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MEMORANDUM

TO: All Candidates for Multi-County, State or Federal Office

FROM: Brian E. Corley

SUBJECT: Information Guide

While the Florida Election Code outlines your duties and responsibilities, there are unique policies and/or procedures for each of the sixty-seven Florida counties. Therefore, this guide has been prepared specifically for candidates who are running for multi-county, state or federal offices in an effort to familiarize them with specific information unique to Pasco County. A few examples include sign ordinances, Pasco County's early voting schedule and locations, the public testing of voting equipment, etc.

Please know that it is my intent that this guide be a valuable resource to your candidacy. However, you may have questions that have not been addressed in this guide. Feel free to contact my office if any questions arise. Also, please know that the Florida Election Code prevails if there is any conflict of information between the code and this guide.

As always, we stand ready to assist you in any way that we are permitted by law.

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I. CANDIDATE PETITIONS

A. CAN I QUALIFY AS A CANDIDATE BY PETITION?

Pursuant to **99.095, Florida Statutes**, a person seeking to qualify for nomination to any office may qualify to have their name placed on the ballot by means of the petitioning process. **HOWEVER**, signatures **MAY NOT** be obtained until the candidate has filed the appointment of campaign treasurer and designation of campaign depository pursuant to **106.021, Florida Statutes (Exception: Federal and Special District Candidates)**. Additionally, the signatures are only valid for the qualifying period immediately following such filings.

- < The format of the petition (**Form DS-DE 104**) shall be prescribed by the division and shall be used by the candidates to reproduce for circulation. Candidates will be required to obtain signatures of at least one percent (1%) of the total number of registered voters in their district. (The registration statistics used in computing the requisite number of signatures are those for the 2020 General Election.)
- < If you are qualifying by the petition process, the number of valid signatures you must secure is listed in a table on the Division of Elections website.
<https://dos.myflorida.com/elections/candidates-committees/qualifying/>
- < The statutory fee for signature verification is ten cents (\$.10) per signature verified. The fee is due when the petitioner submits the petitions for verification to the Supervisor of Elections. If filing an Affidavit of Undue Burden, you must submit the form at the same time you submit your first batch of petitions (to each county verifying your petitions).
- < **99.097(4), Florida Statutes**, allows you to file an Undue Burden Affidavit with the Supervisor of Elections exempting you from paying the ten cents (\$.10) per name checked. This oath must be filed with the Supervisor of Elections at the time petitions are submitted for verification. The form used will be the "Affidavit of Undue Burden." (**Form DS-DE 19A**)
- < The signed petitions must be submitted to the Supervisor of Elections **prior to 12:00 Noon on May 16, 2022**, for verification. The petition deadline for Judicial Candidates is **prior to Noon, March 28, 2022**.
- < The Supervisor of Elections will certify the number of valid petitions to the Division of Elections once the signatures have been verified. The deadline for the Supervisor of Elections to certify petitions to the Division of Elections is by 5:00 p.m. on April 18, 2022 for Federal, Judicial, State Attorney and Public Defender candidates and 5:00 p.m. on June 6, 2022 for Statewide, District and Multi-County candidates.

- < If you meet the petition requirement for the office you are seeking, you will not be required to pay the qualifying fee and will be entitled to have your name printed on the ballot.

Note: If the candidate is running for an office which will be grouped on the ballot with two or more similar offices to be filled at the same election and the petition does not indicate the group or district office for which they are running, the signatures obtained on the petition will not be counted.

II. PUBLIC TEST

Section **101.5612(1), Florida Statutes**, requires all electronic or electromechanical voting systems shall be thoroughly tested at the conclusion of maintenance and programming. Tests shall be sufficient to determine that the voting system is properly programmed, the election is correctly defined on the voting system, and all of the voting system input, output, and communication devices are working properly.

Pursuant to **101.5612(2), Florida Statutes**, on any day not more than 10 days prior to the commencement of early voting as provided in **101.657, Florida Statutes**, the supervisor of elections shall have the automatic tabulating equipment publicly tested to ascertain that the equipment will correctly count the votes cast for all offices and on all measures.

The following **tentative** schedule will apply to the 2022 elections: (subject to change)

Primary Election –
Monday, August 8, 2022 3:00 p.m.

General Election –
Friday, October 21, 2022 3:00 p.m.

