



**THE MIAMI-DADE COUNTY  
COMMISSION ON ETHICS AND PUBLIC TRUST**

**&**

**MIAMI-DADE ELECTIONS DEPARTMENT**

**WELCOMES YOU TO THE**



***Clean Campaign Class*  
(IN-PERSON ONLY)**

**Monday, April 1, 2024 (6:00 – 8:00 p.m.)  
North Miami City Hall  
776 Northeast 125th St, North Miami, FL  
City Council Chambers (2nd Floor)**

# MIAMI-DADE ELECTIONS DEPARTMENT

## CANDIDATE & CAMPAIGN FINANCE WORKSHOP



*North Miami – April 1, 2024*

# **TRAINING OVERVIEW:**

**PART I. BECOMING A CANDIDATE**

**PART II. CAMPAIGN FINANCING**

**PART III. LEGISLATIVE CHANGES  
& OTHER INFORMATION**

**PART I.**  
**BECOMING A CANDIDATE:**  
  
**ELECTION CYCLE AND**  
**FILING REQUIREMENTS**

# Candidate Information

This workshop is an overview of requirements and filings. Each candidate is responsible for following the specific laws relating to their candidacy.

## County Candidates

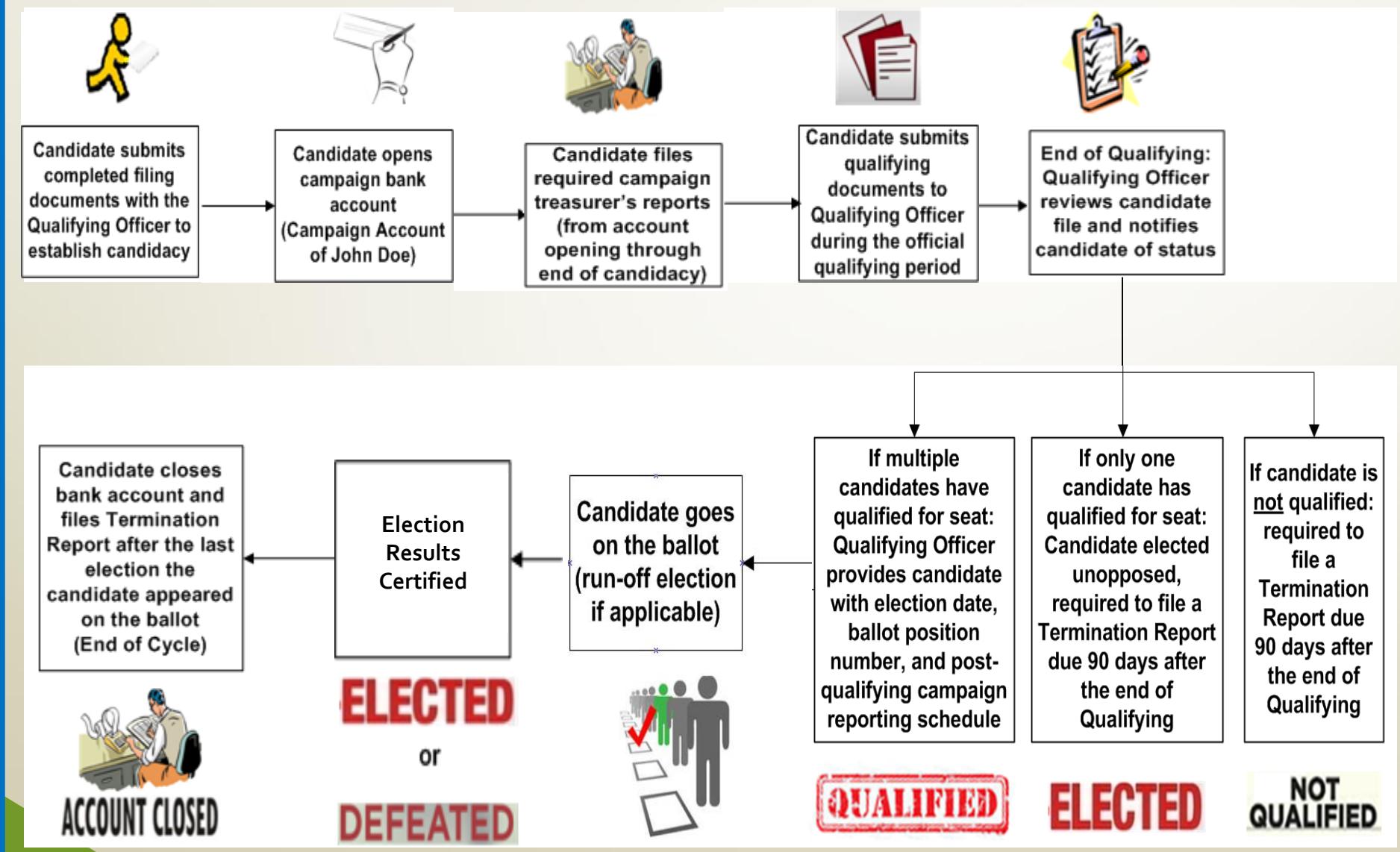
- Candidate obtains the Miami-Dade County “Qualifying Handbook” from the Elections website at: [www.miamidade.gov/elections](http://www.miamidade.gov/elections).
- Documents are filed with the Miami-Dade County Supervisor of Elections.

## Municipal Candidates

- Candidate obtains all qualifying documents, required forms, and information from the municipal clerk.
- Documents are filed with municipal clerk, the qualifying officer.

**The State recently updated some candidate forms. Make sure to use the latest version.**

# A Candidate's Election Cycle



# Information for Candidates

Share:



Join us for an upcoming In-Person Clean Campaign Class.

On Monday, April 1, the Miami-Dade Commission on Ethics and Public Trust, in partnership with the Miami-Dade Elections Department, will host an informative session aimed at providing crucial insights to current and prospective candidates, campaign staff, and engaged citizens participating in local elections.

This class, starting promptly at 6 p.m., is free and open to the public. Don't miss out on this valuable opportunity to learn about ethical campaigning practices.



Upcoming Events

For additional details, please refer to the [announcement](#).

To RSVP or for more information, reach out to [Robert Thompson](#) and cc [Janai Pomales](#).

Candidate Campaign Information



List of candidates by election year

Candidate Reporting



Log-in to campaign reporting application

Miami-Dade County Reporting of Solicitation of Contributions (MD-ED 28)



MDC Candidates/Officials MD-ED 28 forms

Candidate Qualifying Handbook



Access to pertinent qualifying information

Candidate Qualifying Dates



Qualifying dates for County Candidates

# Required Forms to Announce as a Candidate: Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidate (DS-DE 9)

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.021(1), F.S.) (PLEASE PRINT OR TYPE)		OFFICE USE ONLY	
NOTE: This form must be on file with the filing officer before opening the campaign account.			
1. CHECK APPROPRIATE BOX(ES):			
<input type="checkbox"/> Initial Filing of Form <input type="checkbox"/> Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party			
2. Name of Candidate (in this order: First, Middle, Last): (Please Print or Type Name)		3. Address (include PO Box or Street, City, State, Zip Code):	
4. Telephone: (   )	5. Candidate's Voter Registration #: (not required for qualifying purposes)	6. Email Address:	
7. Office Sought (include district, circuit, group, or seat #):		8. If a candidate for a <u>nonpartisan</u> office, check the box if applicable: <input type="checkbox"/> I intend to run as a Write-In Candidate.	
9. If a candidate for <u>partisan</u> office, check the box and fill in the name of the party as applicable: I intend to run as a <input type="checkbox"/> Write-In Candidate. <input type="checkbox"/> No Party Affiliation Candidate. <input type="checkbox"/> _____ Party candidate.			
10. I have appointed the following person to act as my: <input type="checkbox"/> Campaign Treasurer <input type="checkbox"/> Deputy Treasurer			
11. Name of Treasurer or Deputy Treasurer:		12. Telephone: (   )	13. Email Address:
14. Mailing Address:		15. City:	16. State:   17. Zip Code:
18. I have designated the following bank as my (check appropriate box): <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository			
19. Name of Bank:		20. Address:	
21. City:		22. County:	23. State:   24. Zip Code:
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.			
25. Date:		26. Signature of Candidate: <b>X</b>	
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)			
I, _____ do hereby accept the appointment designated above as: (Please Print or Type Name)			
<input type="checkbox"/> Campaign Treasurer.		<input type="checkbox"/> Deputy Treasurer.	
28. Date:		29. Signature of Campaign Treasurer or Deputy Treasurer <b>X</b>	
DS-DE 9 (Rev. 09/23)		Rule 1S-2.0001, F.A.C.	

