TOWN OF KENNETH CITY

CANDIDATE INFORMATION PACKET

MUNICIPAL ELECTION 2027

Town of Kenneth City
Town Hall
6000 54th Ave N.
(727) 498-8948
Hours of Operation
Mon- Fri. 8:00 am – 4:00 pm
Town57@kennethcityfl.org

TOWN OF KENNETH CITY
Town Clerk's Letter to Candidates
MUNICIPAL ELECTION 2027

September 18, 2026

Dear Candidates,

The information in this packet is intended to familiarize candidates for Town office in Kenneth City, and campaign treasurers with their duties and responsibilities, under Florida's Election Law and Town of Kenneth City's Code. It is only intended as a brief summary. It does not attempt to cover everything applicable. The reporting dates for the election are included. It is hoped that this material will be a helpful reference.

If you have any questions regarding your campaign, please do not hesitate to call or email this office. Pursuant to F.S. 99.061 (7)(c), the Town Clerk, as filing officer, performs only a ministerial function in reviewing qualifying papers. In determining whether a candidate is qualified, the filing officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is completed on its face, including whether items that must be verified have been properly verified (by oath or affirmation) pursuant to F.S. 92.525 (1)(a). The filing officer may not determine whether the contents of the qualifying papers are accurate.

All requirements prescribed by statue and included in this material are subject to change by the Florda Legislature. Many of the forms are available as fillable PDF forms online at: https://dos.myflorida.com/elections/forms-publications/forms

Congratulations on taking an active role in the electoral process! We are ready to assist however we can.

Sincerely,

Kristin Cook, CMC

Town Clerk

Cookk@kennethcityfl.org

(727) 498-8948

TOWN OF KENNETH CITY
ACKNOWLEDGEMENT FORM
2027 MUNICIPAL ELECTION

TO: 2027 Town of Kenneth City Election Candidates
FROM: Kristin Cook, Town Clerk
SUBJECT: Acknowledgement of Receipt of Candidate Packet

By signing this form, I acknowledge that I have received a complete copy of the Town of Kenneth City Candidate Information Packet. I understand that all election information and forms can be found at http://dos.myflorida.com/elections/ the Florida Division of Elections website.

Also, remember to take **any** paperwork that needs to be notarized to the bank when you open your account, as they will be able to notarize for you.

_____ _____
Packet is for (Print) Signature of Person in Receipt of Packet

_____ _____
Candidate Date

_____
Kristin Cook, Town Clerk

TOWN OF KENNETH CITY
CANDIDATE AFFIDAVIT
2027 MUNICIPAL ELECTION

I, residing at Kenneth City, Florida, do hereby give notice of my candidacy for the office of Mayor or Councilmember of the Town of Kenneth City, Florida in the forthcoming municipal general election to be held in said town on March 9, 2027. I do further state that I am a qualified elector as defined in the Town Charter and have resided within the Town of Kenneth City, for a period of two (2) consecutive years prior to my qualifying for the office I wish to seek.

Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.

_____ _____

Signature of Candidate Date

State of Florida
County of Pinellas

BEFORE ME, the undersigned personally appeared who testified that he or she executed the above Affidavit and that the statements contained are true and correct. Sworn to (or affirmed) and subscribed before me this day of _____, 2026, known personally to me OR presented _____ as identification.

Notary Public, State of Florida

My Commission Expires: _____

TOWN OF KENNETH CITY
QUALIFYING REQUIREMENTS
MUNICIPAL ELECTION 2027

Please review Florida Statues Chapter 106 AS REQUIRED in FS 106.23. Also, FS Chapters 99 and 105 should be reviewed in their entirety. (www.flsenate.gov/statues)

Election Day

March 09, 2027 – Town of Kenneth City, Community Hall 4600 58th St. N Kenneth City
To Be Elected – Two Councilmembers (Two-Year Term)

Residency Requirements

All candidates shall be qualified electors who are residents of the Town of Kenneth City for at least two (2) years prior to the date of qualifying to run for Town office and registered to vote.

FL HB 91 Passed April 1, 2026:
Candidate Qualification: Specifying that a person seeking to qualify for office as a candidate must be a registered member of a political party, or registered without any party affiliation, for 365 consecutive days preceding the beginning of qualifying for an election; specifying that such person may not have legally changed his or her name through a specified petition during such 365-day period; providing that compliance with specified requirements is mandatory; providing construction; authorizing qualified candidates or certain political parties to challenge compliance with specified provisions by filing suit in a specified circuit court; prohibiting a person from being qualified as a candidate for nomination or election and appearing on the ballot under specified circumstances.

Qualifying Period

December 11, 2026 – Start of Qualifying Period at 8:00 a.m.
December 18, 2026 – End of Qualifying Period at 12:00 p.m. (noon)

Qualification Process (During Qualification Period)

Before Receiving Petitions (MUST be in this order)

1. **File Appointment of Campaign Treasurer and Designation of Campaign Depository (DS-DE 9) with qualifying officer***

a. A candidate must appoint a campaign treasurer and designate a campaign depository prior to obtaining petitions. At the same time, he/she must also

designate the office for which he/she is a candidate. He/she can be his/her own treasurer but must state on the DS-DE 9 form.

2. Establish campaign account at bank

a. **It is against the law to collect or spend any money on your campaign before your campaign account is open.**
b. Only one (1) campaign account is permitted. It must be a checking, not a savings account, and shall be separate from any personal or other account, and shall be used only for the purpose of depositing contributions and making expenditures for the candidate.

PRE-FILING FOR OFFICE (ANNOUNCING) - REQUIRED FORMS

If you want to pre-file to announce your candidacy before qualifying for office and start your campaign, you must file the following documents in person with the City Clerk:

• Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository, must be filed **before** opening your campaign account, accepting any contributions, making any campaign expenditures, or collecting petitions.

• Form DS-DE 84, Statement of Candidate, must be filed within 10 days of filing Form DS-DE 9.

Once you file to run for office, you will be listed as a filed candidate.

After opening a Campaign Account, you must file Campaign Reports.

EARLY SUBMITTAL OF QUALIFYING PAPERS

The City Clerk, pursuant to Florida Statute 105.031(6), may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period, to be processed and filed during the qualifying period. Pre-qualifying papers will be accepted beginning Friday, November 27, 2026. This Candidate Packet has been designed to provide election information for citizens interested in running for Councilmember in the March 9, 2027 Town of Kenneth City Municipal Election. However, this information is not comprehensive. It is your responsibility, as a candidate, to follow all relevant Florida Election Code, the Town Code of Ordinances, and the Town Charter that might have a bearing on your filing or your qualifications to run for office. Once you have decided to run for office, you must file and qualify with the City Clerk.

Forms included in this packet are current as of September 2026.

TOWN OF KENNETH CITY
QUALIFYING REQUIREMENTS AND FEES
MUNICIPAL ELECTION 2027

(CONT).

ALL CONTRIBUTIONS MUST GO THROUGH THE TREASURER.
It is a violation for a contribution to be received or expenditure to be made unless it goes through the Campaign Treasurer.

