

## STEPS TO BECOME A CANDIDATE

### STEP 1 - FILE YOUR INTENT with the Election Center

File the *Appointment of Campaign Treasurer and Designation of Campaign Depository*, form **DS-DE 9**; this **MUST** be filed prior to opening a campaign account, circulating petitions, accepting contributions, **OR** making expenditures. Filing your intent for candidacy is not complete until filing forms are accepted and date/time stamped by the Marion County Election Center. Special District candidates are not required to file DS-DE 9 or open a campaign account unless you collect contributions or spend money for anything other than the filing fee or petition signature verification fee. (F.S. 99.061)

### STEP 2 – FILE STATEMENT OF CANDIDATE with the Election Center

Within 10 days after filing the **DS-DE 9**, you **must** file a *Statement of Candidate*, form **DS-DE 84**, indicating that you have been provided access to, read, and understand the requirements of Chapter 106, Florida Statutes. Judicial Candidates must also file form **DS-DE 83**.

### STEP 3 - CHOOSE YOUR QUALIFYING METHOD – Pick a method

**Petition Process:** To qualify by the petition process, you must obtain 1% of the total number of registered voters at the last general election. Local candidates are required to submit 2,431 valid petitions based on 243,088 registered voters in the 2018 General Election. Prepayment of \$243.10 must be paid to the Supervisor of Elections before petitions can be verified. Special District candidates are required to submit 25 valid petitions. ***Petitions, form DS-DE 104, may be gathered and submitted to the Election Center any time after filing form DS-DE 9.***

**Pay Qualifying Fee:** To qualify by paying the qualifying fee, a campaign check must be written and signed by the campaign treasurer or deputy treasurer ***during the official qualifying period*** for the total amount of the qualifying fee. The qualifying fee is computed by multiplying 12 times the monthly salary as of July 1 immediately preceding the first day of qualifying. Partisan candidates pay a 6% fee. Nonpartisan candidates pay a 4% fee. Special District candidates pay a \$25.00 qualifying fee. Make check payable to Wesley Wilcox, Supervisor of Elections.

**Write-In Candidate:** A Write-in candidates must qualify ***during the official qualifying period***. A Write-in candidate is not required to submit petitions or pay a qualifying fee. Candidate's name will not be printed on the ballot; a blank space for voters to write in candidate's name will appear on the General Election ballot.

### STEP 4 - QUALIFY DURING THE OFFICIAL QUALIFYING PERIOD – All Candidates

All candidates are required to qualify during the official qualifying period and must file:

- ◆ **Financial Disclosure** – Form depends on office sought      *AND*
- ◆ **Candidate Oath** – Form depends on office sought      *AND*
- ◆ **Pay Qualifying Fee** – If you did not qualify by the petition method or as a write-in candidate

## CAMPAIGN FINANCIAL REPORTS

All candidates are required to file periodic campaign treasurer's reports as defined in F.S. 106.07 and meet specific legal requirements regarding campaign finance and campaign advertising.

**CONTACT THE MARION COUNTY ELECTION CENTER AT 352-620-3290 FOR ADDITIONAL INFORMATION**