## What is included in the DS-DE 9?

Specify why the form is being filed.

**Candidate name and contact information.** If home address exempt per State law, provide P.O. Box or office address.

**Identify specific office you are running for. You are responsible for writing the correct office. For non-partisan candidates, leave Items 7 and 8 blank.**

**Treasurer or Deputy Treasurer information.**

- Up to three deputy campaign treasurers, separate form for each appointment.
- If treasurer or deputy treasurer resigns or is removed, copy of resignation or removal letter must be provided to Elections. New DS-DE 9 required for new appointees. (F.S. 106.021(2)).
- Treasurer not required to be a registered voter.

Specify campaign banking information.

**The form must be signed by Candidate and either Treasurer or Deputy Treasurer. Note that the Candidate can serve as his/her own Treasurer or Deputy Treasurer.**

APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY FOR CANDIDATES (Section 106.021(1), F.S.) (PLEASE PRINT OR TYPE)			
NOTE: This form must be on file with the filing officer before opening the campaign account.			
OFFICE USE ONLY			
1. CHECK APPROPRIATE BOX(ES):			
<input type="checkbox"/> Initial Filing of Form <input type="checkbox"/> Re-filing to Change: <input type="checkbox"/> Treasurer/Deputy <input type="checkbox"/> Depository <input type="checkbox"/> Office <input type="checkbox"/> Party			
2. Name of Candidate (in this order: First, Middle, Last): (Please Print or Type Name)		3. Address (include PO Box or Street, City, State, Zip Code):	
4. Telephone: (      )	5. Candidate's Voter Registration #: (not required for qualifying purposes)	6. Email Address:	
7. Office Sought (include district, circuit, group, or seat #):		8. If a candidate for a <u>nonpartisan</u> office, check the box if applicable: <input type="checkbox"/> I intend to run as a Write-In Candidate.	
9. If a candidate for <u>partisan</u> office, check the box and fill in the name of the party as applicable: I intend to run as a <input type="checkbox"/> Write-In Candidate. <input type="checkbox"/> No Party Affiliation Candidate. <input type="checkbox"/> _____ Party candidate.			
10. I have appointed the following person to act as my:		<input type="checkbox"/> Campaign Treasurer	<input type="checkbox"/> Deputy Treasurer
11. Name of Treasurer or Deputy Treasurer:		12. Telephone: (      )	13. Email Address:
14. Mailing Address:		15. City:	16. State:
17. Zip Code:		18. I have designated the following bank as my (check appropriate box): <input type="checkbox"/> Primary Depository <input type="checkbox"/> Secondary Depository	
19. Name of Bank:		20. Address:	
21. City:		22. County:	23. State:
24. Zip Code:		25. Date:	
		26. Signature of Candidate: 	
27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)  I, _____ do hereby accept the appointment designated above as: (Please Print or Type Name)			
<input type="checkbox"/> Campaign Treasurer.		<input type="checkbox"/> Deputy Treasurer.	
28. Date:		29. Signature of Campaign Treasurer or Deputy Treasurer 	
DS-DE 9 (Rev. 09/23)		Rule 1S-2.0001, F.A.C.	

# Required Forms to Announce as a Candidate

All candidates: Statement of Candidate (DS-DE 84)  
Must be filed within 10 days of filing DS-DE 9

<p><b>STATEMENT OF CANDIDATE</b> (Section 106.023, F.S.) (Please print or type)</p> <p>I, _____, candidate for the office of _____; have been provided access to read and understand the requirements of Chapter 106, Florida Statutes.</p> <p><input checked="" type="checkbox"/> Signature of Candidate _____ Date _____</p> <p>Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).</p>	<p>OFFICE USE ONLY</p>	<p><b>STATEMENT OF CANDIDATE FOR JUDICIAL OFFICE</b> (Section 105.031(5), F.S.) (Please Type)</p> <p>I, _____, a judicial candidate, have received, read, and understand the requirements of the Florida Code of Judicial Conduct.</p> <p>_____ (Signature of candidate) _____ (Date)</p> <p>Each candidate for judicial office, including an incumbent judge, shall file a statement with the qualifying officer, within 10 days after filing the Appointment of Campaign Treasurer and Designation of Campaign Depository.</p>	<p>OFFICE USE ONLY</p>
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# Opening a Campaign Bank Account

- After filing the “Appointment of Campaign Treasurer and Designation of Depository (DS-DE 9)” with the qualifying officer, a candidate can proceed to open a bank account and begin receiving contributions and making expenditures.
- Bank policies may vary across different financial institutions, but it is common for banks to request a copy of the initial filing documents and a federal identification number (please consult with your bank).
- Campaign checks must include the words “Campaign Account” and the name of the candidate.
- Only the Treasurer or Deputy Treasurer(s) are allowed to sign checks drawn from the candidate’s campaign bank account.
- The campaign account must be used to track all contributions and expenses associated with the campaign.

# Forms due at the Time of Qualifying

- A Financial Disclosure form covering the preceding tax year is required at the time of qualifying:
  - Since January 2024, all Financial Disclosure Forms must be filed electronically via the Electronic Financial Disclosure Management System of the Florida Commission on Ethics.

Electronic Financial Disclosure Management System

Chrome, Edge, or Firefox are the recommended browsers to use in the EFDMS website. If you are not using one of these browsers, you will be able to access the site, but the pages may not display or function as designed.

**Login**

Please tell us what type of user you are:

**I am a Form 6 Filer**  
Do you currently hold a public position that requires you to file financial disclosure? If yes, click here.

**I am a Candidate**  
Are you a non-incumbent candidate who is attempting to qualify for office, but do not currently hold a public position that requires financial disclosure? If yes, click here.

**I am an Organization Coordinator**

**I am a CPA or Attorney who is assisting a filer**

**I am a Form 1 Filer**

In 2023, Form 1 Statement of Financial Interest will still be filed on paper. Click [here](#) to download a Form 1 and instructions.

If you are a Form 1 filer but are qualifying to run for an office with a Form 6 filing requirement, call (850) 488-7864 to request access to the e-filing system.

## Forms due at the Time of Qualifying (*continued*)

- You will be required to print a copy of your Financial Disclosure Form to submit to your qualifying coordinator.
- You will need to submit a Candidate Oath (based on specific office).
  - The State recently updated the candidate oaths. Make sure to use the latest version.
  - All Candidate Oaths must be notarized.
  - The name as written on the Candidate Oath is how the name will appear on the ballot.

# Qualifying

- A candidate may qualify by petition, qualifying fee, or a combination of both depending on the office. Check requirements with Qualifying Officer.
- The qualifying fee must be paid by a check drawn from the campaign bank account and signed by the Treasurer or Deputy Treasurer (unless otherwise indicated in qualifying package).
- Make sure all required paperwork is filled out and submitted by the end of the qualifying period.
- Per F.S. 99.061, the filing officer performs only a ministerial duty; looks only at face of documents for completeness, not whether contents are accurate.
- Dishonored check: Filing officer must immediately notify the candidate, who only has until the end of qualifying to pay the fee with a cashier's check.

# Name and Position Number on Ballot

- Assigned by Elections Department after the end of qualifying when master ballot is finalized.
- Candidates may obtain their number from the Elections Department's website as soon as it is available, or from the qualifying officer.
- Candidate names for each nonpartisan office shall be listed in alphabetical order per F.S. 105.041.
- A candidate's name may not be changed after the end of qualifying per F.S. 99.061(6)(b).
- As a result of the passage of Senate Bill 7050, the Division of Elections is working on statement that candidates will need to sign if they are using a nickname on the ballot.
- Descriptive information such as a title (i.e. Dr. or M.D.) permissible only when two persons of the same name or whose names are so similar as to reasonably cause confusion, seek the same office. (DE 86-06)



## **PART II.**

# **CAMPAIN FINANCING:**

# **FILING REQUIREMENTS AND BEST PRACTICES FOR SUBMITTING A SUCCESSFUL REPORT**

# Campaign Treasurer's Report Itemized Contributions (DS-DE 13)

CAMPAIGN TREASURER'S REPORT – ITEMIZED CONTRIBUTIONS						
(1) Name _____		(2) I.D. Number _____				
(3) Cover Period _____ / _____ / _____ through _____ / _____ / _____		(4) Page _____ of _____				
(5) Date	(7) Full Name (Last, Suffix, First, Middle)	(8) Contributor Type	(9) Contribution Type	(10) In-kind Description	(11) Amendment	(12) Amount
01 / 29 / 24	Joe A. Smith 123 Maple Street Miami, Florida 33128	I	Teacher	CHE		\$1,000.00
001						Sum of <u>all</u> contributions

The maximum contribution (in the form of cash or cashier's check) is \$50.00 per person per election. Checks are a maximum of **\$1,000.00 per person per election**.

