)</p>	<p>City Charter §5.03 for more details Deadline To Submit Signatures 38 Valid Signatures Prior To Noon Friday January 13, 2017 Signature Verification Fee 10 cents per signature</p>
<p><u>Florida Resign-To-Run Law. 10 Days Prior To The 1st Day of Qualifying.</u> No person or elected officer may qualify as a candidate for more than one public office, whether federal, state, district, county or municipal if the terms or any part thereof run concurrently with each other. Elected officers must resign from the office he/she presently holds. The resignation is irrevocable. The WRITTEN resignation must be submitted at least 10 days prior to the (1st) first day of qualifying and must be effective no later than the earlier of the following dates: The date the officer would take office, if elected or the date the officer's successor is required to take office. An original written statement must be filed with the qualifying officer with whom the official originally qualified, and a copy filed with the Governor's Office in Tallahassee. Statutory exceptions for legal holidays, Saturdays and Sundays may not be used in the application of the resign-to-run law. The deadline to submit the resignation is 5:00 p.m., Friday, January 4, 2017.</p>	<p>FS 99.012§ for more details Due On Or Before Friday January 4, 2017 USPS Postmark is NOT acceptable.</p>
<p><u>QUALIFYING BEGINS NOON, MONDAY, 01-09-17.</u> Candidates shall qualify for office with the Municipal Filing Officer. Candidates shall qualify by the petition method, and by submitting the required candidate-qualifying forms.</p>	<p>Ordinance No. 15-16 For more details NOON 01-09-17 Through NOON 01-13-17</p>
<p><u>Candidate Oath for Non Partisan Office (required candidate-qualifying form)</u> During the qualifying period, a candidate for the position of councilmember must file the appropriate Form DS-DE 25 Candidate Oath for Non Partisan Office. The Municipal Filing Officer will provide this form. A candidate's name, as the candidate wants it to appear on the ballot, shall be taken from the Candidate Oath. The candidate's name, as it is to appear on the ballot, MAY NOT be changed after the qualifying period has ended. The Candidate Oath must be properly executed and notarized.</p>	<p>FS §99.021 and FS §99.061 for more details</p>
<p><u>Financial Disclosure Form 1 Statement of Financial Interest for 2016 (required candidate-at qualifying)</u> During the qualifying period a candidate must file a Form 1, Statement of Financial Interest for 2016. The filing shall cover the immediately previous calendar year. The Municipal Filing Officer shall provide the form.</p>	<p>FS 99.061 and Florida Constitution Article II Section 8 for more details</p>
<p><u>Notice of Canvassing Board Meeting and Logic and Accuracy Testing Schedule</u> At the time of qualifying, each candidate shall receive written notice of the time and location of the public pre-election test of the automatic tabulating equipment and the county canvassing board-meeting schedule. The Municipal Filing Officer will obtain a signed receipt indicating that such notice was provided to the candidate; if the schedule is not available at the time the candidate qualifies for office, the Municipal Filing Officer shall mail the schedule to the candidate, by certified mail, when said schedule becomes available.</p>	<p>FS §101.5612 and FS §102.141 for more details</p>
<p><u>Qualifying Ends at Noon, Friday 01-13-17.</u> EACH CANDIDATE, <u>before</u> the close of the qualifying period, must file with the Municipal Filing Officer a properly executed and notarized Candidate Oath, a properly completed, signed and dated Form 1 Statement of Financial Interests for 2016, and have on file the Official Certification of Candidate Petition Signatures in order to qualify for office.</p>	<p>Qualifying Ends NOON 01-13-17</p>

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<p><u>Payment of qualifying fee (not required of municipal candidates).</u> A candidate for a position on the council may only qualify by the petition method and shall not be required to pay a qualifying fee.</p>	<p>City Charter §5.03 for more details</p>
<p><u>Voter registration books close.</u> Last day to register to vote for the March 7, 2017 municipal election is Monday, February 6, 2017. Voter registration books close 29 days prior to the election.</p>	<p>FS §97.055 for more details Monday February 6, 2017</p>
<p><u>Vote-by-Mail Request Deadline.</u> The last day to request a Vote-by-Mail ballot is Wednesday, March 1, 2017 up to 5:00 p.m. for the March 7, 2017 Regular Election To request a Vote-by-Mail ballot, call the Lee County Supervisor of Elections Office at (239) LEE-VOTE (533-8683).</p>	<p>FS §101.62 for more details Wednesday March 1, 2017</p>
<p><u>Election Day.</u> Polling places are open from 7:00 a.m. to 7:00 p.m. Precinct 16 -Center for Life, 2401 Library Way, Sanibel Precinct 117-Sanibel Community Church, 1740 Periwinkle Way, Sanibel Precinct 126-Sanibel Congregation United Church of Christ, 2050 Periwinkle Way, Sanibel</p>	<p>FS §100.011 March 7, 2017 Election Day Polls Open 7 am to 7 pm</p>
<p><u>Elected council member(s) take office.</u> The term of office for an elected council person will begin on the 2nd (second) Tuesday following the council election.</p>	<p>City Charter §5.04 for more details Tuesday March 21, 2017</p>

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CALENDAR OF CAMPAIGN TREASURER'S REPORTING DATES

Campaign treasurer's reports must be filed no later than 5:00 p.m., Eastern Standard Time, on or by the report's designated due date. File the report with the Municipal Filing Officer. Any report postmarked by the United States Postal Service no later than midnight of the day designated is deemed to have been filed in a timely manner. Any report received by the Municipal Filing Officer within 5 days after the designated due date that was delivered by the United States Postal Service is deemed timely filed unless it has a postmark that indicates that the report was mailed after the designated due date.

