

## **BECOMING A CANDIDATE**

### **Municipal Election**

Information provided may be subject to Legislative Changes

*If you are interested in running for office, please contact the City Clerk's Office at 386-671-8023. The City Clerk will meet with you and provide an Election Packet.*

#### **Who can be a Candidate?**

City Charter – Subpart A, Article IV, Section 8. - No person may qualify to run for the office of commissioner except from the zone in which they are a bona fide resident and qualified elector continuously for at least six (6) months immediately prior to the first day of the qualification period for office. Candidates for the office of mayor shall be bona fide residents and qualified electors of the city continuously for at least six (6) months prior to the first day of the qualification period.

City Charter – Subpart A, Article V, Section 19. - “The mode of nomination of all elective officers provided for by this Charter shall be by petition.”

#### **Announcing Candidacy and Forms Required:**

Candidacy may be announced at any time.

You must file with the City Clerk (Qualifying Officer):

Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) \*Must be filed with the Qualifying Officer before any contributions are accepted, before opening a campaign account, and before expenditures are made (106.021 F.S.) \*

Statement of Candidate (DS-DE 84) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository (106.023) (or by Qualifying).

Acknowledgement for Electronic Filing of Campaign Finance Reports (Pursuant to City Ordinance No. 17-409).

#### **Filing Qualifying Papers**

Qualifying is the final step that allows a candidate to have their name on the ballot. Pursuant to 99.061 and/or 105.031, Florida Statutes, you must file your qualifying papers in the office of the City Clerk during the qualifying period.

#### **Qualifying Period:**

Monday, June 08, 2026, 12:00 p.m. to Friday, June 12, 2026, 12:00 p.m.

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#### **Nominating Petitions Information:**

City Charter – Subpart A, Article V, Section 19. - “The mode of nomination of all elective officers provided for by this Charter shall be by petition. The name of any elector of the city shall be printed upon the ballot as a candidate for either mayor or commissioner, whenever a petition, as hereinafter prescribed, shall have been filed in his or her behalf with the city clerk. For candidates for the office of city commissioner, such petition shall be signed by at least twenty-five (25) of the qualified electors residing in the zone in which said candidate resides, and from which said candidates seek election. For candidates for office of mayor, such petition shall be signed by at least ten (10) of the qualified electors from each of the zones of the city.

“Nominating petitions for the office of city commissioner shall be filed only upon forms provided for and supplied by the City Clerk, which said forms shall be provided without charge; provided however, that such nominating forms be given by the City Clerk only to a bona fide candidate who shall first have signed and filed with said Clerk and affidavit indicating a bona fide intention to become a candidate. The signatures to a nominating petition need not all be appended to one paper, but to each separate paper there shall be attached an affidavit of the circulation thereof, stating the number of signers of such paper, and that each signature appended thereto was made in the presence of the affiant and is the genuine signature of the person whose name is purports to be. With each signature shall be stated the place of residence of the signer, giving the street and number, of other description sufficient to identify the same.”

All questions regarding the nomination process should be directed to the City Clerk.

#### **Additional Requirements at the time of Qualifying:**

Affidavit of Intent (Signed and Notarized) & Nominating Petitions (certified by the Supervisor of Elections).

Oath of Candidate (Signed and Notarized - Copy of Voter Registration Card or number).

Form 1 Statement of Financial Interests (2025) *\*\*Must be filed electronically with the Florida Commission on Ethics before the end of the qualifying period. A public officer who has filed the public disclosure with the Commission on Ethics before qualifying for office may file a copy of that disclosure or a verification or receipt of electronic filing at the time of qualifying. \*\**

Acceptance of the Nomination Form.

Payment of election assessment: 1% of the annual salary, to include expense allowances, must be paid not later than at the time the candidate accepts the nomination and returns his/her qualifying petitions to the City Clerk. The City filing fee must be paid not later than at the time the candidate accepts the nomination for office.

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