The testing location will be:

Supervisor of Elections
Pasco County Technology Center
38283 McDonald Street
Dade City, Florida 33525

III. CAMPAIGN/POLITICAL SIGNS

As indicated in **106.1435, Florida Statutes**, after a candidate withdraws, is eliminated or elected, the candidate shall make a good faith effort to remove all political campaign advertisements within 30 days. However, in order to comply with the Land Development Code, political signs or posters must be removed within 5 days after the political issue has been decided. Please note the section entitled "Political Signs". This information was provided by the Pasco County Department of Land Development. A candidate is not expected to remove those political campaign advertisements which are in the form of signs used by an outdoor advertising business as provided in Chapter 479. The provisions herein do not apply to political campaign advertisements placed on motor vehicles or to campaign messages designed to be worn by persons.

If the political signs are not removed within the specified time, a political subdivision or government entity has the authority to remove advertisements and may charge the candidate the actual cost for such removal.

No political advertisements shall be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on or above any state or county road right-of-way.

NOTE: Some polling locations and early voting sites may not allow campaign signs to be erected, posted, painted, tacked, nailed, or otherwise displayed, placed, or located on their property except during polling hours.

Additionally: This does not preclude municipalities from imposing additional or more stringent requirements on the usage or removal of political campaign advertisement. Candidates should contact individual municipalities for information regarding their political campaign advertisements.

Dade City	352-523-5050	New Port Richey	727-853-1016
San Antonio	352-588-2127	Port Richey	727-816-1900
St. Leo	352-588-2622	Zephyrhills	813-780-0000

POLITICAL SIGNS

Candidates should familiarize themselves with Pasco County Board of County Commissioners Resolution 11-300. This resolution details the county's policy on political signs at county owned facilities for both Early Voting periods and Election Days. A copy of this resolution is given to each person who pulls papers to run for office in Pasco County.

Permits are no longer required by Pasco County for political signs (defined as any sign identifying and urging support for or opposition to a particular issue, political party, or candidate for public office) but they remain subject to the Pasco County Land Development Code Section 406.16:

<https://www.pascocountyfl.net/DocumentCenter/View/3791/LDC-Section-4061-Signs?bidId=>

For clarification or additional information, contact the Zoning/Code Compliance Division at (727) 847-8142.

POLITICAL CAMPAIGN SIGNS IN THE STATE RIGHTS OF WAY

Chapter **479.11, Florida Statutes**, mandates that political campaign signs may not be placed in the right of way of any state or national highway.

All political campaign signs placed on the State right of way will be picked up by the Florida Department of Transportation staff and placed in one of the department maintenance yards.

All campaign staff/workers should be made aware of the regulations for political sign placement. If workers are given a copy of this notice prior to distributing campaign signs, it may eliminate a trip(s) to the maintenance yard to retrieve the confiscated signs.

IV. GENERAL INFORMATION

A. VOTE-BY-MAIL BALLOTS

- < Mail ballots are **tentatively scheduled** to be mailed the week of July 14, 2022, for the Primary Election and the week of September 29, 2022, for the General Election. Pursuant to Florida Statutes, military and overseas ballots will be mailed the week of July 9th and September 24th respectively.
- < After the initial mailing, vote-by-ballots are mailed daily upon request through the tenth day prior to the election. (**101.62(2), Florida Statutes**)
- < Data for vote-by-mail ballot voters may be obtained through the Supervisor of Elections' office. However, this information is only available to those entitled to the data, per Florida Statutes. Candidates requesting this data must do so in writing, include their campaign contact information, and the candidate's signature.
 - < Visit <https://www.pascovotes.gov/Candidates/Guide-for-Candidates/Data-Requests-for-information-on-data-requests-and-the-Vote-by-Mail-Ballot-Information-Request-Form>
- < Any registered voter may request/vote a mail ballot without cause. The vote-by-mail ballot may be requested in person, in writing, by email, or by telephone. All requests must contain all information required by Florida Statutes.
- < Pursuant to **101.68(2)(a), Florida Statutes**, the canvassing board may process returned vote-by-mail ballots through the tabulation equipment once the public test has been completed. However, **NO** results may be released until after the polls close.

< The following dates are the **tentative** dates the Pasco County Canvassing Board will begin canvassing vote-by-mail ballots: (subject to change)

Primary Election	August 17, 2022	8:00 a.m.
General Election	October 27, 2022	8:00 a.m.

