

2018

CITY OF BONITA SPRINGS CANDIDATE ELECTION CALENDAR

Regular Election—March 20, 2018

Run-off Election—If necessary, to be determined.

ANNOUNCING CANDIDACY

A person may announce his or her candidacy at any time. No person shall accept ANY contribution, make ANY expenditure or collect candidate petition signatures 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. Florida Statute 106.021 (1) (a)

Candidate Qualifying Timeline	Reference Florida Statutes
<p><u>Open campaign file. Campaign file can be opened with the City Clerk any time prior to or during qualifying period. (required of all candidates)</u> Final candidate-qualifying documents must be finalized and submitted during the qualifying period. (Candidate qualifying period is January 8, 2018 through January 12, 2018)</p>	<p>Ordinance 15-11 City of Bonita Springs for more details</p>
<p><u>File Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository. 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 to sign checks in the treasurer's absence. The City Clerk shall provide the form.</p>	<p>FS §99.095 and FS §106.021 for more details</p>
<p><u>Open campaign checking account at bank.</u> Opening a campaign checking account at the bank does not need to be done immediately. However, a candidate may not accept campaign contributions or make campaign expenditures until the campaign checking account is established, therefore, it is recommended that the account be opened as soon as possible after filing the Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository. A candidate's filing fee must be paid with funds drawn on the candidate's campaign account.</p>	<p>FS §99.061 and §106.021 for more details</p>
<p><u>Within 10 days of opening campaign file, candidate must file a Statement of Candidate Form DS-DE 84 with the City Clerk. (compliance required)</u> Form DS-DE 84 Statement of Candidate states that the candidate has been provided access to and has read, and understands the requirements of Florida Statutes Chapter 106 (Campaign Financing). The City Clerk shall provide the form.</p>	<p>FS §106.023 for more details</p>
<p><u>Filing of required campaign treasurer's reports. (filing of campaign reports is 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 opened. Reports must be filed even if the candidate accepts no contributions or makes no expenditures. As a courtesy, the City Clerk MAY provide candidates will a verbal or written reminder when reports are due, however, this is not a requirement. The candidate and treasurer are collectively responsible for the timely filing of all campaign treasurer's reports. (Please refer to attached calendar for reporting dates).</p>	<p>FS §106.07 for more details</p>
<p><u>Candidate Spending Limits (compliance required)</u> No candidate for a City Council may spend more than \$2.30 per registered voter, in the District. Spending limits shall be based on the number of registered voters as of the City's last preceding regular election on March 15, 2016. Spending limits apply to EACH election. The Regular Election and a run-off election, if necessary, are separate elections for the purposes of spending limits.</p> <ul style="list-style-type: none"> • District 1 (\$12,746.60) based on 5,542 registered voters in the City's last election. • District 3 (\$12,548.80) based on 5,456 registered voters in the City's last election. • District 5 (\$9,255.20) based on 4,024 registered voters in the City's last election. 	<p>City Charter Section 15(b) For more details</p>

