



Chris H. Chambless

Supervisor of Elections
Clay County, Florida

MEMORANDUM

TO: All Special Election Candidates
Lake Asbury Municipal Service Benefit District

FROM: Linda Hoover, Candidate Filing Officer

DATE: February 23, 2011

SUBJECT: Qualifying

Qualifying for this special election will be held from **8:30 a.m. March 7, 2011 through Noon, March 8, 2011**. Qualifying papers are now being accepted for holding by our office to be processed and filed during the qualifying period. (*Section 99.061, F.S.-not earlier than 14 days prior to the first day of qualifying for the office*)

LAKE ASBURY MUNICIPAL SERVICE BENEFIT DISTRICT **SPECIAL ELECTION**

Special Primary: May 3, 2011 Special General Election: June 7, 2011
(If needed)

Early Voting April 25 - May 1, 2011

Seats 1, 3, 4, 5, 6, 7, 8 and 9 are up for election with odd numbered seats up for re-election in 2012 and even numbered seats up in 2014 and then all terms will be four year terms.

**Special Note: In addition to odd numbered seats becoming open in 2012, Seat #2 will become open due to expiration of BCC appointment. (F.S. 100.111 & Chapter 86-392,(2)(f) Laws of Florida)*

THINGS TO REMEMBER

If a candidate does not plan on collecting contributions and his/her **only** expenses are for the production of and verification of petitions *or* the filing fee of \$25.00 the DS/DE9 (Appointment of Campaign Treasurer/Designation of Campaign Depository) form and the Candidate Acknowledgement form are not required.

Petition Requirements: Deadline for turning in petitions is **5:00 p.m. February 28, 2011**. Candidates seeking to qualify by the petition method must obtain **25** valid signatures from any registered voters in the geographical area represented by the office sought. Petition form and

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instructions included in this packet. Petitions must be returned by deadline above to give us time to verify signatures. The cost of verification is ten cents per petition to be paid when turning them into our office. Please make sure to collect extras in case some are not properly completed. *(Deadline shortened due to special election timeline)*

Required at time of filing:

- DS-DE 9 (Appointment of Campaign Treasurer/Designation of Campaign Depository) (by candidates collecting contributions)
- Candidate Acknowledgement (by candidates collecting contributions)
- Form DS-DE 84(Statement of Candidate) (by all candidates)
- Letter stating that he/she does not intend to raise any campaign finances. Sample attached (by candidates not collecting contributions)

To Be filed during qualifying period: March 7, 2011 through Noon, March 8, 2011.

- DS-DE 84 (if not already filed)
- DS-DE 25 (Loyalty Oath for Non Partisan Office)
- Form 1 (Statement of Financial Interests form)
- Either \$25.00 filing fee (can be personal check) or Certification of Signature Verification Letter (sent to candidate from our office)

If there is more than one candidate running for a particular seat the names will be on the General Election Ballot.

All forms can be printed by going to *Candidates and Committees* on our website or to the *Links* section under *General Information* on our website and then to the *Division of Elections Link* and to *Forms and Publications*.

Campaign Reporting Schedule: This pertains only to candidates who appoint a campaign treasurer and designate a campaign depository.

<u>Report</u>	<u>Due Dates</u>	<u>Cover Periods</u>
SF1	4/12/11	Date appointment filed – 3/31/11
SF2	4/29/11	4/1/11 – 4/28/11 (no contributions 5 days before elections)
TR	8/1/11	4/29/11 – close of campaign*
SG1	5/25/11	4/29/11 – 5/15/11
SG2	6/3/11	5/16/11 – 6/2/11(no contributions 5 days before elections)
TR	9/5/11	6/3/11 – close of campaign*

*A final report is due 90 days after the candidate becomes unopposed, is eliminated, or elected.