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## BECOMING A MUNICIPAL CANDIDATE



*Bonnie Zlotnik, CMC  
City Clerk  
104 N. Riverside Drive  
P.O. Box 100  
Edgewater, Florida 32132  
(386) 424-2400*

## GENERAL INFORMATION—INTRODUCTION

*Thank you for your interest in running for Office within the City of Edgewater.*

*The elected officials of the City constitute the City Council, consisting of four council members (one from each district within the City) and a mayor, each serving four year terms. The City of Edgewater operates under a Council-Manager form of government. The City Council constitutes the governing body with powers to pass ordinances, adopt regulations and appoint a chief administrative officer known as the City Manager, the City Clerk and the City Attorney.*

*Regular City Council meetings are scheduled for the 1<sup>st</sup> Monday of each month at 6:00 p.m. in Council Chambers.*

### **City Manager – Glenn Irby**

*The City Manager is the Chief Administrative Officer of the City and is responsible to the City Council for the administration of all city affairs placed in his charge under the Charter. He administers and oversees daily operations of the City, as well as governmental relations, legislative and public affairs. The City Manager oversees all Departments within the City.*

### **RESPONSIBILITIES OF THE CITY MANAGER INCLUDE, BUT ARE NOT LIMITED TO:**

- ◆ *Execute and implement public policy as approved by the City Council*
- ◆ *Makes reports and recommendations to the City Council*
- ◆ *Ensures that all City ordinances and resolutions are implemented and enforced*
- ◆ *Keeps the City Council advised as to the financial condition and future needs of the City.*

### **City Clerk – Bonnie Zlotnik**

*The City Charter establishes the City Clerk's position and as a charter position of the Legislative Branch of the City government, they are appointed by and report to the City Council. The Clerk serves the Mayor, City Council and all administrative departments. She is the Official Records Custodian and the custodian of the City Seal.*

*Responsibilities of the City Clerk include, but are not limited to:*

- ◆ *Providing public notices*
- ◆ *Prepare and distribute City Council agendas*
- ◆ *Provide access to public records*
- ◆ *Maintain a comprehensive records management system*
- ◆ *Coordinate the codification and publication of the city's Code of Ordinances*
- ◆ *Qualify candidates for municipal office and supervises municipal elections*
- ◆ *Oversee appointments to city boards and committees*
- ◆ *Provide research assistance for city departments and citizens.*

### **City of Edgewater Vision Statement**

*The City of Edgewater will be a safe, clean, accessible and environmentally-friendly community with a small-town atmosphere. Edgewater will continue to be a waterfront-oriented community that provides a sustainable, high quality of life, with a strong sense of pride in our civic amenities, our community facilities, our vibrant and distinctive neighborhoods and our thriving downtown.*

## GENERAL ELECTIONS

General Elections in the City of Edgewater are held in even-numbered years on the date established by the Florida Election Code for the primary election.

The next General Election will be on November 5, 2024. In 2024, Districts 2 and 4 will be up for election.

A Primary Election will be held on August 20, 2024 only in the event that two or more candidates qualify for a District. If no candidate received the majority of the votes during the Primary Election the two candidates with the largest number of votes will be placed on the General Election Ballot.

Municipal elections are non-partisan. The terms of office for all seats are four (4) years, with a limit of two full terms.

Qualifying dates are determined by the Florida Election Code of each even-numbered year.

**INFORMATION PROVIDED MAY BE  
SUBJECT TO LEGISLATIVE CHANGES**

## WHAT IS A CANDIDATE?

A candidate is defined in 97.021(5), Florida Statutes, as any person to whom any one or more of the following applies:

- ◆ Any person who seeks to qualify for nomination or election by means of a petitioning process.
- ◆ Any person who seeks to qualify for election as a write-in candidate.
- ◆ Any person who receives contributions or makes expenditures or gives his or her consent for any other person to receive contributions or make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office.
- ◆ Any person who appoints a treasurer and designates a primary depository.
- ◆ Any person who files qualification papers and subscribes to a candidate's oath as required by law.

However, this definition does not include any candidate for a political party executive committee.