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CITY OF BONITA SPRINGS CANDIDATE ELECTION CALENDAR

CANDIDATE QUALIFYING TIMELINE	REFERENCE Florida Statutes
<p><u>Candidate Petition Process.</u> Municipal candidates may qualify by submitting the signatures of registered electors of the City of Bonita Springs. The candidate must FIRST file Form DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository with the City Clerk, before collecting ANY candidate petition signatures. The deadline to submit candidate petition signatures to the Lee County Supervisor of Elections is Noon, December 11, 2017. Candidate petition signatures shall be submitted to the Main Office 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. When a candidate has obtained the required number of candidate petition signatures, the Lee County Supervisor of Elections will issue a Notice of Certification of Candidate Petition Signatures to the City Clerk. A candidate for a City Council district will need the following number of VALID signatures of registered voters within the district as follows: District 1: 55 Signatures, District 3: 55 Signatures, District 5: 40 Signatures</p>	<p>Designated By City Clerk Deadline To Submit Signatures NOON DECEMBER 11, 2017 Signature Verification Fee 10 cents per signature \$99.097 28 days prior to the beginning of the qualifying period</p>
<p><u>Candidate Pre-Qualifying.</u> The pre-qualifying period allows a candidate who may not be able to appear during the qualifying period, to finalize and submit all required candidate-qualifying forms during the pre-qualifying period. The qualifying officer may accept and hold qualifying papers submitted no earlier than 14 days prior to the beginning of the qualifying period. Pre-qualifying for municipal candidates begins Tuesday, December 26, 2017.</p>	<p>FS §99.061 for more details BEGINNING TUESDAY DECEMBER 26, 2017</p>
<p><u>Florida Resign-To-Run Law. (Local Candidates) 10 Days Prior To The First 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 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. The deadline to submit the resignation is Friday, December 29, 2017. Statutory exceptions for legal holidays, Saturday and Sunday may not be used for the purpose of applying the resign-to-run law.</p>	<p>FS §99.012§ for more details Due On Or By Friday December 29, 2017 USPS Postmark NOT acceptable.</p>
<p><u>QUALIFYING BEGINS JANUARY 8, 2018.</u> Qualifying begins for municipal candidates on January 8, 2018. Candidates shall qualify for office with the City Clerk.</p>	<p>City Charter Section 13(d) For more details JANUARY 8, 2018 THROUGH JANUARY 12, 2018</p>
<p><u>Candidate Oath for Non Partisan Office (required candidate-qualifying form)</u> During the pre-qualifying period or during the qualifying period, a candidate must file the appropriate Form DS-DE 25 Candidate Oath for Non Partisan Office. The City Clerk will provide this form. A candidate's name, as the candidate wants it to appear on the ballot, shall be taken from the completed and signed Candidate Oath, and 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 form at qualifying).</u> During the pre-qualifying period or during the qualifying period a candidate must file a Form 1 Statement of Financial Interest for 2016. The City Clerk will provide this 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. A signed receipt will be obtained by the City Clerk indicating that such notice has been given to the candidate; if the schedule is not available at the time the candidate qualifies for office, the City Clerk 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 JANUARY 12, 2018 AT 5:00 P.M.</u> The City Clerk must receive, before the close of the qualifying period, for each candidate qualifying by the candidate petition method, the official certification of valid candidate petition signatures from the Lee County Supervisor of Elections. The City Clerk must also be in possession of each candidate's required and properly executed candidate-qualifying forms before the close of the qualifying period.</p>	<p>City Charter Section 13(d) For more details JANUARY 8, 2018 THROUGH JANUARY 12, 2018</p>

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CANDIDATE QUALIFYING TIMELINE	REFERENCE Florida Statutes										
<p><u>Payment of qualifying fee.</u> A candidate for a position on the council who did not obtain the required number of candidate petition signatures will be required to pay a qualifying fee based on 4% of the annual salary for the office sought. The filing fee is broken down as follows: 3% filing fee and a 1% election assessment. If a candidate's campaign check for the filing fee is returned by the financial institution due to insufficient funds, the candidate shall be disqualified and his/her name shall not appear on the ballot.</p> <p><u>Payment of the election assessment.</u> 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 1 percent of the annual salary of the office sought. Any person seeking to qualify for nomination or election to a municipal office who is unable to pay the election assessment without imposing an undue burden on personal resources or on resources otherwise available to him or her shall, upon written certification of such inability, given under oath, to the qualifying officer, be exempt from paying the election assessment.</p> <p>A candidate who qualifies by the candidate petition method will not be required to pay the 3% filing fee, however, will be required to pay the 1% election assessment unless the candidate certifies under oath that he/she be exempt from paying the election assessment pursuant to FS 99.093.</p> <table border="1" data-bbox="107 861 1141 968"> <thead> <tr> <th>2018 Office Sought</th> <th>Annual Salary</th> <th>If Paying 4% Full Qualifying Fee</th> <th>If Paying Only 3% Fee and 1% Fee Waived</th> <th>Successful Petitions Paying Only 1% Fee and/3% Fee Waived</th> </tr> </thead> <tbody> <tr> <td>District 1, 3, and 5</td> <td>\$16,946.88</td> <td>\$677.88</td> <td>\$508.41</td> <td>\$169.47</td> </tr> </tbody> </table>	2018 Office Sought	Annual Salary	If Paying 4% Full Qualifying Fee	If Paying Only 3% Fee and 1% Fee Waived	Successful Petitions Paying Only 1% Fee and/3% Fee Waived	District 1, 3, and 5	\$16,946.88	\$677.88	\$508.41	\$169.47	<p>FS §99.061 and FS §99.093 for more details JANUARY 8, 2018 THROUGH JANUARY 12, 2018</p> <p>FS §99.093 for more details JANUARY 8, 2018 THROUGH JANUARY 12, 2018</p>
2018 Office Sought	Annual Salary	If Paying 4% Full Qualifying Fee	If Paying Only 3% Fee and 1% Fee Waived	Successful Petitions Paying Only 1% Fee and/3% Fee Waived							
District 1, 3, and 5	\$16,946.88	\$677.88	\$508.41	\$169.47							
<p><u>Voter registration books close.</u> Last day to register to vote for the March 20, 2018 Regular Election is Tuesday, February 20, 2018. Voter registration books close 29 days prior to election.</p>	<p>FS §97.055 for more details TUESDAY FEBRUARY 20, 2018</p>										
<p><u>Vote-by-Mail Request Deadline</u> The last day to request a Vote-by-Mail ballot is Wednesday, March 14, 2018 up to 5:00 p.m. for the March 20, 2018 Regular Election.</p> <p>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 14, 2018</p>										
<p><u>Election Day.</u> Polling places are open from 7:00 a.m. to 7:00 p.m.</p> <p>March 20, 2018 Regular Election Run-off Election—If necessary, to be determined.</p> <p>Visit www.leeelections.com for polling place locations for the election.</p>	<p>FS §100.011 ELECTION DAY POLLS OPEN 7 AM TO 7 PM</p>										
<p><u>Elected councilmember(s) take office.</u> The term of office for an elected councilperson shall begin on the date of the certification of their election.</p> <p>*In the event of a recount, certification of the election will occur on March 30, 2018.</p>	<p>City Charter Section 13(c) for more details Certification of the March 20, 2018 Regular Election MARCH 23, 2018*</p>										

