

# 2022 Candidate Handbook

Wesley Wilcox, CERA  
Marion County Supervisor of Elections





## Table of Contents

The Candidate • F.S. 97.021 .....	1
Types of Candidates .....	1
Marion County Candidate .....	1
Candidate Qualifying • F.S. 99.061 .....	2
Qualifying Officer and Location .....	2
Official Qualifying Period .....	2
Qualifying Documents • F.S. 99.021, 99.061, 99.095, 106.021, 106.023 <sup>★</sup> .....	3
Special District Documents <sup>★</sup> .....	3
Qualifying Method: Petition Process • F.S. 99.095, Rule 15-2.045 .....	4
Petition Verification Fee .....	4
Special District Petitions and Verification Fee .....	4
Qualifying Method: Qualifying Fee • F.S. 99.061 .....	5
Special District Qualifying Fee .....	5
Qualifying Fee, Candidate Decides Not to Run .....	5
Qualifying Method: Write-In Candidate • F.S. 99.061 .....	6
Write-In Qualifying Documents .....	6
2022 Qualifying Information for Marion County Offices .....	7
2022 Dates to Remember .....	8
2022 Reporting Schedule • F.S. 106.07 .....	9
2022 Vote-By-Mail (VBM) Schedule .....	10
Vote-By-Mail Information .....	10

## Web Link Addresses

Throughout this document text [underlined in blue](#) is a hyperlink to a website. For those who wish to type the address in to a web browser, the links are listed.

Florida Division of Elections, [dos.myflorida.com/elections](https://dos.myflorida.com/elections)

Candidates and Committees, [dos.myflorida.com/elections/candidates-committees](https://dos.myflorida.com/elections/candidates-committees)

Forms and Publications, [dos.myflorida.com/elections/forms-publications](https://dos.myflorida.com/elections/forms-publications)

Florida Commission on Ethics Website and Forms, [www.ethics.state.fl.us](http://www.ethics.state.fl.us)

Marion County Supervisor of Elections, [www.VoteMarion.Gov](http://www.VoteMarion.Gov)

Candidate Login, [www.VoteMarion.Gov/candidate-login.aspx](http://www.VoteMarion.Gov/candidate-login.aspx)

## Florida Statutes Important for Candidates

[Florida Statutes, Title IX Electors and Elections](#)

[Chapter 104](#), Election Code: Violations; Penalties

[Chapter 106](#), Campaign Financing



## The Candidate • F.S. 97.021

A candidate is any person to whom any one or more of the following apply:

- Seeks to qualify for nomination or election by means of the petitioning process.
- Seeks to qualify for election as a write-in candidate.
- Receives contributions or makes expenditures or gives consent for any other person to receive contributions or to make expenditures, with a view to bringing about his or her nomination or election to, or retention in, public office.
- Appoints a campaign treasurer and designates a campaign depository.
- Files qualification papers and subscribes to a candidate's oath as required by law.

Each candidate is personally responsible for compliance with [Chapter 106](#) requirements. Non-compliance will result in possible fines and penalties.

### Types of Candidates

Any person, who has made a public statement of intent to run for public office. An announced candidate **may not** accept any contributions or expend funds until he/she becomes a filed candidate.

Any person who has appointed a campaign treasurer, designated a financial institution for depositing campaign contributions, and filed form DS-DE 9, *Appointment of Campaign Treasurer and Designation of Campaign Depository*, with the Supervisor of Elections.

Any person who files all required forms with the Supervisor of Elections during the qualifying period and either pays the qualifying fee, qualifies by petition, or qualifies as a write-in candidate.

### Marion County Candidate

To become a qualified candidate for a Marion County office you must be a registered voter in Florida and must meet residency requirements and qualifications for some offices.

A partisan candidate is anyone who has been a registered member of any political party for 365 days. The deadline for changing party before 2022 qualifying was June 12, 2021, for partisan County Office and Political Party Executive Committees.

## Candidate Qualifying • F.S. 99.061

### Qualifying Officer and Location

If the candidate is running for a county office, special district office, or party executive committee, the qualifying officer is:

*The Honorable Wesley Wilcox, Supervisor of Elections*

The qualifying location is the Marion County Election Center.

981 NE 16<sup>th</sup> Street

Ocala, FL

352-620-3290

Monday to Friday

8:30 AM to 4:30 PM

[www.VoteMarion.Gov](http://www.VoteMarion.Gov)

If the Candidate is running for a municipal office, the qualifying officer is the Clerk of that municipality.