## WHO CAN BE A CANDIDATE?

- ◆ You must be a registered voter in Volusia County to run for local public office.
- ◆ The mayor must be a qualified elector of the city and shall have resided within the city for not less than one year on the date that person qualifies to run for office. (Charter, Sec. 3.03(a)).
- ◆ Each council member must be a qualified elector of the city and shall have resided within the city for not less than one year and shall be a resident of the district from which the person seeks to be elected on the date that person qualifies to run for office. (Charter, Sec. 3.03(b)).
- ◆ If required by the "resign to run law" to resign from one's current position or office, the irrevocable letter of intent to resign must be filed at least 10 days prior to the first day of qualifying. (99.012(3), Florida Statutes)

## ANNOUNCING CANDIDACY

*Candidacy may be announced at any time*

- ◆ You MUST file an Appointment of Campaign Treasurer and Designation of Campaign Depository ([Form DS-DE 9](#)) with the City Clerk **before any contributions are accepted, before opening a campaign account, and before expenditures are made** (106.021, Florida Statutes);
- ◆ You MUST file a Statement of Candidate ([Form DS-DE 84](#)) within ten (10) days of filing the Appointment of Campaign Treasurer and Designation of Campaign Depository (106.023, Florida Statutes)

## FILING QUALIFYING PAPERS

Qualifying is the final step that allows a candidate to have his or her name on the ballot. Pursuant to 99.061 and/or 105.031, Florida Statutes, **you must file your qualifying papers in the office of the City Clerk during the qualifying period:**

**Noon, June 10, 2024 through noon, June 14, 2024**

**Please Note:** Qualifying office may accept and hold qualifying papers 14 days prior to the beginning of the qualifying period to be processed and filed during qualifying period.

**\*\*Appointments are required to submit qualifying papers\*\***

## FORMS REQUIRED TO FILE

The following forms can be submitted at any time, but must be submitted during Qualifying, if not submitted earlier:

- ◆ Form DS-DE 9 - Appointment of Campaign Treasurer and Designation of Campaign Depository
- ◆ Form DS-DE 9 - Deputy Treasurer, if applicable
- ◆ Form DS-DE 84 - Statement of Candidate
- ◆ Acknowledgement for Electronic Filing of Campaign Finance Reports

The following forms/documents can only be submitted during Qualifying:

- ◆ Form DS-DE 302NP - Candidate Oath Non-Partisan Office
- ◆ Form 6 - Full and Public Disclosure of Financial Interests for 2023; Provide receipt that the form was filed with the Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS).
- ◆ Campaign check made payable to City
- ◆ Petition Certification (Letter from Volusia County SOE), if applicable
- ◆ Notice of Intention to become a candidate
- ◆ Candidate Information Sheet
- ◆ Affidavit of Financial Hardship (if applicable)
- ◆ Copy of Candidate Driver's License
- ◆ Copy of Candidate Voter Registration Card

## ELECTION ASSESSMENT/QUALIFYING FEE

Pursuant to 99.093, Florida Statutes, the Election Assessment Fee for 2024 candidates is 1.0% of salary for office being sought as of July 1, 2024:

Mayor	\$100.91
City Council	\$80.96

### QUALIFYING FEE MUST:

- ◆ Be on a properly executed check; and drawn upon the candidate's campaign account;
- ◆ Be made payable to the City of Edgewater;
- ◆ Be in an amount not less than the fee required.



## CAMPAIGN FINANCE REPORTS

Each campaign treasurer designated by a candidate shall file regular reports of all contributions received and all expenditures made by or on behalf of such candidate.

The candidate and their campaign treasurer shall certify as to the correctness of each report. Each person so certifying shall bear the responsibility for the accuracy and veracity of each report. Any campaign treasurer or candidate who willfully certifies the correctness of any report while knowing that such report is incorrect, false, or incomplete commits a misdemeanor of the first degree.

*(Section 106.07, Fla. Stat.)*

The City of Edgewater requires the electronic filing of Campaign Treasurer's Reports with the Volusia County Supervisor of Elections Office's Electronic Filing System.



## FREQUENTLY ASKED QUESTIONS

### **If my qualifying papers are filed with an error or omission, will I be considered disqualified?**

Pursuant to 99.061(7), Florida Statutes; if the filing officer receives qualifying papers that do not include all items required, the filing officer shall make a reasonable effort to notify the candidate of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying.

### **After filing as a candidate; may I later change the way my name is to appear on the ballot?**

Pursuant to 99.061(7)(b), Florida Statutes; a candidate's name as it is to appear on the ballot may not be changed after the end of qualifying.

### **May I get my qualifying fee back if I decide not to run?**

Yes, 99.092(1), Florida Statutes; provides for reimbursement for the qualifying fee, provided that you withdraw your candidacy before the qualifying period ends.

### **May a candidate appoint himself or herself as campaign treasurer?**

Yes, 106.021(1)(c), Florida Statutes; a candidate may appoint herself or himself as campaign treasurer.

### **How many deputy treasurers may a candidate or political committee have?**

Pursuant to 106.021(1)(a), Florida Statutes; Candidates for statewide office may appoint up to 15 deputy treasurers. Other candidates and political committees may appoint up to 3 deputy treasurers.

**If I make a mistake on my report, can I go back in and correct it on the Electronic Filing System (EFS)?**

Once the report is submitted to the Division of Elections, the EFS will not permit you to go back and make changes. In order to correct mistakes or add and delete information, you must submit an amended report.