If a loan is made to the campaign, it gets paid back prior to the disposal of remaining funds.

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CAMPAIGN TREASURER'S REPORT SUMMARY	
(1) Name _____	OFFICE USE ONLY
(2) Address (number and street) _____	
City, State, Zip Code _____	
(3) ID Number: _____	
(4) Check appropriate box(es):	
<input type="checkbox"/> CHECK IF ADDRESS HAS CHANGED <input type="checkbox"/> Candidate (office sought): _____ <input type="checkbox"/> Political Committee <input type="checkbox"/> Committee of Continuous Existence <input type="checkbox"/> Party Executive Committee <input type="checkbox"/> Electioneering Communication	
<input type="checkbox"/> CHECK IF PC HAS DISBANDED <input type="checkbox"/> CHECK IF CCE HAS DISBANDED <input type="checkbox"/> CHECK IF NO OTHER ELECTIONEERING COMMUNICATION REPORTS WILL BE FILED	
(5) REPORT IDENTIFIERS	
Cover Period: From _____ / _____ / _____ To _____ / _____ / _____ Report Type _____	
<input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report <input type="checkbox"/> Independent Expenditure Report	
(6) CONTRIBUTIONS THIS REPORT	
Cash & Checks	\$ <b>\$1,000.00</b>
Loans	\$ _____
Total Monetary	\$ <b>\$1,000.00</b>
In-Kind	\$ _____
(7) EXPENDITURES THIS REPORT	
Monetary Expenditures	\$ _____
Transfers to Office Account	\$ _____
Total Monetary	\$ _____
(8) Other Distributions \$ _____	
(9) TOTAL Monetary Contributions To Date \$ _____	
(10) TOTAL Monetary Expenditures To Date \$ _____	
(11) CERTIFICATION	
It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)	

Last day to accept any kind of contribution is midnight on the last Thursday prior to the Tuesday election.

# Contributions

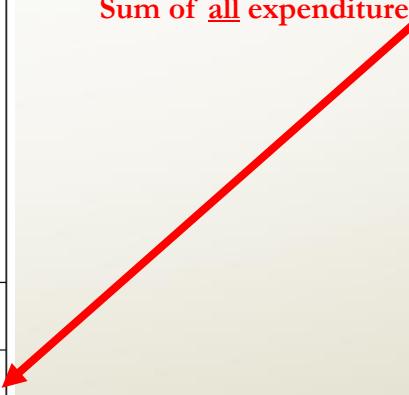
- Must fall within time period covered by report.
- Must have complete itemized information including date, name, complete address, contribution type, occupation (if over \$100) and dollar amount.
- Maximum cash contribution per election is \$50 (cashier's check considered as cash).
- Contribution limit to a candidate is \$1,000 per election (credit card, debit card, money order, or Paypal contribution considered a check).
- Contributions collected via Paypal or third-party vendor to collect contributions must be reported in full (fees reflected as expenditure).
- Person signing the check is the contributor, except for a company check that is a "Business" entity.
- In-kind contributions subject to contribution limitations.
- Candidates cannot accept contributions from an ECO.

# Campaign Treasurer's Report Itemized Expenditures (DS-DE 14)

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES					
(1) Name _____	(2) I.D. Number _____				
(3) Cover Period _____ through _____		(4) Page _____ of _____			
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
01 / 29 / 24	Jane Doe 456 Oak Street Miami, Florida 33128	Reimbursement for office supplies for mailer (toner/paper)	MON		\$47.84
001					

CAMPAIGN TREASURER'S REPORT SUMMARY		
(1) Name _____	OFFICE USE ONLY	
(2) Address (number and street) _____		
City, State, Zip Code _____		
<input type="checkbox"/> Check here if address has changed		
(3) ID Number: _____		
(4) Check appropriate box(es):		
<input type="checkbox"/> Candidate <input type="checkbox"/> Office Sought: _____		
<input type="checkbox"/> Political Committee (PC)		
<input type="checkbox"/> Electrionering Communications Org. (ECO)		
<input type="checkbox"/> Party Executive Committee (PTY)		
<input type="checkbox"/> Independent Expenditure (IE) (also covers an individual making electioneering communications)		
<input type="checkbox"/> Check here if PC or ECO has disbanded		
<input type="checkbox"/> Check here if PTY has disbanded		
<input type="checkbox"/> Check here if no other IE or EC reports will be filed		
(5) Report Identifiers		
Cover Period: From _____ / _____ / _____	To _____ / _____ / _____	Report Type: _____
<input type="checkbox"/> Original	<input type="checkbox"/> Amendment	<input type="checkbox"/> Special Election Report
(6) Contributions This Report		
Cash & Checks \$ _____	Monetary Expenditures \$ _____	\$47.84
Loans \$ _____	Transfers to Office Account \$ _____	
Total Monetary \$ _____	Total Monetary \$ _____	\$47.84
In-Kind \$ _____		
(7) Expenditures This Report		
(8) Other Distributions		
(9) TOTAL Monetary Contributions To Date		
\$ _____	(10) TOTAL Monetary Expenditures To Date	
\$ _____		
(11) Certification		
It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)		
I certify that I have examined this report and it is true, correct, and complete:		
(Type name)		
<input type="checkbox"/> Individual (only for IE or electioneering comm.)	<input type="checkbox"/> Treasurer	<input type="checkbox"/> Deputy Treasurer
X _____		X _____
Signature _____		Signature _____

Sum of all expenditures



# Expenditures

- Must fall within time period covered by the report.
- Must have complete itemized information including date, name, complete address, purpose of expenditure, and dollar amount.
- Reimbursement from campaign account is allowable directly to an individual/organization that has incurred approved expenses on behalf of the campaign. Include full name, address, specific purpose, and amount.
- Campaign accounts may not provide a direct payment to the credit card of an individual/organization as a form of reimbursement.
- Campaign workers should be paid with a campaign check and each campaign worker paid should be itemized.
- Bank fees and fees assessed by Paypal or a third-party vendor to collect contributions must be reported as expenditures (not deducted from the contribution amount).

# Campaign Treasurer's Report

## Itemized Distributions (DS-DE 14A)

CAMPAIGN TREASURER'S REPORT - ITEMIZED EXPENDITURES					
(1) Name <u>Johnny Doe</u>		(2) I.D. Number <u>9</u>			
(3) Cover Period <u>01 / 01 / 24</u> through <u>03 / 31 / 24</u>		(4) Page <u>1</u> of <u>1</u>			
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
<u>01 / 31 / 24</u>	ABC Campaign Marketing, 123 Maple Lane Miami, FL 33172	Marketing	RM		\$500.00
1					

The Itemized Distributions Form is used to report distributions of goods or services contributed to a candidate, indirect expenditures and reimbursements.

CAMPAIGN TREASURER'S REPORT - ITEMIZED DISTRIBUTIONS						
(1) Name <u>Johnny Doe</u>		(2) I.D. Number <u>9</u>				
(3) Cover Period <u>01 / 01 / 2024</u> through <u>03 / 31 / 2024</u>		(4) Page <u>1</u> of <u>1</u>				
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Related Expenditures	(10) Amendment	(11) Amount	(12) Distribution Type
<u>01 10 2024</u> / /	Office supplies Mega Store 1234 NW 1st Street Miami, FL 33193	Paper & toner for flyers	2024-Q1		\$150.00	MO
<u>01 15 2024</u> / /	Your Campaign Billboards Inc., 345 NW 3rd Avenue Doral, FL 33172	Creation of billboards for campaign	2024-Q1		\$200.00	MO
<u>01 16 2024</u> / /	Radio Miami, 555 SW 2nd Street Miami, FL 33130	Radio ad	2024-Q1		\$150.00	MO

# Petty Cash

CAMPAIGN TREASURER'S REPORT – ITEMIZED EXPENDITURES					
(1) Name _____		(2) I.D. Number _____			
(3) Cover Period _____ / _____ / _____ through _____ / _____ / _____			(4) Page _____ of _____		
(5) Date	(7) Full Name (Last, Suffix, First, Middle) Street Address & City, State, Zip Code	(8) Purpose (add office sought if contribution to a candidate)	(9) Expenditure Type	(10) Amendment	(11) Amount
01/28/24	Jane A. Doe 123 Maple Street Miami, Florida 33128	Office supplies	PCW		\$ 100.00
001					
01/29/24	Jane A. Doe 123 Maple Street Miami, Florida 33128	Reimbursement office supplies and toner	PCS		\$ 79.11
002					
01/30/24	Jane A. Doe 123 Maple Street Miami, Florida 33128	Reimbursement paper	PCS		\$ 20.89
003					

Petty Cash Withdrawn (PCW) – must be included in the “Itemized Expenditures” (DS-DE 14), amount is reflected in “Monetary Expenditures” on the Campaign Treasurer’s Report Summary – DS-DE 12).