### Official Qualifying Period

Judicial, Noon, April 25, 2022, to Noon, April 29, 2022

County, Noon, June 13, 2022, to Noon, June 17, 2022

Pursuant to Florida Statute 99.061, as a qualifying office, we may accept and hold qualifying papers submitted not earlier than 14 days prior to the beginning of the qualifying period, to be processed and filed during the qualifying period.

Pursuant to Florida Statute 99.061, all items required for qualifying must be received in CORRECT AND COMPLETE ORDER by the end of qualifying or the candidate WILL NOT be deemed qualified.

See the *2022 Qualifying Information for Marion County Offices* table for more information.

## Qualifying Documents • F.S. 99.021, 99.061, 99.095, 106.021, 106.023 ☆

1. *Appointment of Campaign Treasurer and Designation of Campaign Depository*, [DS-DE 9](#), AND
  - A. Must be filed prior to accepting contributions, making expenditures, or circulating petitions.

A Special District or Political Party Executive Committee candidate that does not collect contributions and whose only expense is the filing fee or signature verification fee, is not required to appoint a campaign treasurer or designate a primary campaign depository.
2. *Statement of Candidate*, [DS-DE 84](#), AND
  - A. Must be filed within ten (10) days of filing the DS-DE 9.
  - B. Judicial Candidates must also file the [DS-DE 83](#) when filing their DS-DE 84.
3. *Candidate Oath*, [DS-DE 301SL](#), [302NP](#), [303JU](#), [304SB](#), or [305CM](#), AND
  - A. Filed during the official qualifying period.
  - B. Candidate should PRINT their name as they wish it to appear on the ballot. The name may not be changed after the end of qualifying.
  - C. Forms vary according to partisan, nonpartisan, school board, and judicial offices.
4. *Disclosure of Financial Interests*, [CE Form 6 or CE Form 1](#), AND
  - A. Filed during the official qualifying period.
  - B. File a financial disclosure for the previous calendar year; either *Full and Public Disclosure of Financial Interests*, Form 6, or *Statement of Financial Interests*, Form 1, depending on the office for which the candidate is running.
5. Qualify by One of Three Methods:
  - A. Petition Process, OR
  - B. Qualifying Fee, OR
  - C. Write-In Candidate

### Special District Documents ☆

Special District candidates are required to file the following documents during the official qualifying period:

1. *Statement of Financial Interests*, [Form 1 2019](#), AND
2. *Candidate Oath*, [DS-DE 302NP](#), AND
3. *Affidavit of Intent*, AND
4. Qualify by Petition Process or Qualifying Fee

☆ The most recent version of [forms](#) from the Florida Division of Elections must always be used.

## Qualifying Method: Petition Process • F.S. 99.095, Rule 1S-2.045

A person who seeks to qualify as a candidate for any office (excluding Municipal candidates) and who meets the petition requirements is not required to pay the qualifying fee, party assessment or election assessment.

**Signatures may not be obtained until the candidate has filed the *Appointment of Treasurer and Designation of Campaign Depository*, DS-DE 9, with the filing officer.**

- Candidates must use the *Candidate Petition* form, [DS-DE 104](#), to obtain signatures of registered voters.
- The format of the petition is prescribed by the Division of Elections and shall be used by all candidates.
- Candidates are responsible for printing enough petitions.
- A candidate must obtain 2,647 valid signatures; equal to at least 1% of the total number of registered voters of that geographical area as of the 2020 General Election.
- Only signatures of voters registered in the county/district represented by the office sought are valid.
- It is recommended that a candidate submit at least 10% more petitions than the required number to account for the possibility of invalid petitions.
- No petitions are accepted after the due date.

For petition guidelines, refer to the [Candidate Petition Handbook](#) provided by the Division of Elections and Rule 1S-2.045.

### Petition Verification Fee

Pursuant to Florida Statute 99.097, a cost of \$.10 for each petition verified shall be paid in advance to the Supervisor of Elections unless the candidate has filed an oath stating that such charges impose an undue burden on their personal resources.

Candidate must pre-pay the Supervisor of Elections \$264.70 with the first batch of petitions brought in and will be invoiced for any overage.

It is recommended that Candidates pay the petition verification fee with a campaign check.

### Special District Petitions and Verification Fee

A Special District candidate must follow the Petition Process F.S. 99.095 and Rule 1S-2.045 (listed above) with the following exceptions:

- Special District candidates shall obtain 25 signatures of voters in the geographical area represented by the office sought.
- Special District candidates must pay \$2.50 with the batch of petitions brought in and may pay with cash.