3. File Statement of Candidate (DS-DE 84) within 10 days of filing the appointment of treasurer with qualifying officer*

After Receiving Petitions

1. Pay assessment fee of 1% of salary for the office sought (FS 99.093)

a. **Fee MUST be paid out of campaign account**

i. Council ($3,600 = $36.00)
ii. Mayor ($6,000 = $60.00)

2. File Loyalty Oath/Oath of Candidate (DS-DE 25) with qualifying officer

3. File Statement of Financial Interests (Form 1) with Florida Commission on Ethics https://disclosure.floridaethics.gov/

4. Submit Twenty-five (25) petition cards, each signed by a registered elector residing in Kenneth City. A registered elector is permitted to sign for more than one candidate. (35 petitions signed is suggested, in the event some signatures cannot be verified)

a. A Fee of ten (10) cents per name for signature verification (FS 99.097) is to be billed after verification by the Supervisor of Elections

i. 30 verified signed petition cards = $3.00
ii. Any cards over 30 will be billed separately

*Statement of Candidate (DS-DE 84): This form must be signed to verify that you have had access to, read, and understand Chapter 106 of the State of Florida Statutes. This chapter is very important as it covers Campaign Financing, Telephone Solicitation & Disclosure (106.147) **and**
Political Advertising Information (106.143). You can find all of these statutes on-line through the State of Florida at www.leg.state.fl.us/statutes/.
**Please make checks payable to the Town of Kenneth City
***Please note, it is the candidate's responsibility to verify the accuracy of their petition cards.

If petition cards are inaccurate, they will not be validated by the Supervisor of Elections.

You will receive the Candidate Petition Forms (a packet of 40), from the Town Clerk, after turning in the following documents:

Candidate Affidavit
Appointment of Campaign Treasurer (DS-DE 9)

All final documentation must be returned to Town Clerk by the 18th of December 2026 at noon

TOWN OF KENNETH CITY

CAMPAIGN TREASURER'S REPORT SCHEDULE MUNICIPAL ELECTION

March 9. 2027

Report Type	Report Description	Period Covered	Report Due Date
G1-27	60th day preceding election	January 1, 2027	1.08.27
G2-27	46th day preceding election	January 2- 15, 2027	1.22.27
G3-27	32nd day preceding election	January 16-29, 2027	2.05.27
G4-27	25th day preceding election	January 30- February 5, 2027	2.12.27
G5-27	18th day preceding election	February 6-February 12, 2027	2.19.27
G6-27	11th day preceding election	February 13- February 19, 2027	2.26.27

The City Clerk will review reports for timeliness of filing. It is the Candidate's responsibility to ensure that the information contained in the report is accurate, correct, and in accordance with the laws of the State of Florida. **The deadline for accepting contributions is midnight on March 04, 2027.**

Please note that all reports must be received by the clerk no later than 4:00 pm on the designated day.

Reports postmarked by the United States Postal Service no later than midnight of the day designated shall be deemed to have been filed in a timely manner as those with a certificate of mailing is obtained from and dated by the United States Postal Service or established courier company which bears a date on or before the date on which the report is due.

Each candidate who withdraws his or her candidacy, becomes unopposed, or is eliminated as a candidate or elected to office shall, within 90 days, dispose of the funds on deposit in his or her campaign account and file a Termination Report (106.141 (1), F.S) reflecting the disposition of all remaining funds. **TRG-27 Termination report March 5-June 6, 2027 DUE June 7,2027**

Penalties for late filing shall be in accordance with Section 106.07. F.S.

If there is NO activity during any of these periods, a Waiver of Report is filed by the due date. The next report filed must specify that the report covers the entire period between the last submitted report and the report being filed.

TOWN OF KENNETH CITY

Subject:	**Political Campaign Sign Placement Policy**
Effective Date:	February 12, 2015
Revised Date:	January 30, 2018

I. Purpose

The unauthorized placement, alteration, destruction, or removal of political signs of a candidate, or of a political committee, other than its removal by a Town employee enforcing Sections 66-194 & 196 of the Kenneth City Code, or Chapter 479 of the Florida Statutes, shall constitute an unfair campaign practice, and a possible municipal ordinance violation.

II. General Guidelines

The Town allows for a total combined signage area of eight square feet, or four square-feet per side for two-sided signs, with signs not exceeding four feet in height for each property. Typically, this equates to one, two-sided 18" x 24", or 24" x 24" campaign sign per property. These signs shall be confined within private property, and erected no earlier than 30 days prior to the election for which they were made, and removed within seven days after such election. The removal of these signs shall be the responsibility of the candidate named for office.

III. Campaign signs may NOT be placed in the following areas:

- On any public property. Any signs placed on Town property will be removed by Town personnel.
- On or over any public right-of-way. The right-of-way can generally be considered from the far edge of the sidewalk or electric utility poles to the roadway. However, this is no guarantee. It is best to make sure signs are placed well away from the roadway.
- On private or vacant property, without the prior consent of the owner or tenant of the property that has the authority to give such consent (this includes homeowners associations for signs you wish to place in subdivision common areas).
- On any tree, shrub, vine, utility structure, or upon any part of a building, except where such building is contiguous to the street or sidewalk, in which case such sign may be affixed to the building.

- In any manner individually, or on a combined basis that creates a visibility issue near any roadway intersection.

IV. Enforcement:

Signs that are placed illegally will be removed by the Town of Kenneth City, and will be available for pickup in the Town Clerk's Office. Please remember, Kenneth City Code requires removal of political signs within 7 days of the election occurring.

_____ _____

Candidate Signature Date

_____

Candidate Name (Printed)

_____

Town Clerk Signature

TOWN OF KENNETH CITY
INDEX FOR F.S. LEGAL
REFERENCES MUNICIPAL ELECTION
2027

Index of Related Florida Statues

SUBJECT	STATUTE	SUBJECT	STATUTE
Candidate, Definition	97.021	Fund Raisers	106.025
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Contest of Election	102.168		

For More Information You Can Visit the Following Websites:

- Florida Election Code: F.S. Chapters 97-106
  http://dos.myflorida.com/media/693802/election-laws.pdf
- Florida Department of State Division-Division of Elections
  http://dos.myflorida.com/elections/
- Florida Elections Commission
  http://www.fec.state.fl.us/
- Florida Commission on Ethics
  http://www.ethics.state.fl.us/
- Florida State Attorney's Office
  http://www.stateofflorida.com/Portal/DesktopDefault.aspx?tabid=140
- Florida Attorney General's Office
  http://www.myfloridalegal.com/
- Town of Kenneth City Charter and Code of Ordinances
  www.municode.com/library/fl/kennethcity/codes/code of ordinances
- Candidate and campaign treasurer's handbook
  http://election.dos.state.fl.us/publications/pdf/candcamptreashand.pdf
- Election laws: chapters 99, 104, 105, 106 – Florida statutes
  http://flsenate.gov/statutes
- For more information for candidates go to www.votepinellas.com

TOWN OF KENNETH CITY
TOWN CHARTER – ARTICLE II (TOWN COUNCIL)
MUNICIPAL ELECTION 2027

ARTICLE II. - TOWN COUNCIL

Section 2.01. - General powers and duties.

All powers of the town shall be vested in the town council, hereinafter referred to as the council, except as otherwise provided by law or by this Charter, and the council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the town by law.

Section 2.02. - Compositions, qualifications and terms of office.

The council shall consist of five (5) members, comprised of four (4) councilmembers and a mayor, elected at large by the qualified voters of the town.

(A) *Qualifications.* The councilmembers and mayor shall be qualified electors of the town, citizens of the United States and shall have resided within the corporate limits of the town for at least two (2) years immediately prior to the date of their qualifying for office and throughout their term.

(B) *Judge of qualifications.* The council shall be the judge of whether candidates have met the qualifications for election to the council, and for such purpose shall have the power to subpoena witnesses and require the production of evidence, but the decision of the council in any such case shall be subject to review by the courts.