**How long are campaign records kept at the Division of Elections or the Supervisor of Elections Offices?**

Pursuant to 98.015(5) and 106.22(4), Florida Statutes; the supervisor shall preserve statements and other information required to be filed with the supervisor's office pursuant to chapter 106 for a period of 10 years from date of receipt.

## POLITICAL SIGN REGULATIONS

Political Sign - means a sign relating to any person, political party or matter subject to a public election.

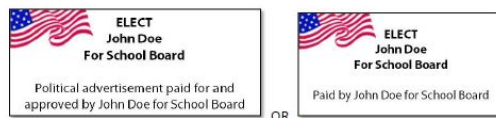
- ◆ One permit will cover all signs placed within the City of Edgewater for the specific candidate or issue in connection with any national, state or local election.
- ◆ All signs shall be removed within 10 days after the conclusion of any election or campaign.
- ◆ No political sign shall be erected or placed in any public right-of-way, on any public property, attached to any utility pole, traffic sign, or attached to any tree.
- ◆ Signs along Ridgewood/U.S. 1 and W. Indian River Blvd./S.R. 442 must be located at least 10ft from the right-of-way.
- ◆ All signs must adhere to site-triangle requirements as seen on the second page of this application.
- ◆ Signs located on private property shall have the written authorization of the property owner. (The City does not need proof of this authorization. This is for the applicant's records.)
- ◆ Signs placed on private property shall be securely erected to prevent displacement by heavy winds and so placed as to not interfere with traffic visibility.
- ◆ Illegally placed signs shall be removed within twenty-four (24) hours after notification to the applicant. The City shall retain any removed signs for five (5) working days after notification before their destruction. An applicant may retrieve the signs during this period.

- ◆ Sign area shall not exceed eight (8) square feet.
- ◆ No bonds are required.

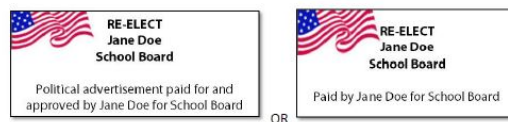
All campaign signs must be setback from the roadway and may not be placed in the right of way area. The right of way area varies depending on the location in the City of Edgewater. The area between the roadway and telephone poles, official traffic signs and fire hydrants is an indication of that area being part of the right of way. Political signs are not permitted between the roadway and any telephone poles, official traffic signs and fire hydrants. Contact the Code Enforcement Division at 386-424-2414 if you have any questions regarding where you may place your campaign signs.

### Campaign sign examples

4. Non-incumbent candidate running for nonpartisan office:



5. Incumbent candidate running for nonpartisan office:



Source: Florida Department of State  
Division of Elections; Candidate & Campaign Treasurer Handbook

## TIPS

1. Read “Chapter 106 Florida Statutes” and the “Candidate Handbook on Campaign Financing”.
2. File the “Appointment of Campaign Treasurer and Designation of Campaign Depository” (**Form DS-DE 9**) with the City Clerk’s office.
3. It is a good idea for the Candidate to appoint themselves as a Deputy Campaign Treasurer.
4. File the “Statement of Candidate” (**Form DS-DE 84**) with the City Clerk’s office, within ten days of filing the DS-DE 9.
5. File Campaign Treasurer’s Reports according to the reporting schedule for the current year. Avoid late fees.
6. If you are assessed with a late fee, you cannot pay the fee from your campaign account. Payment is to be made on a personal basis.
7. Remember to safeguard your password. If you change it, we can only reset it.
8. When accepting contributions, remember to get the person’s name and address to document on your Campaign Treasurer’s Report.
9. All contributions, whether monetary or in-kind must be recorded.
10. Keep campaign and personal transactions separate in order to avoid confusion when documenting and filing your reports.

The information contained on these pages and other literature is not all-inclusive. It is the responsibility of the candidate to become acquainted with relevant Florida election laws and local charters that might have a bearing on a campaign or qualifications to run for an office.

Please visit the City Clerk's Office to pick up a candidate packet.

**CITY OF EDGEWATER  
BONNIE ZLOTNIK, CMC  
CITY CLERK**

104 N. Riverside Dr., Edgewater, Florida 32132  
(386) 424-2400 ext. 1102  
cityclerk@cityofedgewater.org

**COUNTY OF VOLUSIA  
LISA LEWIS,  
SUPERVISOR OF ELECTIONS**

1750 S. Woodland Blvd., DeLand, Florida 32720-7915  
(386) 736-5930

**For additional information go to:**

[dos.myflorida.com/elections](https://dos.myflorida.com/elections)

[volusiaelections.gov](https://volusiaelections.gov)

Sources: Volusia County Dept. of Elections  
City of Edgewater Charter

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