Petty Cash Spent (PCS) – must be included in the “Itemized Expenditures” (DS-DE 14) for tracking, amount not included in “Monetary Expenditures” on the Campaign Treasurer’s Report Summary – DS-DE 12).

Spent only in amounts less than \$100 for office supplies, transportation expenses and other necessities.

CAMPAIGN TREASURER'S REPORT SUMMARY					
(1) Name _____		OFFICE USE ONLY			
(2) Address (number and street) _____					
City, State, Zip Code					
<input type="checkbox"/> Check here if address has changed					
(4) Check appropriate box(es): <input type="checkbox"/> Candidate <input type="checkbox"/> Office Sought: _____ <input type="checkbox"/> Political Committee (PC) <input type="checkbox"/> Electroneering Communications Org. (ECO) <input type="checkbox"/> Party Executive Committee (PTY) <input type="checkbox"/> Independent Expenditure (IE) (also covers an individual making electioneering communications) <input type="checkbox"/> Check here if PC or ECO has disbanded <input type="checkbox"/> Check here if PTY has disbanded <input type="checkbox"/> Check here if no other IE or EC reports will be filed					
(5) Report Identifiers Cover Period: From _____ / _____ / _____ To _____ / _____ / _____ Report Type: _____ <input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Special Election Report					
(6) Contributions This Report			(7) Expenditures This Report		
Cash & Checks \$ _____			Monetary Expenditures \$ _____ <b>\$ 100.00</b>		
Loans \$ _____			Transfers to Office Account \$ _____		
Total Monetary \$ _____			Total Monetary \$ _____ <b>\$ 100.00</b>		
In-Kind \$ _____			(8) Other Distributions \$ _____		
(9) TOTAL Monetary Contributions To Date \$ _____			(10) TOTAL Monetary Expenditures To Date \$ _____		
(11) Certification It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.) I certify that I have examined this report and it is true, correct, and complete: (Type name) <input type="checkbox"/> Individual (only for IE or electioneering comm.) <input type="checkbox"/> Treasurer <input type="checkbox"/> Deputy Treasurer (Type name) <input type="checkbox"/> Candidate <input type="checkbox"/> Chairperson (only for PC and PTY)					
X _____ Signature					
X _____ Signature					

SEE REVERSE FOR INSTRUCTIONS

## Petty Cash Limits

- \$500/quarter (before qualifying)
- \$100/week (after qualifying)
- PCS must equal PCW

*Use of debit cards or checks is recommended for better accounting.*

# Submitting Report

- Campaign Treasurer's Reports must be filed with qualifying officer as prescribed in the reporting schedule.
- The filing of the first Campaign Treasurer's Report is based on the date the candidate announced.
- Per F.S. 106.07(1), all contributions received, and all expenditures made must be included in the corresponding report.
- Waiver of Report (DS-DE 87) must be filed if there is no activity during the period.
- Review report prior to submitting to qualifying officer.
- If the report is incomplete, you will have to file an amendment report.
- You will be notified of any deficiencies or violations (i.e. late filing, fine due, and incomplete information on a campaign report).
- We encourage you to refer to the Electronic Filing of Campaign Treasurer's Reports handbook available on our website.

## Fines

- If a report is filed late, a fine will be assessed based on the date the completed report is submitted.
- Fines assessed to candidate must be paid from **candidate's personal funds** to qualifying officer.
- Fines must be paid within 20 days after receipt of the notice of payment due, unless an appeal is made to the Florida Elections Commission (FEC) within 20 days after receipt of the notice of payment due.
- If a fine is not paid, a complaint is sent to the FEC.
- If a fine was appealed to the FEC, and the fine is upheld, payment is due to the qualifying officer as stated in the Final Order.
- Refer to F.S.106.07(8)(b) for fine amounts.

# Termination Report

- “Total Contributions to Date” and “Total Expenditures to Date” must equal in the Termination Report.
- Campaign Bank Account must be closed when Termination Report is filed.
- Make sure that all checks have cleared, and any residual funds are properly disposed of before closing the account.
- The Expenditure Type “Disposition of Funds” is used to report a loan repayment in a Termination Report.
- Donations to nonprofit organizations are only allowed in the Termination Report.

## **Additional Reporting Requirements (MD-ED 26)**

Section 12-14 of the Code of Miami-Dade County pertains to paid campaign workers participating in vote-by-mail ballot activities.

In accordance with Section 12-14.1 of the Code of Miami-Dade County, Florida, candidates running for the Offices of Miami-Dade County Mayor, Commissioner and Community Council must file a separate campaign report to disclose the names of paid campaign workers engaged in vote-by-mail ballot activities.

This filing requirement applies to municipal offices as well.

## **Section 12-14.1 Absentee Ballot Campaigning Reporting Requirement.**

(1) Each campaign treasurer designated by a candidate for County or municipal office in Miami-Dade County shall, at the time of filing any contribution or expenditure reports otherwise required by law, file an additional electronic report with the officer responsible for receiving such candidate's contribution or expenditure reports. The report shall identify the names of all paid campaign workers, whether employed by the campaign or any consultant or agent of the campaign, participating in the campaign or undertaking any other activities regarding absentee ballots. The report shall be filed on a form created by the Supervisor of Elections for such purpose.

(2) Any candidate failing to file a report as required by this section on the designated due date shall be subject to a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late not to exceed \$5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate. Any candidate may appeal or dispute the fine to the Miami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to waive the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice that payment is due or such appeal or dispute shall be waived.

(3) Candidates for County and municipal office in Miami-Dade County may not direct or knowingly permit any paid or volunteer campaign worker to violate any provision of the Miami-Dade County Code or Florida Law regarding the conduct of absentee voting. Any such candidate found to violate this subsection by the Commission on Ethics and Public Trust shall, in addition to any other civil or criminal penalties provided by law, shall be subject to the penalties provided in Section 2-11.1(bb) of the Code of Miami-Dade County.

## Paid Campaign Workers Participating in VBM Activities (MD-ED 26)

REMEMBER TO SUBMIT A SIGNED ELECTRONIC COPY TO  
ELECTIONS VIA EMAIL AT CAMPAIGNS@MIAMIDADE.GOV.



## PAID CAMPAIGN WORKERS PARTICIPATING IN VOTE BY MAIL BALLOT ACTIVITIES

**This report must be filed by applicable candidates running for Miami-Dade County Charter positions: Mayor, Commissioner and Community Council**

(1) Name \_\_\_\_\_ (2) I.D. Number \_\_\_\_\_

(3) Report Name \_\_\_\_\_ (4) Cover Period \_\_\_\_\_ through \_\_\_\_\_

(5) Report Type  Original  Amendment (6) Page \_\_\_\_\_ of \_\_\_\_\_

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUE

## **Miami-Dade County Reporting of Solicitation of Contributions (MD-ED 28)**

- Since 01/01/2017 and in accordance with Sections 12-14.2.1 and 12-14.2.2 of the Code of Miami-Dade County, Miami-Dade County and Municipal Elected Officers, and Candidates, must file form MD-ED 28 to publicly disclose when they commence solicitation activities for Political Committees, Electioneering Communications Organizations, Political Parties, and/or 501(c)4 organizations.
- The terms “solicit” or “solicitation” shall include, but not be limited to, seeking or attempting to seek any contribution to any Political Committee, Electioneering Communication Organization, 501(c)(4) Organization and/or Political Party.
- Miami-Dade County elected officers and candidates must file this form with the Miami-Dade County Supervisor of Elections’ office.
- Municipal elected officers and candidates must file this form with their respective Municipal Clerk’s office.
- The first time a form is submitted after the five (5) days deadline, a notice of violation will be issued. This is a one-time warning. For each subsequent violation, a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late, not to exceed \$5,000 will be imposed. These fines must be paid via personal funds only.

