STEPS TO FOLLOW WHEN RUNNING FOR MAYOR OR COUNCIL

1) You must be 18 years of age, a registered voter and live in the City for at least 1 year immediately preceding the date of filing to run for office.

2) The seats up for Election in 2015 are:

   Mayor: (may reside anywhere in the City)
   Seats #2 (Keys Gate), #3 (Villages), #6 (Oasis). (You must be a resident in the designated area for 1 year.)

3) Purchase an Election Packet from the City Clerk's Office. This packet will have all of the forms and rules for candidacy. The section of the Code that pertains to Elections is included.

4) Review the Campaign Treasurer's Handbook. Appoint a Campaign Treasurer and open a Campaign Account at a local bank and file original papers with the City Clerk's Office. After you have appointed your Campaign Treasurer and have opened your Campaign Account, you may now begin campaigning. You must keep a record of all of your contributions and expenditures, complete and file the necessary reports on due dates with the City Clerk. Please review the Due Dates included in your packet.

5) The qualification period for candidates to file to run for the office of Council member or Mayor shall commence August 31, 2015. This is the first Monday, which is no earlier than forty-one (41) days and no later than thirty-five (35) days before the date of the primary election. Qualifying ends on Friday, September 4, 2015. In order to be considered a candidate, one must:

   - Announce whether candidate will be running for Mayor Seat or Council Seat and complete, sign and file the applicable "Notice of Candidacy".

   - Complete, sign and file the "Declaration For Candidates covered by (County) Ordinance 98-94", if you agree to abide by the Voluntary Statement of Fair Campaign Practices.

   - Complete, sign and file the "Statement of Candidate", Loyalty Oath and Oath of Candidate.

   - Pay filing fee (Mayor: $200; Council: $100) with Campaign Account Check.

- Pay the Statutory Election Assessment as required by Section 99.093(1) Florida Statute, computed as 1% of the annual mayoral or council salary, respectively, as specified in Section 2-22 of the City Code. ($60.00 for Mayoral candidate, $48.00 for Council Candidate); (Separate check from filing fee and payable with Campaign Account Check).

- Complete, sign and file the Residency Affidavit concerning place of Residence.

- Complete and file "Statement of Financial Interests Form".

- Must comply with "**Resign to Run**" Statute (99.012, F.S.), if applicable.

- Present Voter Registration Card or proof of Voter Registration.

6) Sign and return to the City Clerk, the Election Instruction Sheet that has all the important dates and information.

7) If you are going to erect any political signs, you must complete, sign, file and post a "Temporary Sign Bond". Follow the standards and requirements as provided for under Section 23-78 "Temporary Signs" of the City Code. **Please note:** No campaign signs shall be posted more than ninety (90) days prior to the time of the event or elections to which it relates, and that such signs shall not be permitted to remain longer than fourteen (14) days after the event or election to which it relates. If a person placing a temporary sign fails to remove all temporary signs within the stated timeframe, he or she shall forfeit the cash bond.

8) If you would like to designate a Poll Watcher you may do so by completing the Poll Watcher Form. This form must be submitted to the Supervisor of Elections located at 2700 NW 87th Avenue no later than **12 Noon, Thursday, September 17, 2015** for the **Primary Election Early Voting**, and **Tuesday, September 22, 2015** for the **Primary Election**. No later than **12 Noon, Thursday, October 15, 2015** for the **General Election Early Voting** and **Tuesday, October 20, 2015** for the **General Election**. Only 1 Poll Watcher may be designated per voting precinct. If two or more poll watchers are assigned to the same precinct, their designated times must not overlap.

9) Review the City Maps and List of Polling Places as this information is subject to change.

10) **Additional Resources**: The Florida Statutes Chapter 112 provides information on the Code of Ethics for public officers and employees, this information can be accessed at the State of Florida web site at www.leg.state.fl.us/statutes.

    Please review the State of Florida Election Laws and check their web site for updates at http://election.dos.state.fl.us/publications.