(C) *Election and Terms of office.*

(1) The regular election of councilmembers shall be the second Tuesday in March for each year, except in years in which there is a Presidential Primary election. In such years when there is a Presidential Primary election, the regular election of council members shall be concurrent with the Presidential Primary election.

(2) The terms of councilmembers shall be for two (2) years with two (2) members elected each year, continuing as began in 1982 at the regular town election.

(3) The terms of mayor shall be for three (3) years, continuing as began in 1982 at the regular town election.

(4) The mayor shall be limited to two (2) consecutive three-year terms, following which the mayor shall not be eligible to serve again as mayor until one mayoral term has passed.

(5) The councilmembers shall be limited to three (3) consecutive two-year terms.

(6) The terms of councilmen elected at a regular election shall commence on the first regular meeting of the town council following the certification of election results.

Section 2.03. - Oath of office.

Each councilmember before entering upon the discharge of the duties of his/her office shall take and subscribe to the following oath before some judicial officer of the state, viz:

I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and government of the United States and the State of Florida and the Charter and Code of Ordinances

of the Town of Kenneth City against all enemies, domestic or foreign, and that I will faithfully perform all the duties of the office of councilmember, upon which I am about to enter, so help me God.

Section 2.04. - Prohibitions.

(A) *Holding other office.* Except where authorized by law, no councilmember shall hold any other town office or town employment during the term for which s/he is elected to the council, and no former councilmember shall hold any compensated appointive town office or town employment until one (1) year after the expiration of the term for which s/he was elected to the council.

(B) *Appointments and removals.* Neither the council nor any of its members shall in any manner dictate the appointment or removal of any town administrative officer or employee whom the manager or any of his/her subordinates are empowered to appoint, subject to the provisions of Section 3.03, paragraph (2).

(C) *Interference with administration.* The council and its members shall deal with town officers and employees who are subject to the direction and supervision of the manager solely through the manager, and neither the council nor its members shall give orders to any such officer or employee, either publicly or privately.

Section 2.05. - Vacancies; forfeiture of office.

(A) *Vacancies.* A vacancy in the council shall occur upon the death, resignation, removal from office as authorized by law, or forfeiture of office of a councilmember.

(B) *Filling of Vacancies.* When such vacancy occurs, the remaining councilmembers shall select, by the affirmative vote of not less than three (3) of the remaining members, a person to fill the vacancy until the next regular election following not less than thirty (30) days upon the occurrence of the vacancy and until a duly elected successor takes office. At this election the seat shall be filled as provided herein for elections for the balance, if any, of the unexpired term. (See Article VII.) Any person so appointed shall possess all the qualifications required by this Charter and by law. Should the office of mayor become vacant, the vice-mayor shall serve as mayor until a new mayor is elected at the next regular election.

Whenever two (2) or more vacancies shall occur at the same time, the mayor shall within fourteen (14) days call a special election to fill the vacancies. Such election shall be conducted in accordance with the procedures for elections set forth in this Charter.

In no event shall the council consist of more than two (2) members serving on an appointive basis.

(C) *Forfeiture of office.* A councilmember shall forfeit his or her office if s/he (1) lacks at any time during his or her term of office any qualification for the office prescribed by this Charter or by law, (2) is found by the council to have violated any express prohibition of this Charter, (3) is convicted of a felony or a crime involving moral turpitude, or (4) is absent for more than five (5) regular meetings in a twelve-month period unless for a valid reason approved by a majority of councilmembers present, a

twelve-month period being that period from March first to March first of the succeeding year.

Section 2.06. - Compensation.

(A) *Compensation and expenses.* The compensation of councilmembers, together with the manner of payment shall be established by ordinance, provided:

(1) The salary of the mayor shall not exceed the sum of five hundred dollars ($500.00) per month; and

(2) The salary of each of the other councilmembers shall not exceed the sum of three hundred dollars ($300.00) per month.

(3) Expenses incurred on town business shall be reported on standard IRS approved expense form and accompanied by the appropriate receipts. All expense accounts shall be audited by the town clerk and shall be kept on file for at least three years and shall be available for public inspection.

(B) *Insurance benefits.* Any member of the town council shall be eligible to participate at his/her own expense in any health, hospital, life or other insurance programs available to the general employees of the town.

(C) No ordinance increasing the established salary of councilmembers shall be effective until the date of commencement of the terms of councilmen elected at the next regular election which follows the adoption of such ordinance by at least six (6) months.

Section 2.07. - Mayor.

The mayor shall be a voting councilmember shall serve as the presiding officer of the town council. The mayor shall be recognized as head of the town government for all ceremonial purposes, for purposes of exercising executive powers in case of war, riot, civil commotions or natural disasters and for purposes of service of civil process on the town. The mayor may succeed him/herself in office at the pleasure of the council. The mayor shall:

(A) Represent the town on all public occasions or whenever such representation is right and proper.

(B) Be recognized as the official head of the town by the courts for purposes of serving civil process, by the governor in the exercise of military law and for all ceremonial services.

(C) Attend and preside at all council meetings and have the right to take part in all discussions.

(D) Have the right to vote upon all questions and matters coming before the council, but shall not have the right to veto.

(E) Execute all instruments to which the town is a party and act as contracting officer for the town.

Section 2.08. - Vice-mayor.

A vice-mayor shall be appointed by the mayor from among the current councilmembers at the first regular meeting of the town council in March of each year and shall serve for one year. Selection of the vice-mayor shall be approved by a majority of the councilmembers present. The vice-mayor shall perform all the duties of mayor in the event the office of mayor becomes vacant

or the mayor is unable to perform any of his/her duties by reason of absence from the town or in the event of the mayor's incapacity.

Section 2.09. - Meetings and procedure.

(A) *Meetings.* The council shall meet regularly at the town hall at least once each month at such times as it may prescribe by resolution. Special meetings may be held on the call of the mayor or three (3) or more members of the council, upon no less than twenty-four (24) hours' notice to each member and to the public. The public shall be notified of all meetings.

(B) *Procedure.* The council shall determine its own rules and order of business and shall provide for keeping minutes of its proceedings. The minutes shall be a public record.

The council shall enact rules of procedure, and prescribe penalties for the nonattendance or disorderly conduct of its members and enforce the same.

A majority of the members of the council shall constitute a quorum for the transaction of business but a lesser number may meet and adjourn from time to time and, under the provisions of rules of procedure, may compel the attendance of absent members by fines and penalties, though no other official action may be taken.

Voting on ordinances and resolutions shall be by roll call and shall be recorded in the minutes. The affirmative vote of the majority of a quorum shall be necessary to enact any ordinance or adopt any resolutions. A majority of the membership of the council present is required to enact any emergency ordinance.

Section 2.10. - Definitions of ordinances, resolutions and motions.

(A) *Ordinance.* "Ordinance" means an official legislative action of the council; which action is a regulation of a general and permanent nature and enforceable as a local law.

(B) *Resolution.* "Resolution" means an expression of the council concerning matters of administration, expression of a temporary character, or a provision for the disposition of a particular item of the administrative business of the council.

(C) *Motions.* All actions by the council not required to be by ordinance and not taken by resolution shall be taken by motion.

Section - 2.11. Form and procedure for adoption of ordinances and resolutions.

The form, procedure for adoption, effective date and other requirements of ordinances and resolutions shall be as governed by general law, F.S. § 166.041, covering definitions of words, terms and procedures for adoptions, and any amendments to said Florida laws.

Section 2.12. - Emergency ordinances.

To meet a public emergency affecting life, health, property or the public peace, the council may adopt one or more emergency ordinances, but such ordinances may not levy taxes, grant, renew or extend a franchise, set service or user charges for any municipal services or authorize the borrowing of money.

