



**CANDIDATE**

**GENERAL  
INFORMATION**

**ELECTION**

**2024**

**Information provided in this packet is subject to legislative change and is intended FOR USE AS A GUIDE ONLY and is not intended as a digest of the election laws. It is the responsibility of the Candidate and the Campaign Treasurer to read and observe all election laws. Reference the State Division of Elections website at <https://dos.myflorida.com/elections/>. There see Florida State Statute Chapters 99, 100, 101, 102, 104, 105, and 106. Reference Florida Election Code.**

# CANDIDATE GENERAL INFORMATION

**Election:** **March 19, 2024** (In conjunction with  
Presidential Preference Primary)

**Run-Off Election Date:** **April 16, 2024** *If Necessary*

**Qualifying Period** **BEGINS** - 8:00 a.m. **Thursday,**  
**- by petition:** **November 16, 2023**

**ENDS** - 5:00 p.m.

**Friday, December 1, 2023**

**Qualifying Period** **BEGINS** - 8:00 a.m.  
**- by paying fee:** **Monday, December 4, 2023**

**ENDS** - 3:00 p.m.

**Thursday, December 7, 2023**

**Seats Open:**

*(Non-Partisan)* **Mayor**

**Commissioner - Seat #2**

**Commissioner - Seat #3**

**Term of Office: Four Years**

(No limit on number of terms)

**Annual Salary:** Commissioner \$599

# Election Assessment Fees

## Florida Statue 99.093

### Municipal candidates; Election Assessment

- (1) 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. Within 30 days after the close of qualifying, the qualifying officer shall forward all assessments collected pursuant to this section to the Florida Elections Commission for deposit in the Elections Commission Trust Fund.
- (2) 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.

**Annual Salary:** Mayor/Commissioner \$ 599

Filing Fees	Mayor, Seat #2, Seat #3
Town Code Section 2.4	\$100 - Qualifying Fee
Florida Statue 99.093	\$5.99 – State Assessment 1% Annual Salary
<b>Mayor/Commissioner Total Fees Due:</b>	<b>\$105.99</b>

#### Pay Period:

Paid the first check run of each month (12 checks per year). First 11 checks =\$50, 12th check = \$49.

**Insurance Benefits:** Reduced Rate Group Medical, Dental, Basic Life, and Vision

# BECOMING A CANDIDATE

## REQUIREMENTS

Must be:

- At least 18 years of age
- United States citizen
- A legal State of Florida resident
- A legal Orange County resident
- A Town of Oakland registered voter continuously for at least one year preceding the qualifying date.
- Cannot be a candidate for mayor and commissioner in the same election (Town code Sec. 22-1(f)).
- Cannot hold any other elective or appointive public office, whether state, district, county, or municipal, if the terms or any part thereof run concurrently with each other. If the case, you must resign from the office presently held, not less than ten (10) days prior to the first day of qualifying period. F.S. 99.012. This section does not apply to persons serving without salary as members of an appointive board or authority; F.S. 99.012(7)(b).

## Announcing Candidacy

You may discuss your candidacy at any time. However, you will be considered an “announced” candidate once you have filed your Appointment of Campaign Treasurer and Designation of Campaign Depository form (**DS-DE 9**) with the qualifying officer (Town Clerk).

This form displays:

- Your name, address, and telephone number
- Office sought, including seat number
- Candidate’s signature and date
- Campaign treasurer - Name, address, and telephone number
- Signature of campaign treasurer (shows acceptance of appointment)
- Name and address of campaign depository (bank), savings and loan association, or credit union

**You must file form DS-DE 9 prior to accepting any campaign contributions or making any campaign expenditures.**

F.S. 106.023 requires that, within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository, a “**Statement of Candidate**” (**DS-DE 84**) form must be filed with your qualifying officer. This form states that you have received, read, and understand Chapter 106 of the Florida Statutes.

There is no limit on how many candidates can run per seat.

