



North Bay Village

Administrative Offices

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REVISED

MEMORANDUM

OFFICE OF THE VILLAGE CLERK
1666 Kennedy Causeway, Suite 300
North Bay Village, FL 33141
(305) 756-7171

DATE: August 2, 2016

TO: POTENTIAL CANDIDATES FOR NOVEMBER 8, 2016 GENERAL ELECTION

FROM: YVONNE P. HAMILTON, CMC
 VILLAGE CLERK

SUBJECT: IMPORTANT INFORMATION CONCERNING THE NOVEMBER 8, 2016 GENERAL ELECTION

North Bay Village will be holding its General Election on November 8, 2016. The Village is governed by a Commission of five (5) members, all of whom shall be qualified electors of the Village. Due to staggered terms, the seats for At-Large Commissioner and Harbor Island Commissioner do not expire until November 2018. The following seats are up for election:

Mayor
North Bay Island Commissioner
Treasure Island Commissioner

For the office of Mayor, you must reside within the Village for a period of not less than one (1) year prior to the initial date of filing of qualifying papers. If elected to office, you must be and shall remain a permanent resident of the Village for the duration of your term of office.

For the offices of North Bay Island Commissioner and Treasure Island Commissioner, you must be a resident of the respective island for a period of not less than one (1) year prior to the initial date of filing of qualifying papers. If elected to office, you must be and shall remain a permanent resident of the respective island for the duration of your term of office.

Any citizen who can qualify for the office of Commissioner or Mayor of the Village, as provided above, shall be nominated by a petition for this purpose signed by not less than fifty (50) electors and filed with the Village Clerk. No elector shall sign nominating petitions for more than one candidate for each seat. Should an elector sign more than one petition for each seat, his/her signature shall be void except for the petition first filed for each seat. Please refer to Section 5.05 of the Village Charter for more details. **PETITIONS SHOULD BE SUBMITTED IN SUFFICIENT TIME, PRIOR TO AUGUST 31, 2016, TO BE VERIFIED BY THE ELECTIONS DEPARTMENT.**

The qualifying period for North Bay Village General Election of November 8, 2016 commences at 8:00 a.m. on August 2, 2016 and concludes at 5:00 p.m. on August 31, 2016.

The following information is provided for your use and edification:

Election packet provided by the Miami-Dade County Elections Department:

General Election Information

Municipal Election Candidate Information/2016 Municipal Elections

Florida Commission on Ethics/Guide to Sunshine Amendment and
Code of Ethics

Chapter 38, North Bay Village Code of Ordinances – Conflict of
Interest and Code of Ethics

A Compilation of “The Election Laws” of the State of Florida”, August
2015, F.S. 97-105/Chapter 106, Florida Statutes, “Campaign Financing”

2016 Candidate and Campaign Treasurer Handbook

North Bay Village Charter

Political Campaign Signage Administrative Policy /North Bay Village
Signage Ordinance

Various Candidate Forms

In accordance with Section 106.021, Florida Statutes:

Each person who seeks to qualify for nomination or election to, or retention in, office shall appoint a campaign treasurer and designate a primary campaign depository prior to qualifying for office. Any person who seeks to qualify for election or nomination to any office by means of the petitioning process shall appoint a treasurer and designate a primary depository on or before the date he or she obtains the petitions.

Therefore, all candidates will be provided petitions for their use upon return of the completed form entitled “State of Florida Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates”, along with the “Statement of Candidate” form, which is included in the election packet.

Additionally, you must provide a check made payable to North Bay Village in the amount of Seventy-Eight (\$78.00) for candidates running for the office of Mayor and Sixty-Three Dollars (\$63.00) for candidates running for the office of Commissioner. This amount must be paid from your Campaign account and is required pursuant to Section 99.093 of the Florida Statutes and represents 1% of the annual salary of the respective offices.

This amount will be forwarded to the Florida Elections Commission within thirty (30) days after the close of the qualifying period. Any person who is unable to pay the election assessment without imposing an undue burden on personal resources or on resources otherwise available to him/her may be exempt from paying the election assessment upon providing written certification of such inability given under oath to the City Clerk (Form: “Affidavit of Undue Burden” (DS-DE-19D)

Upon your return of the signed petitions, you must also provide a check made payable to North Bay Village for One Hundred Dollars (\$250.00), which is the cost for filing (this amount is non-refundable and is required pursuant to Section 5.07 of the Village Charter).