(A) *Form.* An emergency ordinance shall be introduced in the form and manner prescribed for ordinances generally, except that it shall be plainly designated in a

preamble as an emergency ordinance and shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms.

(B) *Procedure.* The council may enact an emergency ordinance written and read once with a majority vote of those present without complying with the requirements of Florida Statutes.

(C) *Effective date.* Emergency ordinances shall become effective upon adoption or at such other date as may be specified in the ordinance.

(D) *Repeal.* Every emergency ordinance except emergency appropriations shall automatically stand repealed as of the sixty-first (61st) day following the date on which it was adopted, but this shall not prevent reenactment of the ordinance under regular procedures, or if the emergency still exists, in the manner specified in this section if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

Section 2.13. - Codes of technical regulations.

The council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally that:

(A) The requirements of subsection (B) of Section 2.13 for distribution and filing of copies of the ordinance shall be construed to include by reference copies of the code of technical regulations and amendments thereto as well as of the adopting ordinance, and

(B) A copy of each adopted code of technical regulations as well as of the adopting ordinance shall be authenticated and filed with the town clerk pursuant to Section 2.14 of this Charter.

Copies of any adopted code of technical regulations shall be made available by the town clerk for reference by the public.

Section 2.14. - Signatures and authentication.

The mayor and the town clerk shall authenticate by their signatures all ordinances and resolutions adopted by the council. The town clerk shall keep properly indexed books in which shall be recorded, in full, all ordinances and resolutions passed by council. Ordinances shall, at the direction of the council, be periodically codified. The town clerk shall also maintain the Charter in current form and shall enter all Charter amendments and send a copy of the revised Charter incorporating amendments to the secretary of state's office.

Section 2.15. - Codification.

Within one (1) year after adoption of this Charter and at least every ten (10) years thereafter, the council shall provide for the preparation of a general codification of all town ordinances and resolutions of a general and permanent nature having the force and effect of law. The general codification shall be adopted by the council by ordinance and shall be published promptly in bound or loose-leaf form, together with this Charter and any amendments thereto, and such codes of technical regulations and other rules and regulations as the council may specify. This compilation shall be known and cited officially as the Kenneth City Town Code.

TOWN OF KENNETH CITY
TOWN CHARTER – ARTICLE VII
(NOMINATIONS AND ELECTIONS)
MUNICIPAL ELECTION 2027

ARTICLE VII. - NOMINATIONS AND ELECTIONS

Section 7.01. - Electors.

Any person who is duly registered as a voter in the County of Pinellas, Florida, and resides in the Town of Kenneth City shall be an elector of the town.

Section 7.02. - Nonpartisan elections.

All nominations and elections for town council and mayor shall be conducted on a nonpartisan basis. No designation of political party affiliation of any nominee shall appear on any campaign literature, nomination petition or ballot.

Section 7.03. - Nominations.

Candidates for the office of town councilmember shall qualify for such office in the manner prescribed in this Charter in Section 2.02.

Section 7.04. - Procedures.

(A) The town council shall, by ordinance, prescribe the form of the ballot, the method and manner of holding and conducting of all elections of the town.

(B) A Charter amendment to be voted on by the electors of the town shall be presented by ballot title.

(C) The provisions of the general laws of the State of Florida pertaining to municipal elections relating to the qualification of electors, registrations, manner of voting, duties of election officers and all other particulars respecting the holding of elections shall govern all town elections, except as otherwise provided in this Charter and in pertinent ordinances adopted hereunder.

Section 7.05. - Elections.

(A) *Town elective positions.* The town council (four (4) councilmembers and the mayor), except as otherwise provided by the Charter, shall be elected by plurality vote at large by the qualified voters of the Town of Kenneth City.

(B) *Regular elections.* Regular town elections shall be held on the second Tuesday in March of each year, except in years in which there is a Presidential Primary election. In such years when there is a Presidential Primary election, the regular election of council members shall be concurrent with the Presidential Primary election.

(C) *Special elections.* Special municipal elections may be called by the council at any time for such purposes as are authorized by this Charter or by law. Notice of all special elections shall be published once a week for four (4) consecutive weeks immediately preceding the election, in a newspaper with general circulation in the town.

(D) *Canvassing board.* The town canvassing board shall be composed of a member of the town council, who is not a candidate for office, the town attorney and the town clerk, who shall act as chairperson. At the close of the polls of any town election, or as soon thereafter as practicable or permitted by law, the board shall meet at a place and time designated by the chairman. The board shall proceed to publicly canvass the absentee electors' ballots and provisional votes, then publicly canvass the vote as shown by the

returns on file in the office of the supervisor of elections. The board shall prepare and sign a certificate containing the total number of votes cast for each person or other measures voted on, after which those persons duly elected shall be sworn into office by the town clerk at a regular or special council meeting called for that purpose. The certificate shall be placed on file with the town clerk. The town council may, by resolution, vote to contract with the county supervisor of elections for the county canvassing board to act as the town canvassing board in town elections.

(E) *Tie vote.* A tie between two (2) candidates for the same office shall be decided by lot under the direction and supervision of the town council.

(F) *Uncontested elections.* In the event the number of candidates who qualify is the same or less than the vacancies to be filled, each unopposed candidate shall be deemed to have voted for him/herself and no election shall be held. Any vacancy for a councilman or for the office of the mayor for which no candidate qualifies shall be filled by a majority of the new council.

TOWN OF KENNETH CITY
TOWN ORDINANCES – CHAPTER 26 (ELECTIONS)
MUNICIPAL ELECTION 2027

Chapter 26 - ELECTIONS

Charter reference— Election, art. VI.

Cross reference— Any ordinance calling elections or prescribing the manner of conducting elections in accordance with state law saved from repeal, § 1-10(a)(16); administration, ch. 2; town council, § 2-36 et seq.

State Law reference— Electors and elections, F.S. ch. 97 et seq.

Sec. 26-1. - Districts.

The town shall consist of one election district. The boundaries of such district shall be the geographical boundaries of the town as set forth in the Charter of the town.

(Code 1976, § 6-1)

Sec. 26-2. - Time and place of holding.

All elections shall be held at such places as shall be provided by the town council and between such hours as may be prescribed by law for such elections.

(Code 1976, § 6-2)

Charter reference— Town clerk, § 4.05(a); election chairman, § 3.14.

State Law reference— Candidates oath, F.S. § 99.021.

Sec. 26-3. - Canvassing board.

(a) The town canvassing board shall be comprised of a member of the town council, who is not a candidate for office, town attorney and the town clerk, who shall serve as the chairperson. At the close of the polls of any town election, or as soon thereafter as practicable or permitted by law, the board shall meet at a place and time designated by the chairperson. The board shall proceed to publicly canvass the absentee elector ballots and provisional votes, and then publicly canvass the vote as shown by the returns on file in the office of the supervisor of elections. The board shall prepare and sign a certificate containing the total number of votes cast for each person or other measures voted on, after which those persons duly elected shall be sworn into office by the town clerk at a regular or special council meeting called for that purpose. The certificate shall be placed on file with the town clerk.

(b) The town council may, by resolution, contract with the county supervisor of elections and county canvassing board to conduct elections and canvassing.