MIAMI-DADE COUNTY ELECTIONS DEPARTMENT  
REPORTING OF SOLICITATION OF CONTRIBUTIONS FOR  
POLITICAL COMMITTEES, ELECTIONEERING COMMUNICATIONS ORGANIZATIONS,  
501(c)(4) ORGANIZATIONS AND POLITICAL PARTIES

## Reset Form

<p><b>Elected Official's or Candidate's Name</b>  <hr/> </p> <p><b>Address (number and street)</b>  <hr/> </p> <p><b>City, State, Zip Code</b>  <hr/> </p> <p><input type="checkbox"/> <b>CHECK IF ADDRESS HAS CHANGED</b></p>		<p><b>OFFICE USE ONLY</b></p>
<p><b>Filing as:</b></p> <p><input type="checkbox"/> <b>Elected Official</b>            Office: _____</p> <p><input type="checkbox"/> <b>Miami-Dade County Candidate</b>            Office: _____</p> <p><input type="checkbox"/> <b>Municipal Candidate</b> _____  <small>(Name of Municipality)</small>            Office: _____</p>		
<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)</p> <p>I certify that I have examined this report and it is true, correct, and complete. <b>(SECTION APPLICABLE TO CANDIDATES ONLY)</b></p> <p>(Type name) _____ <input type="checkbox"/> <b>Treasurer</b> <input type="checkbox"/> <b>Deputy Treasurer</b></p> <p><b>X</b>            Signature _____  <hr/>           Date _____</p> <p>I certify that I have examined this report and it is true, correct, and complete. <b>(FOR BOTH ELECTED OFFICIALS AND CANDIDATES)</b></p> <p>(Type name) _____ <input type="checkbox"/> <b>Elected Official</b> <input type="checkbox"/> <b>Candidate</b></p> <p><b>X</b>            Signature _____  <hr/>           Date _____</p>		

REPORTING OF SOLICITATION OF CONTRIBUTIONS FOR  
POLITICAL COMMITTEES, ELECTIONEERING COMMUNICATIONS ORGANIZATIONS,  
501(C)(4) ORGANIZATIONS AND POLITICAL PARTIES

This report must be filed by Miami-Dade County and Municipal Elected Officers and Candidates to publicly disclose their fundraising activities for Political Committees, Electioneering Communications Organizations, 501(C)(4) Organizations and Political Parties within five days (includes weekends and holidays) of commencing solicitation activities, either directly or indirectly, on behalf of said organization(s).

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES



## **PART III. OTHER IMPORTANT INFORMATION:**

**LEGISLATIVE CHANGES,  
POLITICAL ADVERTISING, CAMPAIGN  
SIGNAGE, CAMPAIGN WORKERS,  
AND ELECTIONS SUPPORT**

## Senate Bill 7066

- This bill became effective on July 1, 2019 and makes substantive changes to the Florida Election Code.
- Major provisions of this bill include the restoration of voting rights of Floridians with felony convictions after they complete all terms of their sentence including parole or probation. It does not apply to those convicted of murder or sexual offenses.
- The date of the Primary Election was changed from 10 weeks prior to the General Election to 11 weeks prior to the General Election.
- This bill expands the no-solicitation zone around polling places and early voting sites from 100 feet to 150 feet.

## Senate Bill 90

- This bill became effective on May 6, 2021.
- It expands the definition of “solicitation” and specifies that candidates or their campaign workers or volunteers may not distribute any items, including food or water within the 150 feet solicitation zone.

## Senate Bill 7050

- This bill became effective on July 1, 2023.
- This bill changes the frequency of Campaign Finance Reports from monthly to quarterly.
- As a result of this bill, the State updated the Candidate Oaths which now include a statement about outstanding fines, fees or penalties for ethics or campaign finance violations and an affidavit for candidates wanting to use a nickname on the ballot.

# Political Advertising and Disclaimers

*(See F.S. Section 106 for details and exceptions)*

Any political advertisement that is paid for by a candidate must prominently state:

- “Political advertisement paid for and approved by name of candidate, party affiliation (if applicable), for office sought.”
- “Paid for and approved by name of candidate, party affiliation (if applicable), for office sought.”

Any political advertisement, including those paid for by a political party must be approved in advance by the candidate and expressly state that the content of the advertisement was approved by the candidate as well as who paid for the advertisement.

# Campaign Signage

**Signage is not permitted in the right-of-way** (roadsides, sidewalks, utility poles, highway median strips, etc.) of any County, Municipal or State road.

(Sec. 2-103.15 of the Code of Miami-Dade County and F.S. Chapter 479)

## Usage and removal of political campaign advertisements (F.S. 106.1435)

All candidates shall make a good faith effort to remove their political campaign advertisements within a certain time. Otherwise, their signs will be removed and candidate may be charged the actual cost for such removal.

### Contact information for enforcement, complaints, or questions:

#### Unincorporated Miami-Dade County

Miami-Dade County Regulatory and Economic  
Resources Department: 786-315-2552

#### Municipality

Contact Municipal Clerk for specific  
municipal ordinances



# Voter Solicitation/Electioneering Outside of Polling Location

Per F.S. 102.031, *voter solicitation* also referred to as *electioneering* or *campaigning*.

Solicitation includes, but it is not limited to:

- seeking or attempting to seek any vote, fact, opinion, or contribution;
- distributing or attempting to distribute any political or campaign materials, leaflets, or handout;
- conducting a survey or poll;
- seeking or attempting to seek a signature on any petition;
- holding up signs or using loudspeakers;
- and selling or attempting to sell any item.

Restrictions: Rule 7066 expands the no-solicitation zone around polling places/rooms and early voting sites from 100 feet to 150 feet. ("Polling place" is defined as the building that contains the polling room where ballots are cast for Early Voting and on Election Day.)

The 150-foot solicitation restriction also applies to the office of the supervisor of elections where vote-by-mail ballots are requested and printed on demand.

*A voter may park their car decorated with campaign materials within 150 feet of a polling place entrance for as long as they are voting. Otherwise, the car must be moved.*

Enforcement: The Miami-Dade County Elections Department only has the jurisdiction to enforce the area within the 150-foot zone. Issues that occur outside of the 150-foot zone, must be coordinated with the property owner if applicable and local police will enforce if needed.



# Campaign Paraphernalia & Accessing Polling Location

- Only poll workers, poll watchers, and voters of that voting location are allowed in the polling location. (F.S. 102.031(3)(a))
- Poll workers and poll watchers are not permitted to wear any articles of personal apparel, which identifies them with any candidate, political party, and/or issue.
- Voters wearing campaign attire (buttons, hats, t-shirts, bumper stickers, etc.) may enter the polling room only to vote. They may not solicit other voters while waiting in line and must exit after voting.
- They may carry campaign literature and/or a marked sample ballot or palm card as long as it is for their personal use, not for distribution inside the polling location.
- They may campaign and/or solicit voters outside of the 150-foot parameter from the entrance of the polling location.
- The Elections Department does not have a policy to restrict bathroom usage; we use both public and private facilities conveniently located for all voters.
- Some polling locations offer restroom access. The use of the restrooms at private facilities is at the discretion of the landlords.



# Poll Watchers (F.S. 101.131)

Each political party and each candidate may have one watcher in each polling room or Early Voting area at any one time during the election. A state prescribed form must be submitted (DS-DE 125).

## Submission Deadlines

Early Voting	Election Day
<u>Prior to Noon</u>	<u>Prior to Noon</u>
14 days before Early Voting begins	The second Tuesday preceding the election

Poll Watchers must wear the access badge provided while in the Polling Room. If they do not observe the "Guidelines for Poll Watchers" (available at [www.miamidade.gov/elections](http://www.miamidade.gov/elections)) or interfere with the voting process, the Clerk has the authority to remove them from the premises.

## Contact information

County Candidates	Municipal Candidates
Vanessa Innocent Tel: 305-499-8342 Email: <a href="mailto:vanessa.innocent@miamidade.gov">vanessa.innocent@miamidade.gov</a>	Municipal Clerk

# Vote-by-Mail Ballot Procedures

Voting by mail ballot is, and continues to be, a convenient and safe way to vote.

Elections Department validates vote-by-mail ballot when request is made, when appropriate ballot is mailed to voter, and when the completed ballot is returned to our office.