Miami-Dade County Elections Department charges a nominal fee (\$.10 per signature) for the verification of electors’ signatures on candidates’ petitions. These charges must be paid by the candidate. Please provide a \$5.00 check from your Campaign Account, when you submit your petitions.

The following dates are provided for your use – be advised that you are responsible for adhering to these dates and are also responsible for any other deadlines and dates that may be listed in any of the materials given to you or in the Florida Statutes concerning election laws. **FAILURE TO FILE CAMPAIGN TREASURER’S REPORT ON THE DUE DATE WILL RESULT IN A FINE.**

First Day of Qualifying – This is the <u>first</u> day petitions can be obtained and filed.	August 2, 2016
Last Day of Qualifying – This is the <u>last</u> day of qualifying. Petitions with the \$250.00 non-refundable filing fee should be submitted in advance of August 31, 2016 for signatures to be verified by the Elections Department.	August 31, 2016 8:00 A.M.-5:00 P.M.
Book Closing – last day for residents to register to vote in the November 8, 2016 General Election:	October 11, 2016

Logic & Accuracy Test	October 19, 2016
Opening and Processing of Absentee Ballots 10:00 A.M. – Miami-Dade County Elections Department	October 24, 2016
Deadline to request Poll Watchers Forms	October 25, 2016
Last Day to request Absentee Ballots	November 2, 2016

MONTHLY REPORTS

Reports shall be filed on the 10th day following the end of a calendar month from the time the campaign treasurer is appointed, except that if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the following day that is not a Saturday, Sunday, or legal holiday [F.S. 106.07(1)]. Additionally, reports must be filed on the 25th, 11th, and 4th days preceding the Election [Division of Elections Formal Opinion 98-03].

Report	From	To	Due Date	Notes
2016-M07	07-01-16	07-31-16	08-10-16	Monthly Report
2016-M08	08-01-16	08-31-16	09-12-16	Monthly Report
2016-M09	09-01-16	09-30-16	10-10-16	Monthly Report

Report	From	To	Due Date	Notes	
2016-G1		10-01-16	10-07-16	10-14-16	25 Days Prior
2016-G2		10-08-16	10-14-16	10-21-16	11 Days Prior
2016-G3		10-15-16	11-03-16	11-04-16	4 Days Prior

TERMINATION REPORTS

Report	From	To	Due Date	Notes
TR	08-31-16	Date Account Closed	11-29-16 Within 90 days after the last day of Qualifying	Termination Report for Candidates elected without opposition
TR	11-08-16	Date Account Closed	02-06-17 Within 90 days after the Election	Termination Report for Candidates who are eliminated or elected on November 8, 2016

Please note that pursuant to Florida Statutes Section 106.141 each candidate who withdraws his or her candidacy, becomes an unopposed candidate, is eliminated as a candidate, or is elected to office must within 90 days, dispose of the funds on deposit in his or her campaign account and file a report reflecting the disposition of all remaining funds. Please refer to Section 106.141 of the Florida Statutes for more information regarding means of disposing funds.

Penalties for late filing of Campaign Treasurer Reports are mandated in Section 106.07(2)(8), Florida Statutes.

To be qualified as a candidate, the following forms must be returned to the Village Clerk:

1. Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) at time of announcing.
2. A Statement of Candidate (Form DS-DE 84) must be filed within 10 days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository form.
3. Loyalty Oath and Oath of Candidate (Form DS-DE 24B)
4. Financial Disclosure (Form 1, Statement of Financial Interests) along with any other forms applicable.
5. Voluntary Statement of Fair Campaign Practices
6. Pay filing fee with a check drawn on Campaign Account as prescribed in Florida Statutes, Chapter 106. No personal checks will be accepted. Only candidates who withdraw prior to the end of the qualifying period will be refunded their qualifying fee. A candidate who withdraws after that time will not have his/her qualifying fee refunded.
7. Petition Form with signatures.
8. Resign to run.

Attachments: General Election Information
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