



Candidate Qualifying Information

for Candidates for Council Member by District
City Clerk's Office

2012

City of Lake City
2012 Councilmember Candidates
Candidate Qualifying Information

- Qualifications:** [City of Lake City Charter, Article III, Section 301]
- ❖ Eighteen (18) years of age or older
 - ❖ Qualified voters residing in the City for a minimum of one (1) year prior to qualifying (must provide copy of voter registration card and executed Affidavit of Residency)
- Type of Election:** All City elections shall be nonpartisan.
[City of Lake City Charter, Article V, Section 507]
- Election Area:** District twelve (12) shall consist of and embrace all of the territory or area of the City lying and being north of U.S. Highway No. 90, also designated as Florida State Highway No. 10, as located on the effective date of the adoption of this Section 301(c) of this Charter, and west of Marion Street.
- District thirteen (13) shall consist of and embrace all of the territory or area lying and being south of U.S. Highway No. 90, also designated as Florida State Highway No. 10, as located on the effective date of the adoption of this Section 301(c) of this Charter, and west of Marion Street.
- [City of Lake City Charter, Article III, Section 301(d)(3)]
- Term:** Four (4) year terms [City of Lake City Charter, Article III, Section 301(d)(2)]
- Gross Salary:** \$17,764.24 (Based on salary as of October 1, 2011)
- Election Dates:** Primary Election: August 14, 2012
General Election: November 6, 2012
[City of Lake City Charter, Article V, Section 507]
- Qualifying Dates:** Noon, Monday June 4, 2012, through Noon, Friday, June 8, 2012
- ❖ A qualifying office may accept and hold qualifying papers submitted not earlier than 14 days prior (May 21, 2012) to the beginning of the qualifying period, to be processed and filed during the qualifying period.
[F.S. 99.061(8)]

Qualifying Requirements:

The following items must be submitted to the City of Lake City City Clerk's Office:

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Qualifying Method- Qualifying Fee

1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates (Form DS-DE 9)*
2. Statement of Candidate (Form DS-DE 84)
3. Acknowledgement of Candidate Orientation and Receipt of Candidate Notebook (Form CLC-Election 1)*
4. Form 6 – Full and Public Disclosure of Financial Interest – 2011 (CE Form 6) along with any other applicable forms. Public officers who have filed financial disclosure with the Florida Commission on Ethics may file a copy with filing officer at time of qualifying. The 2011 CE Form 6 will be available after January 1, 2012, in the Florida Commission on Ethics website.
5. Candidate Oath- Candidate With No Party Affiliation (DS-DE 24B)
6. Qualifying Fee
Each candidate shall, at the time of filing notice of his or her candidacy, pay to the city clerk a qualifying fee equal to six percent (6 %) of the annual salary of the council seat sought (\$1065.85). This includes the one percent (1%) election assessment required by F.S. 99.093. [City of Lake City Charter, Article V, Section 508, City of Lake City Code, Chapter 34-6 and F.S. 99.092(1) and 99.093 (1)]
7. If you currently hold an elected or appointed position, please consult with your attorney to determine whether you are required to resign from the office you presently hold to run for this office.

** These forms must be submitted to the City of Lake City City Clerk's Office at time of announcing candidacy.*

Qualifying Method – Petitions

1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates (Form DS-DE 9)*
2. Statement of Candidate (Form DS-DE 84)
3. Acknowledgement of Candidate Orientation and Receipt of Candidate Notebook (Form CLC-Election 1)*
4. Form 6 – Full and Public Disclosure of Financial Interest – 2011 (CE Form 6) along with any other applicable forms. Public officers who have filed financial disclosure with the Florida Commission on Ethics may file a copy with filing officer at time of qualifying. The 2011 CE Form 6 will be available after January 1, 2012, in the Florida Commission on Ethics website.