2018 CITY OF BONITA SPRINGS MUNICIPAL ELECTION CYCLE 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 City Clerk. 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 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 20, 2018 REGULAR ELECTION				
REPORT DUE DATE	TIME	REPORT TYPE	REPORTING PERIOD COVERED	SPECIAL INSTRUCTIONS
June 12, 2017	5:00 p.m.	M5	05-01-17 through 05-31-17	Monthly Report
July 10, 2017	5:00 p.m.	M6	06-01-17 through 06-30-17	Monthly Report
August 10, 2017	5:00 p.m.	M7	07-01-17 through 07-31-17	Monthly Report
September 11, 2017	5:00 p.m.	M8	08-01-17 through 08-31-17	Monthly Report
October 10, 2017	5:00 p.m.	M9	09-01-17 through 09-30-17	Monthly Report
November 13, 2017	5:00 p.m.	M10	10-01-17 through 10-31-17	Monthly Report
December 11, 2017	5:00 p.m.	M11	11-01-17 through 11-30-17	Monthly Report
January 10, 2018	5:00 p.m.	M12	12-01-17 through 12-31-17	Monthly Report
February 23, 2018	5:00 p.m.	BS1	01-01-18 through 02-16-18	25 th Day Prior to 03-20-18 Election
March 9, 2018	5:00 p.m.	BS2	02-17-18 through 03-02-18	11 th Day Prior to 03-20-18 Election
LAST DAY TO ACCEPT CAMPAIGN CONTRIBUTIONS FOR THE MARCH 20, 2018 REGULAR ELECTION IS: MIDNIGHT, THURSDAY, MARCH 15, 2018 THE BS3 REPORT IS DUE THE NEXT DAY!				
March 16, 2018	5:00 p.m.	BS3	03-03-18 through 03-15-18	4 th Day Prior to 03-20-18 Election
TERMINATION REPORT DUE DATES				
April 12, 2018	5:00 p.m.	TR1	1-01-18 through 04-12-18	90-day Termination Report Unopposed After Qualifying Ends 01-12-18
June 18, 2018	5:00 p.m.	TR2	03-16-18 through 06-18-18	90-day Termination Report Elected or Defeated at 03-20-18 Election

**The City Clerk shall within 14 days, notify each candidate in writing,
who is required to file a termination report.**

Avoid a significant fine and file your report on time!

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CITY OF BONITA SPRINGS CANDIDATE ELECTION CALENDAR

IMPORTANT INFORMATION FS §106.07 and FS §106.141

FILING CAMPAIGN TREASURER'S REPORTS

Candidates and political committees shall file all campaign treasurers' reports with the City Clerk. Candidates and political committees shall be required to report all contributions and expenditures on the required campaign finance reporting forms. The City Clerk shall provide each candidate, campaign treasurer, or political committee 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 shall be filed at designated intervals. For municipalities that hold a regular election and/or a run-off election, reports are filed monthly, then on the 25th, 11th and 4th days preceding the regular election, and if necessary, the run-off election.

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 report's designated due date. The form can be mailed. A United States postmark bearing the due date or an earlier date is acceptable.

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 municipal general 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 City Clerk 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.

TERMINATION REPORTS AND LATE FILING PENALTIES

Each candidate shall, within 90 days after having withdrawn, become unopposed, been eliminated or elected to office, dispose of all funds in the campaign account and file a final report with the City Clerk. Any candidate failing to file a termination report on the designated due date shall be subject to a fine of \$50 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.