TOWN OF KENNETH CITY
TOWN ORDINANCES – CHAPTER 26 (ELECTIONS)
MUNICIPAL ELECTION 2027

(Ord. No. 550, § 1, 5-10-06; Ord. No. 2015-641, § 1, 9-12-15)

Editor's note— Ord. No. 2015-641, § 1, adopted Sept. 12, 2015, repealed § 26-3 in its entirety and renumbered § 26-4 as § 26-3. Former § 26-3 pertained to candidate's night and derived from the Code of 1976, § 6-14

(a) Pursuant to the provisions of F.S. §§ 100.3605 and 166.021(4), the town council does hereby establish the qualifying period for qualification to elective office for the offices of town council as follows:

(1) No person shall qualify as a candidate in any regular town election prior to 8:00 a.m. on the 88th day preceding the next regular election, nor later than 12:00 noon of the 81st day preceding the next regular election.

(2) The qualifying period for a special election shall be by resolution of the town council in accordance with the provisions of section 6.04(c) of the Town Charter.

(b) Technical changes. The town clerk is authorized to make any technical changes in the application of this section as may be required by the supervisor of elections or the election laws of the state regarding qualifying issues.

(Ord. No. 543, §§ 1, 2, 10-13-04; Ord. No. 2017-641, § 1, 6-12-15)

Editor's note— Ord. No. 543, §§ 1, 2, adopted Oct. 13, 2004, did not specifically amend the Code. Hence, its inclusion herein as section 26-5 was at the discretion of the editor. Subsequently, Ord. No. 2017-647, § 1, adopted Nov. 8, 2017, renumbered § 26-5 as § 26-4

TOWN OF KENNETH CITY

TOWN ORDINANCES – TEMPORARY SIGNS (POLITICAL) MUNICIPAL MUNICIPAL ELECTION 2027

Sec. 66-196. - Temporary signs.

Unless prohibited by section 66-194 above, the following types of temporary signs shall be permitted in all zoning districts and are exempted from the provisions of this article provided that proper construction, safety and illumination standards are met:

(3) Political campaign signs announcing the candidate seeking public political office and other data pertinent thereto up to an area of eight square feet and four feet in height for each premise. These signs shall be confined within private property and erected no earlier than 30 days prior to the election for which they were made and removed within seven days after such election. The removal of these signs shall be the responsibility of the candidate named for office.

(Ord. No. 389, § I(22-06), 2-14-90; Ord. No. 403, § 1, 7-11-90)

TOWN OF KENNETH CITY

CAMPAIGN FINANCE REPORTING

MUNICIPAL ELECTION 2027

Forms for campaign Finance Reporting Are Listed Below

Campaign Treasurer's Report	DS-DE 12
Summary Itemized	DS-DE 13
Contributions Itemized	DS-DE 14
Waiver of Report	DS-DE 87

These forms are included in this packet. Forms are current as of September 2026. These forms must still be printed to sign and be turned in to the Town Clerk. Forms can be found online at: Forms - Division of Elections - Florida Department of State https://dos.fl.gov/elections/forms-publications/forms

Please contact the Florida Department of State Divisions of Elections if you have campaign or reporting questions.

Please note financial reporting dates and make sure all required reports are filed with the office of the Town Clerk in a timely manner.

Neither the Town of Kenneth City nor the Office of the Town Clerk file campaign violation complaints. Individuals that have evidence of a campaign violation and wish to file a complaint may do so by contacting the Florida Department of State Commission on Ethics for information and the required forms. (CE Form 50)

PLEASE REMEMBER THAT THE TOWN CLERK WILL BE HAPPY TO ASSIST YOU; HOWEVER, YOU THE CANDIDATE ARE RESPONSIBLE FOR COMPLIANCE WITH ELECTION LAWS.

FORMS

KENNETH CITY
FLORIDA
A SAFE, FRIENDLY SMALL TOWN

Additional forms and information available at:

https://www.votepinellas.com/Candidates

https://dos.fl.gov/elections/forms-publications/forms/

Form 1 Statement of Financial Interests

http:///disclosure.floridaethics.gov

Notice

The annual Statement of Financial Interests is due July 1. If the annual form is not submitted via the electronic filing system created and maintained by the Commission by September 1, an automatic fine of $25 for each day late will be imposed, up to a

maximum penalty of $1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding $20,000. [s. 112.317, F.S.]

Instructions for Completing and Filing Form 1 Statement of Financial Interests

WHEN TO FILE: ***Initially***, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment.

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____,

candidate for the office of _____;

have been provided access to read and understand the requirements of Chapter 106, Florida Statutes.

I swear or affirm that I meet, or will meet at the time of election for the office sought or at the time of assuming the office, as applicable, all statutory and constitutional qualifications for the office sought.

_____

Signature of Candidate **Date**

STATE OF FLORIDA

COUNTY OF _____

_____

Signature of Officer Administering Oath
Affix Seal Below or, if judge, provide name, title, and court (s. 92.50, F.S.)

Sworn to (or affirmed) and subscribed before me by means of

online notarization ☐ *OR* physical presence ☐

this _____ day of _____, 20____.

Personally Known ☐ *OR* Produced Identification ☐ Type of Identification Produced: _____

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. 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).

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the filing officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

☐ Initial Filing of Form ☐ Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

2. Name of Candidate (in this order: First, Middle, Last): (Please Print or Type Name)	**3. Address** (include PO Box or Street, City, State, Zip Code):

4. Telephone: ( )	**5. Candidate's Voter Registration #:** _____ (not required for qualifying purposes)	**6. Email Address:**

7. Office Sought (include district, circuit, group, or seat #):	**8. If a candidate for a nonpartisan office, check the box if applicable:** ☐ I intend to run as a Write-In Candidate.

9. If a candidate for partisan office, check the box and fill in the name of the party as applicable: I intend to run as a

☐ Write-In Candidate. ☐ No Party Affiliation Candidate. ☐ _____ Party candidate.

10. I have appointed the following person to act as my: ☐ Campaign Treasurer ☐ Deputy Treasurer

11. Name of Treasurer or Deputy Treasurer:	**12. Telephone:** ( )	**13. Email Address:**

14. Mailing Address:	**15. City:**	**16. State:**	**17. Zip Code:**

18. I have designated the following bank as my (check appropriate box): ☐ Primary Depository ☐ Secondary Depository

19. Name of Bank:	**20. Address:**

21. City:	**22. County:**	**23. State:**	**24. Zip Code:**

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date:	**26. Signature of Candidate:** X

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

☐ Campaign Treasurer. ☐ Deputy Treasurer.

28. Date:	**29. Signature of Campaign Treasurer or Deputy Treasurer** X

CAMPAIGN TREASURER'S REPORT SUMMARY

(1) _____
Name

(2) _____
Address (number and street)

_____
City, State, Zip Code

☐ **Check here if address has changed**

OFFICE USE ONLY

(3) ID Number: _____

(4) Check appropriate box(es):

☐ Candidate Office Sought: _____
☐ Political Committee (PC)
☐ Electioneering Communications Org. (ECO)
☐ Party Executive Committee (PTY)
☐ Independent Expenditure (IE) (also covers an individual making electioneering communications)

☐ **Check here if PC or ECO has disbanded**
☐ **Check here if PTY has disbanded**
☐ **Check here if no other IE or EC reports will be filed**

(5) Report Identifiers

Cover Period: From ____ / ____ / ____ To ____ / ____ / ____ Report Type: _____

☐ Original ☐ Amendment ☐ Special Election Report

(6) Contributions This Report

Cash & Checks $ ___ , ___ , ___ . ___

Loans $ ___ , ___ , ___ . ___

Total Monetary $ ___ , ___ , ___ . ___

In-Kind $ ___ , ___ , ___ . ___

(7) Expenditures This Report

Monetary Expenditures $ ___ , ___ , ___ . ___

Transfers to Office Account $ ___ , ___ , ___ . ___

Total Monetary $ ___ , ___ , ___ . ___

(8) Other Distributions

$ _____ , _____ , _____ . _____

(9) TOTAL Monetary Contributions To Date

$ _____ , _____ , _____ . _____

(10) TOTAL Monetary Expenditures To Date

$ _____ , _____ , _____ . _____

(11) Certification

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete:

(Type name)

☐ Individual (only for IE or electioneering comm.) ☐ Treasurer ☐ Deputy Treasurer

X _____
Signature

(Type name)

☐ Candidate ☐ Chairperson (only for PC and PTY)

X _____
Signature

SEE REVERSE FOR INSTRUCTIONS

Instructions for Campaign Treasurer's Report Summary

(1) **Name:** full name of the candidate, political committee, party executive committee, electioneering communications organization, or individual making an independent expenditure or electioneering communication.