Voters can further protect their right to vote by:

- Keeping their vote-by-mail ballot between themselves and the Elections Department
- Not giving their vote-by-mail ballot to anyone who is not authorized
- Making sure that the vote-by-mail ballot is properly signed before returning it
- Ensuring the vote-by-mail ballot is received by Elections by 7:00 pm on Election Night
- Maintaining a current signature on file with the Elections Department

State Attorney's Public Corruption Hotline: 305-547-3300

Miami-Dade Commission on Ethics Hotline: 786-314-9560

# Handling Vote-by-Mail Ballot

## **F.S. 104.0616(2) Vote-by-mail ballots and voting; violations.**

Any person who distributes, orders, requests, collects, delivers, or otherwise physically possesses more than two vote-by-mail ballots per election in addition to his or her own ballot or a ballot belonging to an immediate family member, except as provided in ss. [101.6105-101.694](#), including supervised voting at assisted living facilities and nursing home facilities as authorized under s. [101.655](#), commits a felony of the third degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

## **Section 12-14(b) of the Code of Miami-Dade County (Vote-by-mail ballots)**

"... A designee may retrieve, pick up and/or return (whether by hand, by mail or by any other method) no more than two vote-by-mail ballots other than his or her own per election, except that additional ballots may be picked up and/or returned for members of the designee's immediate family. For purposes of this section, "immediate family" means the designee's spouse or the parent, child, grandparent, grandchild, or sibling of the designee or designee's spouse. A designee may only pick up and/or return a vote-by-mail ballot on the day before or day of the election for an immediate family member and on the day of the election for a non-family member. The designee must complete an affidavit that states that the designee is authorized by the elector to retrieve and/or return the elector's ballot and shall indicate his or her relationship to the elector, if any. Any person picking up and/or returning vote-by-mail ballots in violation of the provisions of this subsection shall be punished by a fine not to exceed one thousand dollars (\$1,000.00) or by imprisonment in the county jail for a period not to exceed sixty (60) days, or by both such fine and imprisonment, in the discretion of the court having jurisdiction over the cause."

# Top Recommendations

## Announcing and Qualifying for Office

- Remember to write the correct name of the office you are running for in all your filing and qualifying documents. It is your responsibility to ensure that all correct forms are properly filled out, signed and submitted on time.
- Have sufficient funds before you write the qualifying check.

## Campaign Finance Reporting

- Designate a Campaign Treasurer well versed in Florida Election Laws and Campaign Financing.
- File completed campaign reports on time to avoid fines or amendment reports.
- Collect all pertinent information when collecting contributions (i.e. name, address, occupation, etc.)
- Provide a complete name/address for all contributions/expenditures.
- Ensure contributors do not exceed the maximum contribution limit.
- Use petty cash appropriately.

# Top Recommendations *(Continued)*

## Staying Informed

- Keep contact information on file with qualifying officer current.
- Monitor mail and email address on file on a regular basis.
- Check Qualifying Officer's website regularly for pertinent information (i.e. dates, recent law changes, upcoming events, etc).
- Attend a Candidate Campaign Skills Seminar or other educational seminars offered by SOE and collaborating entities.

## Campaign Practices

- Make sure campaigners are familiar with State election laws (voter solicitation, campaign paraphernalia, campaign signage, vote-by-mail ballots, etc).
- Voting should remain between the voter and the Elections Department.

# Elections Resources Prior to Election

## Online Resources ([www.miamidade.gov/elections](http://www.miamidade.gov/elections))

- Elections Calendar
- Elected Officials List
- Offices up for election in upcoming cycle
- Real-time candidate files (docs, reports, status)
- Sample Ballot (candidate names/ballot position #s)
- Customized Sample Ballot (a copy of a voter's ballot contents)
- Online Tracking Tools (registration, VBM, provisional)
- List of precincts by districts
- Voter registration statistics by party/district/precinct

## Public Services Counter (305-499-8440)

- Maps
- Electronic voter lists
  - *Registered voters, voters who voted, early voters, vote-by-mail voters (as permitted by State law)*
  - *Door-to-door walk lists, etc.*

# Elections Resources on Election Day

<b>Federal, State, and County Elections</b>	<b>Municipal Elections</b>
Preliminary election results posted on the Elections Department website and MDTV starting at 7:15 p.m.	Preliminary election results posted on the Elections Department website at 7:15 p.m.
7:15 p.m. – Vote-by-Mail and Early Voting results	7:15 p.m. – Vote-by-Mail and Early Voting ( <i>if applicable</i> ) results
Every 30 minutes or as precincts close – Election Day results	As precincts close – Election Day results
Official election results, recounts, and election certification coordinated by Elections	Certified Election Results provided to Municipal Clerk  Contact the Municipal Clerk for any questions on official election results, recounts, and election certification.

# Contact Information

Roberto A. Rodríguez  
Deputy Supervisor of Elections  
Miami-Dade County Elections Department  
2700 NW 87<sup>th</sup> Avenue  
Miami, FL 33172  
305-499-8435  
[Roberto.Rodriguez@miamidade.gov](mailto:Roberto.Rodriguez@miamidade.gov)

Candidate Services Section  
Qualifying and Reporting  
Miami-Dade County Elections Department  
2700 NW 87<sup>th</sup> Avenue  
Miami, FL 33172  
305-499-8410  
[campaigns@miamidade.gov](mailto:campaigns@miamidade.gov)

Vanessa Innocent – Poll Watcher Information  
Assistant Deputy Supervisor of Elections  
Miami-Dade County Elections Department  
2700 NW 87<sup>th</sup> Avenue  
Miami, FL 33172  
305-499-8342  
[vanessa.innocent@miamidade.gov](mailto:vanessa.innocent@miamidade.gov)

Florida Commission on Ethics  
325 John Knox Road  
Building E, Suite 200  
Tallahassee, FL 32303  
850-488-7864  
<http://www.ethics.state.fl.us>

Florida Department of State, Division of Elections  
Room 316, The R.A. Gray Building  
500 South Bronough Street  
Tallahassee, FL 32399-0250  
850-245-6200  
<http://election.dos.state.fl.us>

Miami-Dade Commission on Ethics and Public Trust  
Overtown Transit Village  
North Tower, 8<sup>th</sup> Floor East  
701 Northwest 1st Court  
Miami, Florida 33136  
Phone: (305) 579-2594  
Ethics Hotline: (305) 579-9093 or (786) 314-9560  
Fax: (305) 579-0273  
Email: [ethics@miamidade.gov](mailto:ethics@miamidade.gov)  
Website: <http://ethics.miamidade.gov>



# Miami- Dade Commission on Ethics and Public Trust

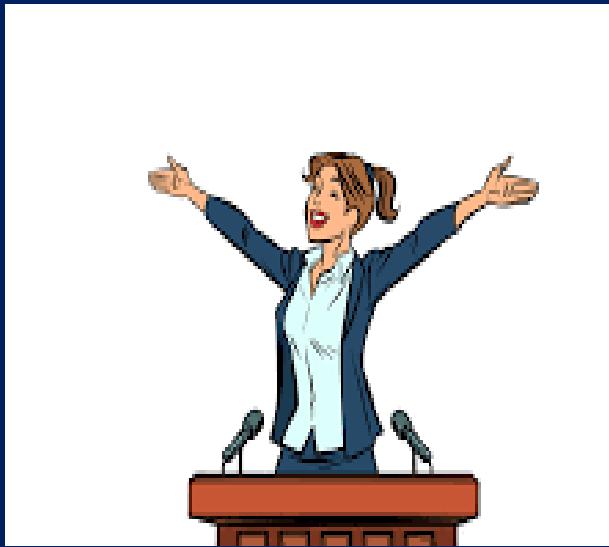


## Campaign Best Practices

### TEN SIMPLE RULES: To Avoiding Ethical and Criminal Pitfalls

North Miami Beach, Florida

March 2024



## I. “ This is America. I have a right to communicate with the Voters ! ”

Be careful where you talk and what images you use to communicate your message

Be careful with the use of campaign registration photographs at City Hall with Clerk staff or municipal seals in campaign literature or videos. There are limitations in most municipalities on the use of their seal and municipal employees may not as part of their work-day engage in activities in support or opposition to a political candidate. This may violate municipal ordinances, local ethics codes, or state statutes prohibiting the use of public resources for political campaign purposes. Be particularly careful with photographs on on-duty policy personnel in uniform.

Candidacy announcements at City hall are generally permissible at the “front steps” but be careful with the prohibited use of commission chambers, auditoriums, podiums, sound equipment and staff. Get permission and bring your own materials.

Once in campaign mode, if you are an incumbent, you may communicate with your constituents and voters about public matters and you may use public resources and staff for this purpose but be cautious with communications that are purely political announcements about what a good elected official you are or clear rebuttals to political attacks by opponents that are not related to communications about public matters in your jurisdiction.