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5. Candidate Oath- Candidate With No Party Affiliation (DS-DE 24B)

6. Candidate Petition (Form DS-DE 104)

In lieu of paying any qualifying fee, a person seeking to qualify as a candidate may qualify to have his or her name placed on the ballot by means of a petitioning process which would require a candidate to obtain the signatures on a petition of **at least five percent (5%) of the total number of registered voters in the respective district in which the candidate is seeking office for**, as shown by the records of the Supervisor of Elections of Columbia County for the last preceding city election. [City of Lake City Charter, Article V, Section 508]

Candidates that qualify by petition method will be responsible to pay to the City an election assessment of one percent (1 %) of the annual salary of the council seat sought (\$177.64). If the candidate is unable to pay the election assessment without imposing an undue burden on personal resources or on resources otherwise available to them, the candidate must submit the Affidavit of Undue Burden for Municipal Candidates (election Assessment Only) to the City Clerk's Office. [City of Lake City Charter, Article V, Section 508, City of Lake City Code, Chapter 34-6 and F.S.99.092(1) and 99.093 (1)]

7. If you currently hold an elected or appointed position, please consult with your attorney to determine whether you are required to resign from the office you presently hold to run for this office.

** These forms must be submitted to the City of Lake City City Clerk's Office at time of announcing candidacy.*

Who Can Sign Petitions? [F.S. 99.095]

- ❖ Any registered elector in the geographical area of candidacy may sign a petition.
- ❖ Signatures may not be obtained until the candidate has filed the Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates pursuant to F.S. 106.021 and valid only for the qualifying period immediately following such filings.

Deadline for Submitting Petitions: [F.S. 99.095]

- ❖ Candidates must submit petitions for verification to the Columbia County Supervisor of Elections Office no later than noon of the 28th day proceeding the first day of the qualifying period (May 7, 2012).

Petition Verification: [F.S. 99.097]

- ❖ There is a charge for verification of signatures, which must be paid to the Columbia County Supervisor of Elections Office upon submission of petitions. The candidate may file an "Affidavit of Undue Burden" with the Columbia County Supervisor of Elections Office to waive the cost of verification. [F.S. 99.097(4)]

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If any person is paid to solicit signatures on a petition, an undue burden oath may not subsequently be filed in lieu of paying the fee to have signatures verified for that petition. If an undue burden oath has been filed and payment is subsequently made to any person to solicit signatures on a petition, the undue burden oath is no longer valid and a fee for all signatures previously submitted to the supervisor of elections and any that are submitted thereafter shall be paid by the candidate who submitted the undue burden oath. [F.S. 99.097(6)]

If the candidate is unable to collect the required number of signatures, he/she may still qualify by paying the qualifying fee.

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CANDIDATE FORMS

The following list is a compilation of forms to be used by Mayoral candidates who qualify with the City of Lake City City Clerk's Office and their campaign treasurer(s).

Opening of Account

DS-DE 9

Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates

DS-DE 84

Statement of Candidate

CLC- Elections 1

Acknowledgement of Candidate Orientation and Receipt of Candidate Notebook

CLC- Elections 2

Affidavit of Residency

Qualifying

DS-DE 104

Candidate Petition

Affidavit of Undue Burden

Affidavit of Undue Burden – if unable to pay for the verification of signatures or election assessment Form 6 – Full and Public Disclosure of Financial Interest - 2011; along with any other forms, if applicable.

CE Form 6

Candidate Oath- No Party Affiliation

DS-DE 24B

Campaign Reporting

DS-DE 12

Campaign Treasurer's Report Summary

DS-DE 13

Campaign Treasurer's Report – Itemized Contributions

DS-DE 14

Campaign Treasurer's Report – Itemized Expenditures

DS-DE 94

Campaign Treasurer's Report – Fund Transfers

DS-DE 87

Waiver of Report

DS-DE 86

Request for Return of Contribution

DS-DE 2

Contributions Returned

Termination Reports

DS-DE 73

Campaign Loans Report

DS-DE 73A

Campaign Loans Report Itemized

Elected Officials – Opening an Office Account

DS-DE 48

Office Account Report

DS-DE 48A

Office Account Disbursement or Deposit Information