ELECTION CYCLE REPORTING DATES FOR MARCH 7, 2017 REGULAR ELECTION				
REPORT DUE DATE	TIME	REPORT TYPE	REPORTING PERIOD COVERED	SPECIAL INSTRUCTIONS
December 12, 2016	5:00 p.m.	M11	11-01-16 through 11-30-16	Monthly Report
January 10, 2017	5:00 p.m.	M12	12-01-16 through 12-31-16	Monthly Report
February 10, 2017	5:00 p.m.	SA1	01-01-17 through 02-03-17	Election Report 25 th Day Prior to 03-07-17 Election <i>See Termination Report Due Dates for April 13, 2017</i>
February 24, 2017	5:00 p.m.	SA2	02-04-17 through 02-17-17	Election Report 11 th Day Prior to 03-07-17 Election
CONTRIBUTION DEADLINE LAST DAY TO ACCEPT CAMPAIGN CONTRIBUTIONS FOR THE MARCH 7, 2017 REGULAR ELECTION IS: MIDNIGHT, THURSDAY, MARCH 2, 2017				
March 03, 2017	5:00 p.m.	SA3	02-18-17 through 03-02-17	Election Report 4 th Day Prior to 03-07-17 Election
TERMINATION REPORT DUE DATES				
**April 13, 2017(see note below)	5:00 p.m.	SA-TR1	01-01-17 through 04-13-17	90-day Termination Report Unopposed After Qualifying Ends 01-13-17
**A candidate that is unopposed at the close of qualifying on 01-13-17 is not required to file the SA1 Report that is due 02/10/17. The candidate is required to file the SA-TR1 Termination Report that is due 04-13-17.				
June 05, 2017	5:00 p.m.	SA-TR2	03-03-17 through 06-05-17	90-day Termination Report Elected or Defeated at 03-07-17 Election

Avoid a significant fine and file your report on time!

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Filing Campaign Finance Reports

Sections 106.07 and 106.141 Florida Statutes

Important Information about Filing Campaign Treasurer's Reports

**CANDIDATES MUST ALSO REFER TO THE
2016 CANDIDATE AND CAMPAIGN TREASURER HANDBOOK AND FLORIDA
STATUTES CHAPTER 106
FOR ADDITIONAL CAMPAIGN FINANCE GUIDELINES**

Florida Statutes §106.07 and FS §106.141

Filing Campaign Treasurer's Reports. Candidates shall file all campaign treasurers' reports with the Municipal Filing Officer. Candidates must report all contributions and expenditures on required campaign finance reporting forms. The Municipal Filing Officer shall provide each candidate, campaign treasurer, with the appropriate reporting forms.

Campaign treasurer's reports must be filed no later than 5:00 p.m., Eastern Standard Time, on or by the report's designated due date. A United States postmark bearing the due date or an earlier date is acceptable. Campaign treasurer's reports must be filed at designated intervals (see reporting calendar). Depending upon when a municipal candidate files his/her "Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository" with the Municipal Filing Officer, reports will be filed monthly, then on the 25th, 11th and 4th days preceding the regular election. The candidate and campaign treasurer or deputy treasurer shall collectively certify the accuracy and truthfulness of each report filed with the Municipal Filing Officer.

Waiver Of Campaign Treasurer's Report. During a reporting period, with no campaign finance activity, i.e., (no contributions received and funds expended or received) the filing of the report may be waived by notifying the filing officer, in writing, that no activity has occurred. The notification shall be made by filing a form DS-DE 87 Waiver of Campaign Treasurer's Report Form on or by the designated due date. Mail or file the form in person. A United States postmark bearing the due date or an earlier date is acceptable. The Waiver of Report must be signed by both the candidate and treasurer or deputy treasurer.

Penalties For Filing A Late Report. Late reports are subject to a fine of \$50 per day for the first 3 days late, and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For a report that is due immediately preceding the election, the fine shall be \$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.

The Municipal Filing Officer has no statutory authority to waive a fine. Only the Florida Elections Commission may waive a fine based on a timely appeal filed by a candidate or political committee. The Commission shall meet and hold a hearing to determine if a fine shall be waived or upheld.

Deadline to Accept Campaign Contributions

Florida Statutes §106.08

The deadline for candidates with opposition in the 03/07/17 City Municipal election to accept campaign contributions is THURSDAY, 03/02/17 no later than Midnight. Contributions received after Midnight must be returned to the contributor. Be aware that the **SA3 report** is due immediately following the contribution deadline.

Form DS-DE 2 Contributions Returned.

Form DSDE-2 Contributions Returned is required for disclosing contributions *that are not deposited in the campaign account* and are returned to the contributor. Form DS-DE 2 will be provided to the candidate and campaign treasurer, by the Municipal Filing Officer. *Form DSDE-2 can be filed after the report has been filed.*

In order to file Form DS-DE 2, return the completed form as a scanned attachment in an email, mail the completed form to City of Sanibel, 800 Dunlop Road., Sanibel, FL 33957, or hand deliver the form to the City Hall.