(2) **Address:** the full address or post office box, city, state, and zip code.
☐ Check the box if the address has changed since the last report filed.

(3) **ID Number:** identification number assigned by the filing officer.

(4) **Check the appropriate box(es).**

(5) **Report Identifiers**

Cover Period: the dates this report covers (i.e., From 1/1/15 To 1/31/55). **Important**: use the appropriate cover period dates as published by the filing officer.

Report Type: refer to the filing officer's calendar of reporting dates for the correct codes to be used for each reporting period. If report is for a **special election** add "S" in front of the report code (i.e., SG3).

Check one of the appropriate boxes:

☐ Original: first report filed for this reporting period.
☐ Amendment: must summarize only contributions/fund transfers and expenditures/distributions being reported as additions or deletions. Read instructions for sequence numbers and amendment types on the back of Forms DS-DE 13A and 14A.
☐ Special Election Report: **Important:** once a special election report is filed, the entity is required to file all remaining reports due for the special election.

(6) **Contributions This Report:**

Cash and Checks: total amount for this reporting period.
Loans: total amount for this reporting period.
Total Monetary: sum of Cash and Checks and Loans.
In-Kind: the fair market value of the in-kind contribution at the time it is given for this reporting period.

(7) **Expenditures This Report:**

Monetary Expenditures: total amount of monetary expenditures for this reporting period.
Transfers to Office Account: total amount transferred to an office account by elected candidates only.
Total Monetary: sum of Monetary Expenditures and Transfers to Office Account.

(8) **Other Distributions:** the total amount of goods and services contributed to a candidate or other committee by a PC, ECO, or PTY.

(9) **TOTAL Monetary Contributions To Date:** the amount of total monetary contributions to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.

(10) **TOTAL Monetary Expenditures To Date:** the amount of total monetary expenditures to date. Candidates keep cumulative totals from the time the campaign depository is opened through the termination report.

(11) **Type or print the required officer's name and have them sign the report:**

☐ Candidate report: treasurer and candidate must sign.
☐ PC report: treasurer and chairperson must sign.
☐ PTY report: treasurer and chairperson must sign.
☐ ECO report: organization's treasurer must sign.
☐ IE or EC report: individual must sign (this applies when an individual acts alone to make these expenditures)

AMENDMENT REPORTS: An amendment report summary should summarize only contributions, expenditures, distributions, & fund transfers being reported as additions or deletions. Read the instructions for the sequence number & amendment type fields on the back of forms DS-DE 13, 14, 14A and 94.

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Name _____ **(2) I.D. Number** _____

(3) Cover Period ____ / ____ / ____ through ____ / ____ / ____ **(4) Page** _____ of _____

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Contributor Type	(8) Contributor Occupation	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							
/ /							

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS

(1) Candidate's full name or name of the political committee (PC), electioneering communications organizations (ECO) or party executive committee (PTY).

(2) The identification number assigned by the filing officer.

(3) Cover period dates (e.g., 1/1/15 through 1/31/15). (See filing officer's reporting dates calendar for appropriate year and cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date contribution was RECEIVED (Month/Day/Year).

(6) **Sequence Number** – Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting amendments.
For example, a M1 report having 75 contributions would use sequence numbers 1 through 75. The next report (M2), comprised of 40 contributions would use sequence numbers 1 through 40. Contributions on amended M1 reports would begin with sequence number 76 and on amended M2 reports would begin with sequence number 41. See the *Amendment Type* instructions below.

(7) Type full name and address of contributor (including city, state and zip code).

(8) Enter the type of contributor using one of the following codes:
Occupation of contributor for **contributions over $100 only**. (If a business, please indicate nature of business.)

I	Individual	
B	Business	(also includes corporations, organizations, groups, etc.)
E	Electioneering Communications Organizations	
F	Political Committee	(federal or state)
P	Political Parties	(includes federal, state and county executive committees)
O	Other	(e.g., candidate surplus funds to party, etc.)
S	Candidate to Self	

(9) Enter Contribution Type using one of the following codes:
NOTE: Cash includes cash and cashier's checks.

Code	Description
CAS	Cash or Cashier's Check
CHE	Check
COF	Carryover Funds from Previous Campaign
INK	In-Kind
INT	Interest
LOA	Loan
MO	Money Order
MUC	Multiple Uniform Contributions
RCT	Other Receipts
REF	Refund (Negative Amount Only)

(10) Type the description of any in-kind contribution received.
Candidate's Only – If in-kind contribution is from a party executive committee and is allocable toward the contribution limits, type an "A" in this box. If contribution is not allocable, type an "N".

(11) **Amendment Type** (required on amended reports) – To add a new (previously unreported) contribution for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.
The sequence number for contributions with amendment type "ADD" will start at one plus the number of contributions in the original report. For example, amending an original M1 report that had 75 contributions means the sequence number of the first contribution having amendment type "ADD" will be 76; the second "ADD" contribution would be 77, etc. When amending an original M2 report that had 40 contributions, the sixth "ADD" contribution would have sequence number 46.
To correct a previously submitted contribution use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the contribution to be corrected. In combination with the report number being amended, this sequence number will identify the contribution to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(12) Type amount of contribution received. **Political Committees ONLY:** Multiple uniform contributions from the same person, aggregating NMT $250 per calendar year, collected by an organization that is the affiliated sponsor of a PC, may be reported by the PC in an aggregate amount listing the number of contributors together with the amount contributed by each and the total amount contributed during the reporting period. The identity of each person making such uniform contribution must be reported to the filing officer by July 1 of each calendar year, or, in a general election year, NLT the 60th day immediately preceding the primary election.

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES

(1) Name _____ (2) I.D. Number _____

(3) Cover Period ____/____/____ through ____/____/____ (4) Page _____ of _____

(5) Date / (6) Sequence Number	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					
/ /					

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

INSTRUCTIONS FOR CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES

(1) Candidate's full name or name of the political committee (PC), electioneering communications organization (ECO), or party executive committee (PTY).

(2) Identification number assigned by the filing officer.

(3) Cover period dates (01/01/15 through 01/31/15). (See filing officer's reporting dates calendar for appropriate cover periods.)

(4) Page numbers (e.g., 1 of 3).

(5) Date of expenditure (Month/Day/Year).

(6) **Sequence Number** - Each detail line shall have a sequence number assigned to it. Sequence numbers are to be assigned within each reporting period and for each type of detail line. Thus the report type, detail line type, and sequence number will combine to uniquely identify a specific contribution, expenditure, distribution or fund transfer. This method of unique identification is required for responding to requests from the filing officer and for reporting requirements.

For example, a M1 report having 40 expenditures would use sequence numbers 1 through 40. The next report (M2), comprised of 30 expenditures would use sequence numbers 1 through 30. Expenditures on amended M1 reports would begin with sequence number 41 and on amended M2 reports would begin with sequence number 31. See *Amendment Type* instructions below.