Advertising charitable events like food distributions using public resources and displaying your name and title as an elected official are permissible but don’t cross the line to purely political advertising.



## II. “ This is America ! The Constitution says I can put my signs where the public can see them ! ”

**Nope, no you can’t**

Signage is not permitted in the public right-of-way and your opponent will report you. (roadsides, sidewalks, utility poles, highway median strips, etc.) of any County, Municipal or State road. See F.S. Chapter 479)

You are responsible to make a good faith effort to remove your political campaign advertisements within a certain time. Otherwise, their signs will be removed and candidate may be charged the actual cost for such removal. (F.S. 106.1435)



### III. “ This is America ! The Constitution says I ask for votes right up to the ballot box. ! ”

**Nope, no you can't.**

Voter solicitation also referred to as electioneering or campaigning is not allowed within 150 feet of the polling place. Your opponent will report you.

Solicitation includes:

Seeking or attempting to seek any vote, fact, opinion, or contribution;

Distributing or attempting to distribute any political or campaign materials, leaflets, or handout;

Conducting a survey or poll;

Seeking or attempting to seek a signature on any petition;

Holding up signs or using loudspeakers;

Selling or attempting to sell any item;

*Distributing food or water.*

(Per F.S. 102.031)



#### IV. “ My Friends in Government Love Me and Want to Help. Surely, they can support my candidacy ! ”

Be careful with the related prohibited use of public office or position for political purpose

“Little Hatch Act” F.S. 104.31

Prohibits use of official authority to interfere with an election, or to coerce or influence another person's vote

Applies to all public employees

Includes use of public equipment, e.g., telephones, faxes, computers and vehicles

Use of services of public employees during working hours, F.S. 106.15(3)

Solicitation or acceptance of political contribution in a public building, F.S. 106.15(4)



## V. “ Sorry. My Treasurer Misplaced my Paperwork ”

### **Careful with Campaign Accounting Methods**

The candidate should never serve as campaign treasurer. This is a recipe for disaster as the candidate should be focused on the campaign.

The treasurer should be the most knowledgeable person in the campaign about campaign finance laws and should be free to devote the necessary time to fulfill the responsibilities of a campaign treasurer.

The candidate and the treasurer must certify the correctness of each report. F.S. 106.07(5).

The campaign treasurer must keep detailed accounts of all contributions and expenditures for several years equal to the term of the office sought. F.S. 106.06

No campaign expenses may be authorized unless there are sufficient funds on deposit in the primary depository account of the candidate or political committee. F.S. 106.11(4)

## VI. “Friends you don’t need”

### Be careful with the overzealous campaign worker



Destroying or defacing an opponent's campaign or political signs is a criminal offense. F.S. 806.13 (misdemeanor criminal\mischief or felony if the damage is \$1000 or greater).

Making promises you can't keep: "Don't worry when my guy gets elected, you are going to get your job back and you are going to be our guy at building and zoning." (Illegal Promise of Appointment to a Public Position. F.S. 104.071(1), 3<sup>rd</sup> degree Felony).

Offering gratuities to secure votes: "Work on my guy's campaign as an outreach worker and I will pay you \$20 for each voter that you can deliver on election day or absentee ballot that you can get for us." (Vote Buying - F.S. 104.061 (2), 3<sup>rd</sup> degree Felony)

## VII. “ Be Cautious with the Allure of the AB ”

### Careful with the overzealous campaign worker

“Any person who provides or offers to provide, and any person who accepts, a pecuniary or other benefit in exchange for distributing, ordering, requesting, collecting, delivering, or otherwise physically possessing more than two vote-by-mail ballots per election in addition to his or her own ballot or a ballot belonging to an immediate family member, except as provided in ss. 101.6105-101.694, commits a misdemeanor of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.” F.S. 104.0616(2) Vote-by-mail ballots and voting; violations.



## WHY VOTE BY MAIL?

**SAVE TIME**  **ALWAYS VOTE**  **IT'S FREE!**

**1** Enroll online: [votefromhome.miami](http://votefromhome.miami)  
or call **305.499.8444**

**2** A ballot will be mailed to you  
for every election through **2022**

**3** Ballots can be **mailed** back  
or **dropped off** at early voting locations



## VII. “Be Cautious with the Allure of the AB” (cont.)

Careful with the overzealous campaign worker

As a rule, you cannot request absentee ballots on behalf of another voter except immediate family, guardian or administration or assisted living facility. (F.S. 104.047, 3<sup>rd</sup> degree felony)

Careful with absentee ballot collections or bundling. As a rule, you cannot handle more than two absentee ballots. (In Miami Dade there is a limitation 2 ballots - only 1 from non-family member Section 12-14, Miami Dade County Ordinance - Criminal Misdemeanor Violation)

Maintain control of what campaign workers are involved in absentee ballot activities. Keeping records is a good idea and is required in some jurisdictions. (Record keeping of campaign Workers involved in absentee ballot activities required in Dade-Section 12-14.1).

## VII. “Be Cautious with the Allure of the AB ” (cont.)

### Reporting Requirements

(1) Each campaign treasurer designated by a candidate for County or municipal office in Miami-Dade County shall, at the time of filing any contribution or expenditure reports otherwise required by law, file an additional electronic report with the officer responsible for receiving such candidate's contribution or expenditure reports. The report shall identify the names of all paid campaign workers, whether employed by the campaign or any consultant or agent of the campaign, participating in the campaign or undertaking any other activities regarding absentee ballots. The report shall be filed on a form created by the Supervisor of Elections for such purpose.

(2) Any candidate failing to file a report as required by this section on the designated due date shall be subject to a fine of \$50 per day for the first three (3) days and, thereafter, \$500 per day for each day late not to exceed \$5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate. Any candidate may appeal or dispute the fine to the Miami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to waive the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice that payment is due or such appeal or dispute shall be waived.

(3) Candidates for County and municipal office in Miami-Dade County may not direct or knowingly permit any paid or volunteer campaign worker to violate any provision of the Miami-Dade County Code or Florida Law regarding the conduct of absentee voting. Any such candidate found to violate this subsection by the Commission on Ethics and Public Trust shall, in addition to any other civil or criminal penalties provided by law, shall be subject to the penalties provided in Section 2-11.1(bb) of the Code of Miami-Dade County.

► Section 12-14.1, Miami-Dade Code, Absentee Ballot Campaigning Reporting Requirement





## VIII. “I’m in the Money”

### **Careful what you do with campaign dollars**

A candidate or the spouse of a candidate may not use funds on deposit in a campaign account of such candidate to defray normal living expenses for the candidate or the candidate's family, other than expenses actually incurred for transportation, meals and lodging by the candidate or a family member during travel during the campaign. (F.S. 106.1405, Theft of Campaign Funds, F.S. 812.014)

After the close of the campaign, you are limited on what you can do with excess remaining funds. Throwing a “party” is not one of the permissible uses.

- 1) Prorate return to contributors
- 2) Charitable donation to s. 501( c )(3) organization
- 3) Up to \$10,000 to political party
- 4) Election Campaign Financing Trust Fund/General Revenue Fund (State candidates)
- 5) General fund of the municipality (municipal candidates)
- 6) Office account (elected candidates) - Limited amount, e.g. \$2500 x # of years in term of office for County or municipal candidate

(Disposition of Surplus Funds, F.S. 106.141)

## IX. “ Cash is king, baby ! ”

**Nope, no it ain't**

Cash contributions are limited to \$50 or less (F. S. 106.09)

- More than \$50 in cash - 1st Degree Misdemeanor
- More than \$5000 in cash - 3rd degree Felony

Cash expenditures are also limited (F.S. 106.12)

- \$500 per quarter reporting period prior to last qualifying date.
- \$100 per week following last day for qualifying (for all but statewide candidates)
- To be spent only on amounts less than \$100 and “only for office supplies, transportation expenses, and other necessities”
- Not for media





## X. “Straw contributors and secret loans”

### You gotta report who gave you what

A person may not make any contribution through or in the name of another, directly or indirectly in any election.