< Reasonable access, upon request, to review or inspect ballot materials will be granted prior to canvassing or tabulation.

NOTE: Candidates may pick up a ballot ONLY for themselves at any time. However, with a written request signed by the voter, the candidate may pick up a ballot for an immediate family member no earlier than nine (9) days prior to the election. All applicable data requirements must be met prior to the ballot being produced.

B. EARLY VOTING

< In Pasco County, Early Voting will be conducted for an eight (8) day period prior to the primary election. Early Voting will be conducted for an eleven (11) period prior to the general election.

< There will be twelve (12) early voting sites for 2022 in Pasco County. **The sites are:**
East Pasco Government Center, Lobby, Dade City
Alice Hall Community Center, Zephyrhills
New River Branch Library, Zephyrhills
Wesley Chapel District Park, Wesley Chapel
Land O' Lakes Recreation Center, Land O' Lakes
Utilities Administration Building, Land O' Lakes
Odessa Community Center, Odessa
J. Ben Harrill Recreation Complex, Holiday
West Pasco Government Center, Supervisor of Elections' office, New Port Richey
Regency Park Library, New Port Richey
Hudson Regional Library, Hudson
Wiregrass Ranch Sports Campus, Wesley Chapel

< **The dates for early voting are:**

Primary Election	August 13 th – August 20, 2022
General Election	October 26 th – November 5, 2022

< **The times for early voting are:**

Primary Election

All days 10:00 a.m. to 6:00 p.m.

General Election

All days 7:00 a.m. to 7:00 p.m.

C. SAMPLE BALLOTS

- < Sample ballots include all races and are available online at *www.PascoVotes.gov* approximately one month prior to the election. **(101.20, Florida Statutes)**
- < Precinct specific sample ballots will also be mailed to every eligible registered voter prior to the primary and general elections.

D. VOTER REGISTRATION DATA

- < Requests for voter registration or mail ballot data may be made in person, by telephone, in writing or by email. (Supervisor of Elections' Office contact information listed on page 12)
- < The voter information provided may include, but is not limited to: name, address, ID number, precinct, party, gender, race, voting history, etc. Email addresses are only included when specifically requested. The data is in text file format and is sortable once opened in specific applications (such as Excel or Access). Contact the elections' office for more information on what is available.
- < Data for mail ballot voters may be obtained through the Supervisor of Elections' office. However, this information is only available to those entitled to the data. Candidates requesting this data must do so in writing and include their campaign contact information and the candidate's signature.
 - < Visit <https://www.pascovotes.gov/Candidates/Guide-for-Candidates/Data-Requests> for information on data requests and the Vote-by-Mail Ballot Information Request Form

NOTE: Voter data is free of charge. Once data is requested, candidates will be assigned passwords for logging into the data retrieval program. Instructions for data retrieval will be given to each candidate once the request for data is made.

V. SAMPLE FORMS

CANDIDATE PETITION			
<p><i>Notes: - All information on this form becomes a public record upon receipt by the Supervisor of Elections. - It is a crime to knowingly sign more than one petition for a candidate. [Section 104.185, Florida Statutes] - If all requested information on this form is not completed, the form will not be valid as a Candidate Petition form.</i></p>			
<p>I, _____ the undersigned, a registered voter (print name as it appears on your voter information card)</p> <p>in said state and county, petition to have the name of _____ placed on the Primary/General Election Ballot as a: <i>[check/complete only if applicable]</i></p> <p><input type="checkbox"/> Nonpartisan <input type="checkbox"/> No party affiliation <input type="checkbox"/> _____ Party candidate for the office of _____ (insert title of office and jurisdiction, circuit, group, seat number, if applicable)</p>			
Date of Birth (MM/DD/YY)	or Voter Registration Number	Address	
City	County	State	Zip Code
Signature of Voter		Date Signed (MM/DD/YY) <i>[to be completed by Voter]</i>	
<small>Rule 18-2.045, F.A.C.</small>		<small>DS-DE 104 (Eff. 09/11)</small>	

1. **Candidates are responsible for reproduction of the petition.**
2. **ALL petitions must be submitted to the Supervisor of Elections prior to Noon, May 16, 2022. Judicial petitions are due by Noon, March 28, 2022.**
3. **Petitions are verified on a first-come first-served basis.**