## Qualifying Method: Qualifying Fee • F.S. 99.061

The qualifying fee for partisan candidates is 6% of the annual salary of the office the candidate is seeking; for nonpartisan candidates, it is 4% of the annual salary of the office the candidate is seeking.

The qualifying fee must be paid with a check drawn on the campaign account and signed by the campaign treasurer or deputy treasurer.

### Special District Qualifying Fee

In lieu of the petition method a Special District candidate may pay a \$25.00 qualifying fee during the official qualifying period.

### Qualifying Fee, Candidate Decides Not to Run

Florida Statute 99.092 provides that the qualifying fee will be returned only if the candidate withdraws their candidacy *before* qualifying ends.

## Qualifying Method: Write-In Candidate • F.S. 99.061

### A Write-In Candidate:

- May qualify for any office.
- Runs without party affiliation.
- Is required to qualify during the official qualifying period.
- Must comply with the residency requirements of the office sought.
- Is not required to submit nominating petitions.
- Is not required to pay a filing fee, election assessment fee, or party assessment fee.
- Is not entitled to have his or her name printed on the ballot.
- Has a space provided on the General Election ballot for their name to be printed by the voter.
- Must educate voters to write in candidate's name in the space provided on the ballot.
- Is subject to and are required to comply with all campaign finance laws in [Chapter 106](#) of the Florida Statutes.

### Write-In Qualifying Documents

A write-in candidate must file the following forms during the official qualifying period:

1. *Appointment of Campaign Treasurer and Designation of Campaign Depository*, [DS-DE 9](#)
2. *Statement of Candidate*, [DS-DE 84](#); Judicial candidates must also file the [DS-DE 83](#)
3. *Candidate Oath*, [Oath](#) appropriate to the office sought; Judicial candidates [DS-DE 303JU](#)
4. *Financial Disclosure*, [CE Form 6 or CE Form 1](#)

## 2022 Qualifying Information for Marion County Offices

OFFICE	QUALIFICATIONS	TERM YEARS	SALARY	VALID PETITIONS NEEDED	PETITION DUE DATE	QUALIFYING FEE		QUALIFYING DATES
						4% NONPARTISAN	6% PARTISAN	
<b>County Judge Groups 1, 2</b>	Elector, Member of Florida Bar 5 Preceding Years and Resident of County Circuit Upon Taking Office	6	\$156,377	2,647	NOON 3/28/2022	\$6,255.08	N/A	NOON 4/25/2022 to NOON 4/29/2022
<b>County Commissioner Districts 2, 4</b>	Elector and Resident of District Upon Election	4	\$89,764	2,647	NOON 5/16/2022	\$3,590.56	\$5,385.84	NOON 6/13/2022 to NOON 6/17/2022
<b>School Board Districts 2, 3, 4, 5</b>	Elector and Resident of District Upon Qualifying	4	\$42,627	2,647	NOON 5/16/2022	\$1,705.08	N/A	NOON 6/13/2022 to NOON 6/17/2022
<b>Soil &amp; Water Conservation District Seats 1, 2, 3, 4, 5</b>	Elector and Resident of County	4	No Salary	25	NOON 5/16/2022	\$25.00	N/A	NOON 6/13/2022 to NOON 6/17/2022
<b>Candler Hills East CDD Seats 1, 4, 5</b>	Elector and Resident of District	4	\$4,800 Max	25	NOON 5/16/2022	\$25.00	N/A	NOON 6/13/2022 to NOON 6/17/2022
<b>Indigo East CDD Seats 2, 3, 5</b>	Elector and Resident of District	4	\$4,800 Max	25	NOON 5/16/2022	\$25.00	N/A	NOON 6/13/2022 to NOON 6/17/2022
<b>Silver Springs Shores Taxing District Advisory Council 5 Seats</b>	Elector and Resident of District	4	No Salary	Letter of Intent from BCC	NOON 5/16/2022	N/A	N/A	NOON 6/13/2022 to NOON 6/17/2022
<b>The Villages CDD #4 Seats 3, 4, 5</b>	Elector and Resident of District	4	\$4,800 Max	25	NOON 5/16/2022	\$25.00	N/A	NOON 6/13/2022 to NOON 6/17/2022

## 2022 Dates to Remember

### ELECTIONS

Primary Election	August 23, 2022
General Election	November 8, 2022

### PETITIONS DUE • F.S. 99.095

Judicial, State Attorney, and Public Defender	Noon, March 28, 2022
County and Special District	Noon, May 16, 2022