(7) Full name and address of entity receiving payment (including city, state and zip code).

(8) Purpose of expenditure (if expenditure is a contribution to a candidate, also type the office sought by the candidate). **PLEASE NOTE**: This column does not apply to candidate expenditures, as candidates cannot contribute to other candidates from campaign funds. However, PCs (supporting candidates) and party executive committees contributing to candidates must report office sought (Section 106.07, F.S.).

(9) Enter Expenditure Type using one of the following codes:

Code	Description
CAN	Candidate Expense
DIS	Disposition of Funds
DFC	Disposition of Funds to Future Campaign (effective 11/1/13)
DPP	Disposition of Funds to Political Party (effective 11/1/13)
DPV	Disposition of Funds to Petition Verification (effective 11/1/13)
ECC	Electioneering Communication
IEC	Independent Expenditure Regarding a Candidate
IEI	Independent Expenditure Regarding an Issue
MON	Monetary (Not to a Candidate)
PCW	Petty Cash Withdrawn
PCS	Petty Cash Spent
PPD	Pre-paid Distribution
REF	Refund (Negative Amount Only)
RMB	Reimbursements
TOA	Transfer to Office Account (Disposition of Funds)

(10) **Amendment Type** (required on amended reports) - To add a new (previously unreported) expenditure for the reporting period being amended, enter "ADD" in amendment type on a line with ALL of the required data.

The sequence number for expenditures with amendment type "ADD" will start at one plus the number of expenditures in the original report. For example, amending an original M1 reports that had 75 expenditures, means the sequence number of the first expenditure having amendment type "ADD" will be 76; the second "ADD" expenditure would have sequence number 39.

To correct a previously submitted expenditure use the following drop/add procedure. Enter "DEL" in amendment type on a line with the sequence number of the expenditure to be corrected. In combination with the report number being amended, this sequence number will identify the expenditure to be dropped from your active records. On the next line enter "ADD" in amendment type and ALL of the required data with the necessary corrections thus replacing the dropped data. Assign the sequence number as described above.

(11) Amount of expenditure.

WAIVER OF REPORT

(Section 106.07(7), F.S.)

(PLEASE TYPE)

OFFICE USE ONLY

Name _____ Office Sought _____

Address _____ City _____ State _____ Zip Code _____

☐ Candidate ☐ Political Committee ☐ Party Executive Committee

NOTE: This form does not apply to an electioneering communications organization (ECO). An ECO must file a report (not a waiver) that no reportable contributions or expenditures were made during the reporting period (s. 106.0703(6), F.S.).

☐ Check here if address has changed since last report.

☐ Check here if PC has DISBANDED and will no longer file reports.

TYPE OF REPORT (Check Appropriate Box and Complete Applicable Line beneath Box)

☐ **QUARTERLY REPORT** ☐ **PRIMARY ELECTION** ☐ **GENERAL ELECTION** ☐ **OTHER REPORT TYPE**

Indicate report #
Q_____

Indicate report #
P_____

Indicate report #
G_____

Indicate report type and # as applicable:
_____

☐ **TERMINATION REPORT** ☐ **SPECIAL ELECTION**

NOTIFICATION OF NO ACTIVITY IN CAMPAIGN ACCOUNT FOR THE REPORTING PERIOD OF

_____ **THROUGH** _____

X _____ _____

Signature **Date**

X _____ _____

Signature **Date**

REQUIRED SIGNATURES FOR:

Candidates:
Candidate and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Political Committees:
Chairman and Campaign Treasurer or Deputy Treasurer (s. 106.07(5), F.S.)

Party Executive Committees:
Treasurer and Chairman (s. 106.29(2), F.S.)

Except as noted above for an ECO, in any reporting period when there has been no activity in the account (no funds expended or received) the filing of the required report is waived. However, the filing officer must be notified in writing on the prescribed reporting date that no report is being filed.

Resign-to-Run Law

DE Reference Guide 0016 (Updated 06/2022)

These guidelines are for reference only. They are not to be construed as legal advice or representation. For any particular set of facts or circumstances, refer to the applicable state, federal law, and case law, and/or consult a private attorney before drawing any legal conclusions or relying upon this information.

RESIGN-TO-RUN LAW – GENERAL OVERVIEW

- **Governing law**[1]
  - An "officer" may not qualify as a candidate for another state, district, county or municipal public office if the terms or any part of the terms would overlap with each other if the person were to be elected and did not resign from the office the person presently holds.
  - An officer who qualifies for *federal* public office must resign from his or her presently-held office if the terms, or any part, thereof, would overlap with each other. (*See below* "Exceptions to the resign-to-run law")

- **Who is an "officer"?** An "officer" is any elected or appointed person who has the authority to exercise the sovereign powers pertaining to an office recognized under the State Constitution or state laws. With respect to a municipality, an "officer" means a person, whether elected or appointed, who has the authority to exercise municipal power as provided by the State Constitution, state laws, or municipal charter. (s. 99.012(1), F.S.)[2] "Officers" include, but are not limited to: mayors, city and county commissioners, state legislators, supervisors of elections, sheriffs, property appraisers, judges, school board members, superintendents of school, state attorneys and public defenders, municipal fire chiefs, medical examiners, and elected hospital board and airport authority members.

- **Exceptions to the resign-to-run law**[3]
  - Political party offices.
  - Persons serving without salary on an appointed board or authority.
  - Persons holding federal office.
  - An elected officer running for federal office if the term of office presently held is scheduled to expire and be filled by election in the same primary and general election period as the federal office the officer is seeking.

- **Resignation process**[4]
  - In writing at least 10 days prior to the first day of qualifying for the office the officer seeks.
    - *For elected district, county, or municipal officers*, submit:
      - To the officer before whom he or she qualified for the office he or she holds,
      - Copy to the Governor and the Department of State.

    - *For appointed district, county, or municipal officers*, submit:
      - To the officer or authority which appointed him or her to the office he or she holds
      - Copy to the Governor and the Department of State.

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[1] s. 99.012, F.S.

[2] See also *State ex rel. Holloway v. Sheats,* 83 So. 508, 509 (Fla. 1919). And see *State ex rel. Clyatt v. Hocker,* 22 So. 721 (Fla. 1897)(an "officer" is someone who exercises sovereign power, in part or wholly, either in making, executing or administering the laws and who derives his or her position from a duly and legally authorized election or appointment, whose duties are continuous in nature and defined by law, not contract.

[3] ss. 99.012(7) - (8), F.S.

[4] ss. 99.012(3) - (4), F.S.

- *For all other officers*, submit:
  - To the Governor
  - Copy to the Department of State.[5]

Contact Information	
Address for Governor's office	**Address for Department of State**
Governor Ron DeSantis The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001 Email: Ron.DeSantis@eog.myflorida.com Fax: (850) 921-0733	Donna Brown Chief, Bureau of Election Records Department of State R.A. Gray Building, Room 316, 500 S. Bronough Street Tallahassee, Florida 32399-0250 Email: ElecRecords@dos.my florida.com Fax: 850-245-6259 or -6260

- **Effective date of the resignation:** The resignation must take effect 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.

- **Resignation is irrevocable**. Once submitted, the resignation is irrevocable.

- **Automatic resignations**. An officer who qualifies for **federal** public office, but fails to submit a resignation pursuant to the resign-to-run law constitutes an automatic irrevocable resignation, effective immediately, from the office he or she presently holds.[6] The Department of State is then required to send a notice of the automatic resignation to the Governor. In the case of a district, county or municipal officer, a copy also is sent to the officer before the person qualified if officer held an elective office or the office or authority who appointed the officer.