# QUALIFYING FOR OFFICE

## (Filing)

After obtaining Form **DS-DE 9** appointing Campaign Treasurer and designating Campaign Depository to open campaign account, candidate and any treasurer other than themselves, **shall appear in person** to the Town Clerk's office, 230 North Tubb Street, Oakland, Florida to pay the necessary fees and file the remaining required paperwork **during the qualifying period.**

**The Town Clerk  
MUST BE PRESENT  
when signing  
qualifying forms**

# Procedure

1. Must comply with:
  - a. Federal and Florida Election Laws
  - b. Public Disclosure and Conflict of Interest Act
  - c. Town Charter and Town Code of Ordinances
2. **Prior to accepting contributions or making expenditures**, announced candidate must obtain form DS-DE 9 from the Town Clerk or town website to appoint Campaign Treasurer and designate depository (bank) (F.S. 106.021)
  - a. Prepare duplicate DS-DE 9  
\_\_\_ (1) Town Clerk \_\_\_ (1) Bank
  - b. Treasurer must accept appointment in writing on form DS-DE 9 (F.S. 106.021(1)(c))
  - c. Candidate may appoint himself/herself as Treasurer or Deputy Treasurer (F.S. 106.021(1)(c))
  - d. Designation of Campaign Depository (Any bank, savings and loan association, or credit union authorized to transact business in Florida) (F.S. 106.021(1)(b))
  - e. Name of office sought (F.S. 06.021(1)(a))
  - f. **After DS-DE 9** complete and bank account established, candidate may
    - (1) collect signature cards (if qualifying through the petition process)
    - (2) accept contributions (F.S. 106.08)
    - (3) make expenditures (F.S. 106.11)
    - (4) advertise (F.S. 106.143)



# QUALIFYING FORMS REQUIRED

Qualifying Papers or Campaign Treasurer Reports

**WILL NOT BE ACCEPTED VIA FACSIMILE OR E-MAIL**

NAME OF FORM	Form # (if any)
FORM 1 - STATEMENT OF FINANCIAL INTERESTS (Form 6 will be required as of January 1, 2024)	* <b>PREQUALIFICATION REQUIREMENT</b>
TOWN OF OAKLAND - QUALIFYING OATH OF CANDIDATE	* <b>PREQUALIFICATION REQUIREMENT (Notarized)</b>
APPOINTMENT OF CAMPAIGN TREASURER & Designation of Campaign Depository <b>Maximum of 3 deputies are allowed</b> (F.S. 106.021(1)(a))	<b>DS-DE 9*</b> <b>PREQUALIFICATION REQUIREMENT</b>
STATEMENT OF CANDIDATE <b>Due Within 10 days of filing DS-DE 9</b> (Read and understand Chapter 106) Filed after appointing Campaign Treasurer & Designation of Depository	<b>DS-DE 84*</b> <b>PREQUALIFICATION REQUIREMENT</b>
CANDIDATE OATH	<b>DS-DE 302 NP*</b> <b>(Notarized)</b>
PAYMENT - State imposed Assessment Fee + Qualifying Fee <b>CHECK Must be from Campaign Account</b>	<b>\$105.99 - Payable to Town of Oakland</b>

**\*REQUIRED FOR PREQUALIFICATION**

**ALL FORMS ARE REQUIRED BY QUALIFYING PERIOD DEADLINE  
AND MUST BE SIGNED IN THE PRESENCE OF THE TOWN CLERK**

## Incomplete Qualifying Papers

If the filing officer receives qualifying papers that do not include all required items prior to the last day of qualifying, the filing officer shall make a reasonable effort to notify the candidate of the missing or incomplete items. The filing officer will also inform the candidate that all required items must be received by the close of the qualifying period. A candidate's name as it is to appear on the ballot **may not** be changed after the end of the qualifying period. F.S. 99.061(7)(b)

## Qualifying fee refunded if I decide not to run?

Qualifying fee will be returned only if you withdraw your candidacy **before** qualifying ends. F.S. 99.092(1)

## After becoming a candidate can I change my mind and run for a different office? F.S. 106.021(1)(a)

1. File with your qualifying officer, a new Appointment of Campaign Treasurer and Designation of Campaign Depository, designating the new office/seat.
2. (a) Your contributors must be notified within fifteen (15) days of change, offering to return their contributions pro rata if they return the "Request for Return of Contribution" Form DS-DE 86 to you within thirty (30) days of notification.  
(b) Any contributions not requested to be returned within the thirty (30) day period may be used by the candidate for the newly designated office.

# NOTES

**Need additional information  
or have questions?**

**Contact**

**Town Clerk's Office  
(407) 656-1117, x2110**

**[ehui@oaklandfl.gov](mailto:ehui@oaklandfl.gov)**

**ELECTION LAWS ARE SUBJECT TO CHANGE**