### VALID PETITIONS NEEDED

Constitutional, County Commission, and School Board	2,647
Special District	25

### QUALIFYING PAPERWORK • F.S. 99.061

Judicial, State Attorney, and Public Defender	April 11, 2022
County and Special District	May 30, 2022

*Per Florida Statute, we may accept and hold qualifying papers 2 weeks prior to qualifying.*

### RESIGN TO RUN • F.S. 99.012

Judicial, State Attorney or Public Defender	April 15, 2022
County and Special District	June 3, 2022

### QUALIFYING PERIOD • F.S. 99.061

Judicial, State Attorney, and Public Defender	Noon, April 25, 2022, to Noon, April 29, 2022
County and Special District	Noon, June 13, 2022, to Noon, June 17, 2022

### REGISTRATION BOOK CLOSINGS • F.S. 97.055

Primary Election	July 25, 2022
General Election	October 11, 2022

### EARLY VOTING • F.S. 101.657

Primary Election	August 13, 2022, to August 20, 2022, 10 AM – 6 PM
General Election	October 27, 2022, to November 5, 2022, 8 AM – 6 PM

Per F.S. 99.021, the last day a candidate could change their party to run for a 2022 partisan county office was June 12, 2021.

## 2022 Reporting Schedule • F.S. 106.07

Report Code	Period Covered	Due Date
2022-M1	1/1/2022 – 1/31/2022	2/10/2022
2022-M2	2/1/2022 – 2/28/2022	3/10/2022
2022-M3	3/1/2022 – 3/31/2022	4/11/2022
2022-M4	4/1/2022 – 4/30/2022	5/10/2022
2022-M5	5/1/2022 – 5/31/2022	6/10/2022
2022-P1	6/1/2022 – 6/17/2022	6/24/2022
2022-P2	6/18/2022 – 7/1/2022	7/8/2022
2022-P3	7/2/2022 – 7/15/2022	7/22/2022
2022-P4	7/16/2022 – 7/22/2022	7/29/2022
2022-P5	7/23/2022 – 7/29/2022	8/5/2022
2022-P6	7/30/2022 – 8/5/2022	8/12/2022
2022-P7	8/6/2022 – 8/18/2022	8/19/2022
2022-G1	8/19/2022 – 9/2/2022	9/9/2022
2022-G2	9/3/2022 – 9/16/2022	9/23/2022
2022-G3	9/17/2022 – 9/30/2022	10/7/2022
2022-G4	10/1/2022 – 10/7/2022	10/14/2022
2022-G5	10/8/2022 – 10/14/2022	10/21/2022
2022-G6	10/15/2022 – 10/21/2022	10/28/2022
2022-G7	10/22/2022 – 11/3/2022	11/4/2022
<b>Termination Reports</b>		
2022-TR-Q	6/1/2022 – 9/15/2022	9/15/2022
2022-TR-P	8/19/2022 – 11/21/2022	11/21/2022
2022-TR-G	11/4/2022 – 2/6/2023	2/6/2023
2022-TR-J	4/1/2022 – 7/28/2022	7/28/2022

## 2022 Vote-By-Mail (VBM) Schedule

### Primary Election, August 23, 2022

6/27/2022	Deliver UOCAVA data file to candidates
6/30/2022	Deliver DOMESTIC data file to candidates
7/8/2022	Mail UOCAVA ballots
7/11/2022	Daily UOCAVA data file generated thru 8/15/2022 (Daily data file generated as requests are received)
7/14/2022	Mail DOMESTIC ballots
7/15/2022	Daily DOMESTIC data file generated thru 8/15/2022 (Daily data file generated as requests are received)

### General Election, November 8, 2022

9/12/2022	Deliver UOCAVA data file to candidates
9/15/2022	Deliver DOMESTIC data file to candidates
9/23/2022	Mail UOCAVA ballots
9/26/2022	Daily UOCAVA data file generated thru 10/31/2022 (Daily data file generated as requests are received)
9/29/2022	Mail DOMESTIC ballots
9/30/2022	Daily DOMESTIC data file generated thru 10/31/2022 (Daily data file generated as requests are received)

### Vote-By-Mail Information

- Mail ballot requests must be received no later than 5 PM on the 10<sup>th</sup> day before the election.
- Mail ballots cannot be forwarded by the United States Postal Service.
- Mail ballots must be completed and returned to the Election Center no later than 7 PM election night, pursuant to Florida Statute 101.65.
- Mail ballots can be dropped off at a secure drop box located at the Election Center and at each early voting location; pursuant to Florida Statute 101.69.

THE END