FREQUENTLY ASKED QUESTIONS – RESIGN-TO-RUN LAW:

- **If someone is a school board member and will not seek re-election at the next general election but intends to qualify to run for state representative, will the person have to submit a resignation under the resign-to-run law?**
  - Yes. Section 100.041, F.S., reflects that the two-year term of office for a state representative begins upon election and the four-year term of office for a school board member begins on the second Tuesday following the general election. Therefore, if elected as a state representative, the term as a school board member, would not expire until two weeks after taking office as a state representative. This two-week overlap requires the school board member to submit a resignation under the resign-to-run law at least 10 days prior to qualifying as a candidate as a state representative.

- **What can an officer do if he or she missed the deadline for submitting the resignation 10 days prior to the beginning of the qualifying period for a state, county, district, or municipal office?**
  - If the officer still wishes to run for office, the officer may submit a resignation to take effect immediately or to take effect on a date prior to qualifying for office. In this situation, the officer qualifies as a non-officeholder and the "resign-to-run" law does not apply. (s. 99.012(3)(g), F.S.) Note: If the officer is a candidate for **federal** office, the failure to satisfy the 10-day deadline operates as an automatic, immediate and irrevocable resignation from office. (s. 99.012(4)(f)1., F.S.)

- **Does the "resign-to-run" law apply to subordinate officers, deputy sheriffs, or police officers?**

[5] ss. 99.012(3)(e) and (4)(e), F.S.

[6] s. 99.012(4)(f)1. F.S.

- Generally, no, but the law will apply in a limited situation. A subordinate officer, deputy sheriff, or police officer is exempt from the resign-to-run law unless the person is seeking to qualify for a public office which is currently held by "an officer who has authority to appoint, employ, promote or otherwise supervise that person and who has qualified as a candidate for reelection to that office." If the subordinate officer, deputy sheriff, or police officer must resign, the resignation must be effective upon qualifying for the office, not the later times specified above for an "officer."
- So, a deputy sheriff wishing to run for sheriff against an incumbent sheriff would have to resign, but if the incumbent sheriff is not seeking reelection, the deputy sheriff would not have to resign. Also, if a deputy sheriff wishes to run for a non-sheriff office (for example, state representative or city council), he or she would not have to resign under the "resign-to-run" law.
- If a subordinate officer, deputy sheriff, or police officer must resign under this provision, he or she may not take an unpaid leave of absence instead of resigning.[7]
- Subordinate officers would include, among others: assistant public defenders, assistant state attorneys, and deputy supervisors of elections. (s. 99.012(4), F.S; visit the Division of Elections' Advisory Opinions webpage for relevant resign to run opinions DE 08-04, 07-08, 99-01, 17-02, 17-03, 17-04, 18-07, 18-08)

- **Does a city's Chief of Police have to resign in order to run for another public office?**
  - It depends. The exemption mentioned in the answer to the question immediately above applies to a "police officer." A "chief of police" is a police officer; therefore, the chief of police need only resign to run for public office if the chief is seeking to qualify for a public office which is currently held by "an officer who has authority to appoint, employ, promote or otherwise supervise that person and who has qualified as a candidate for reelection to that office." For example, a city's chief of police would not have to resign to run for county sheriff unless the sheriff has the authority to appoint, employ, promote or otherwise supervise the chief of police and the incumbent sheriff has also qualified as a candidate for reelection. In the typical county-city relationship, the sheriff does not have the authority to appoint, employ, promote or otherwise supervise a city's chief of police. However, for example, if a city mayor has the authority to hire and fire the chief of police, the chief of police could not run for city mayor without resigning as chief of police if the incumbent mayor is seeking re-election. (s. 99.012(5), F.S.)

- **What happens if an officer does not comply with the "resign-to-run" law?**
  - If a final court order determines that a person did not comply with the resign-to-run law, the person may not be qualified as a candidate for an election or appear on the ballot. (s. 99.012(6), F.S.) Note, one of the qualifying papers is the candidate oath in which the candidate states that he or she has resigned from any office from which the candidate is required to resign; therefore, the filing officer may not look beyond the oath. However, the filing officer performs only a ministerial function in reviewing qualifying papers and cannot determine whether the contents of the qualifying papers are accurate. (s. 99.061(7)(c), F. S.) It takes a court order to remove the person's name from the ballot.
  - Notwithstanding the above, an officer who qualifies for **federal** public office who fails to submit a resignation pursuant to the resign-to-run law will result in an automatic irrevocable resignation, effective immediately, from the office he or she presently holds. (s. 99.012(4)(f)1. F.S.) The Department of State is required to notify the Governor and the appropriate qualifying officer or appointing authority of the automatic resignation. (s. 99.012(4)(f)2., F.S.)

- **What is the difference in the treatment of "district" officers under the resign-to-run law and the dual office-holding constitutional provision?**

[7] The Legislature removed the alternative approach of taking an unpaid leave of absence from the statute in 2000.

- The Attorney General has opined that district offices are not within the purview of the dual office-holding provisions of the Constitution. However, district offices, by express statutory provision, are subject to the provisions of the "resign-to-run" law. For example, an elected state or county officer may be appointed also to a district office. However, if the state or county officer later seeks reelection to the state or county office while occupying the district office, he or she would have to submit a resignation under the "resign-to-run" law from the district office before qualifying and running for reelection if the terms of office overlap, unless the district office consists of being a member on an appointed board or authority and the county or state officer receives no salary for being on the board or authority.

- **How does the "resign-to-run" law relate to the federal "Hatch Act?"**
  - The state resign-to-run law is entirely separate from the federal "Hatch Act." (5 U.S.C. §§ 1501- 1508)
  - The federal Hatch Act applies to executive branch state and local employees who are principally employed in connection with programs financed in whole or in part by loans or grants made by the United States or a federal agency. The Act prohibits a state, county, or municipal employee from being a candidate for public office in a partisan election *if the employee's salary is completely funded with federal dollars*. It is only when the covered employee's entire salary is paid from federal funds that the employee would have to resign *under the Hatch Act* before becoming a candidate for partisan office. See 5 U.S.C. § 1502 (Hatch Act Modernization Act of 2012 (eff. 1.27.2013).
    - Governors, Lieutenant Governors, mayors, elected heads of executive departments, and individuals holding elective office are specifically exempt from the Hatch Act prohibition against being a candidate for public office.
    - A partisan election means one in which any candidate will be listed on the ballot as a candidate for a political party.
  - Additionally, an employee's conduct is also subject to the state and local laws and the regulations of the employing agency. Therefore, the employee should check with his or her supervisor, personnel office, or the agency's general counsel to determine what state or local law or agency rules or policies may apply regarding the employee's political activities.

- **Who to contact for questions or requests for advisory opinions on Hatch Act or Resign-to-Run law:**

HATCH Act	Resign-to Run Law
Hatch Act Unit U.S. Office of Special Counsel 1730 M Street, N.W., Suite 218 Washington, D.C. 20036-4505 Tel: (800) 85-HATCH; (800) 854-2824;(202) 804-7002; Email: hatchact@osc.gov; Website: https://osc.gov/Services/Pages/HatchAct-Federal.aspx	Office of General Counsel Florida Department of State R.A. Gray Building 500 S. Bronough Street Tallahassee, Florida 32399-0250 Telephone: (850) 245-6536 Email: DOS.GeneralCounsel@DOS.MyFlorida.com