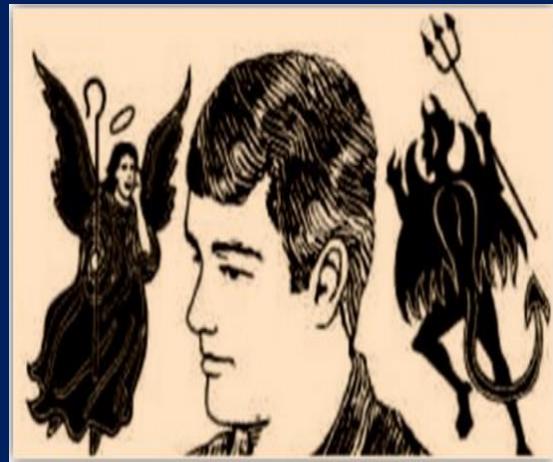
Both the contributor and a candidate who knowingly and willfully fails to return such a contribution may be charged.

1st degree Misdemeanor for one illegal contribution

3rd degree Felony for two or more illegal contributions (See F.S. 106.08(5)(a) )

Persons elected to office must report all loans exceeding \$500 and used for campaign purposes, made in the 12 months preceding the election, within 10 days after being elected. (See F.S. 106.075)

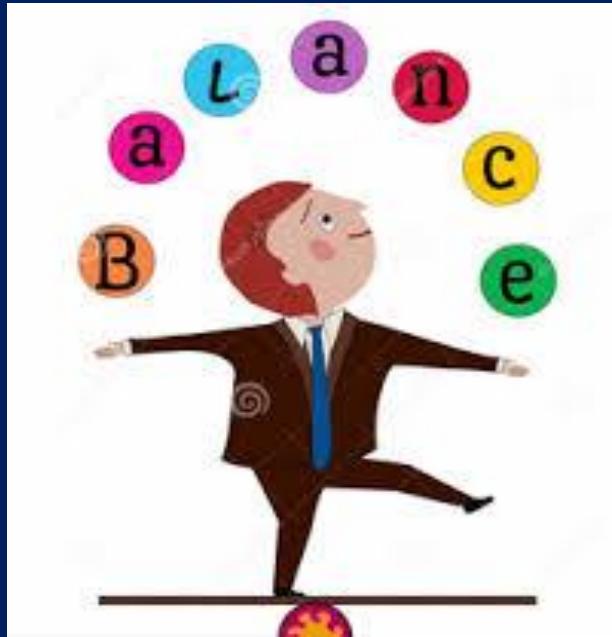
Must report a gift, subscription, conveyance, deposit, loan, payment, or distribution of money or anything of value, including contributions in kind having an attributable monetary value in any form, made for the purpose of influencing the results of an election. F.S. 106.011(3)



# Ethical Campaign Practices

Sec. 2-11.1.1, Miami-Dade Code  
Mandatory Local Rules

## Miami Dade Mandatory Rules



### Applies to Candidates and Campaign Staff

With actual malice make or cause to be made any untrue oral statement about another candidate or his/her staff which exposes candidate or staff to hatred, contempt, or ridicule or causes candidate or staff to be shunned or avoided or injured in his/her business or occupation.

With actual malice publish or cause to be published by writing, printing, effigy, sign or otherwise than by mere speech any untrue statement about another candidate, family member or staff which exposes that person to hatred, contempt, ridicule or causes that person to be shunned or avoided or injured in business or occupation.

Willfully injure, deface, damage or cause to be injured, defaced or damaged by any means any campaign poster, sign, leaflet, literature of another candidate.

Knowingly obtain, or cause to be obtained the campaign property of another candidate with the intent to deprive the candidate of a right to the property or a benefit therefrom

Knowingly file with the Ethics Commission a groundless or frivolous complaint against another candidate.

## Miami Dade Voluntary Rules

I shall not make my race, religion, national origin, gender, physical disability or sexual orientation an issue in my campaign.

I shall not make my opponents' race, religion, national origin, gender, physical disability or sexual orientation an issue in my campaign.

I will condemn any appeal to prejudice based on race, creed, national origin, religion, gender, physical disability or sexual orientation.

I shall not without just cause attack or question my opponent's patriotism.

I shall not publish, display or circulate any anonymous campaign literature or political advertisement.

I shall not tolerate my supporters engaging in these activities which I condemn nor shall I accept their continued support if they engage in such activities. I will not permit any member of my campaign organization to engage in these activities and will immediately and publicly repudiate the support of any other individual or group which resorts to the methods and tactics I condemn.

I shall run a positive campaign emphasizing my qualifications for office and positions on issues of public concern.

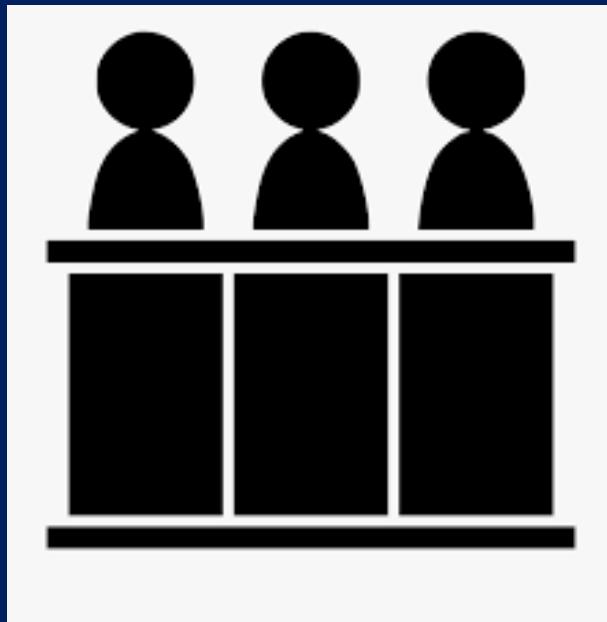
I will limit my attacks on an opponent to legitimate challenges to that person's record, qualifications, and positions.

I will neither use nor permit the use of malicious untruths or innuendoes about an opponent's personal life, nor will I make or condone unfounded accusations discrediting that person's credibility.

I will take personal responsibility for approving or disavowing the substance of attacks on my opponent that may come from third parties supporting my candidacy.

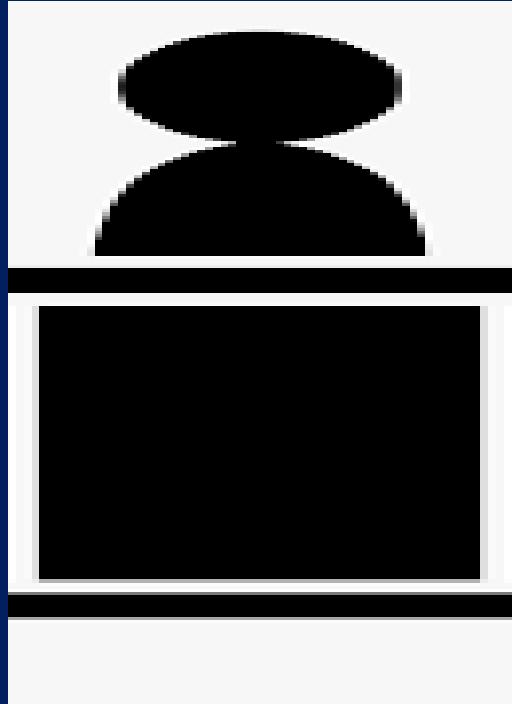
I will not use or permit the use of campaign material that falsifies, distorts, or misrepresents facts.





## Enforced by the Ethics Commission

Miami-Dade County Commission on Ethics and Public Trust. The Miami-Dade County Commission on Ethics and Public Trust ("Ethics Commission") shall have jurisdiction over the Ethical Campaign Practices Ordinance. The Ethics Commission shall be empowered to review, interpret, render advisory opinions and letters of instruction and enforce the mandatory and voluntary fair campaign practices.



## Expedited Hearing by Neutral Hearing Officer

When a complaint is filed pursuant to the Ethical Campaign Practices Ordinance within fifty (50) days of a primary, general or special election, the Ethics Commission may conduct an expedited proceeding, with the assistance of hearing examiners, traditionally a retired Judge.

## Penalties



In addition to any other penalty provided by law, a finding by the Ethics Commission that a candidate or a member of his or her staff has violated one (1) or more of the mandatory fair campaign practices shall subject said candidate, a member of his or her staff, or both, to an admonition or public reprimand and/or a fine of five hundred dollars (\$500.00) for the first such violation and one thousand dollars (\$1 ,000.00) for each subsequent violation. The Ethics Commission may also order a person who violates a mandatory fair campaign practice to pay restitution when the person or a third party receives a pecuniary benefit as a result of the person's violation. The procedure for determining restitution shall be governed by an administrative order adopted by the County Commission and rules of procedure promulgated by the Ethics Commission.

Thank you for  
your attention  
and courtesy.  
for your  
attention and  
courtesy

## Miami Dade Ethics Commission

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