

**TOWN OF PALM  
BEACH**

*Office of the Town Clerk*

**MARCH 14, 2023  
CANDIDATE PACKAGE**

**360 South County Road  
Palm Beach, FL 33480  
Phone: (561) 838-5416  
Fax: (561) 838-5417**

# ***WELCOME CANDIDATE 2023 MUNICIPAL ELECTION***

- Caucus: December 6, 2022
  - Qualifying: December 7, 2022
  - Election: March 14, 2023
- Offices up for Elections
    - Mayor (Incumbent – Danielle H. Moore)
    - Group 1 (Incumbent – Julie Araskog)
    - Group 2 (Incumbent – Edward A. Cooney)



# SUBMISSION OF QUALIFYING DOCUMENTS:

[Appointment of Treasurer](#)

[Statement of Candidate](#)

[Candidate Oath](#)

[Statement of Financial Interest](#)

[Petitions](#)

Caucus and Qualifying



# APPOINTMENT OF TREASURER/DEPOSITORY

- [Form DS-DE9](#)
  - This form must be submitted to the Town Clerk Prior to soliciting any contributions;
  - The Campaign Treasurer does not need to be a registered voter;
  - The Candidate may appoint him/herself as treasurer; and
  - The Candidate may appoint up to three (3) Deputy Treasurers, subject to requirements. 106.021(1)(a), F.S.
- The form must be signed.
- Submitted to the Town Clerk before opening a campaign account.
- Prior to obtaining signatures on a DS-DE 104 Candidate Petition.
- Prior to the candidate accepting any contributions or making any expenditures, or authorizing another to accept contributions or make expenditures on the person behalf.
- **NOTE: THE FORM IS CONSIDERED FILED ONLY WHEN THE FILING OFFICER RECEIVES THE FORM (NOT WHEN MAILED) AND DETERMINES THE FORM IS COMPLETE WITH ORIGINAL SIGNATURES.**





# HIGHLIGHTS OF TREASURER DUTIES AND RESPONSIBILITIES

- Keep detailed accounts of all contributions received and all expenditures made by or on behalf of the candidate. 106.06, F.S
- Accounts must be kept up to date- 2 days after a contribution or an expenditure is made.
- Deposit all funds received by the end of the 5<sup>th</sup> Business Day into the campaign depository account.
- All deposits shall be accompanied by a bank deposit slip containing the name of each contributor and the amount of each contribution.
- Keep a detailed account of all deposits made in any separate interest-bearing account or certificate of deposit and all withdrawals made from these accounts to the primary depository and all interest earned.
- Campaign records must be kept for 10 years. 98.015(5) and 106.22(4), F.S.



# CAMPAIGN CHECKS AND CREDIT/ DEBIT CARDS

- Campaign Check Must contain;
  - The name of the campaign account of the candidate.
  - Account number and name of the bank.
  - The exact amount of the expenditure.
  - The signature of the campaign Treasurer or Deputy Treasurer.
  - The exact purpose of the expenditure
  - Name of the Payee.
- Considered a bank check if
  - Obtained from the same bank that has been designated as the primary campaign deposit.
  - Issued in the name of the Treasurer, Deputy Treasurer, or authorized user.
  - Contains the name of the campaign account of the candidate.



**The use of credit cards by local candidates is strictly forbidden under Florida State Statutes.**

# FINES AND CRIMINAL PENALTIES

- Campaign treasurer:
  - Fined \$1,000 or more
  - Subjected to criminal penalties for failing to file a campaign report or filing an incomplete or inaccurate report.
- Must File Regular reports of all contributions received and expenditures made.
- Fines will be imposed on the Campaign Treasurer.
- Late submission, \$50 per day for the first 3 days and \$500 thereafter for each late day, not to exceed 25% of the total receipts or expenditures.





# CONTRIBUTIONS

- What is a Contribution:
  - A Gift, subscription, conveyance, deposit, loan, payment or distribution of money or anything of value made for the purpose of influencing the results of an election or making an electioneering communication.
  - Transfer of Funds
  - The payment by any person other than a candidate, of compensation for the personal services of another person which are rendered to a candidate without charge to the candidate for such services.
- The exceptions are:
  - Services provided without compensation by individuals volunteering a portion or all of their time on behalf of a candidate including but not limited to legal and accounting services.
  - Editorial endorsements.
  - Note the Law provides no exception for reporting contribution information, regardless of the size of the contribution (the reporting requirement would be the same for as .50 cent contribution as for a \$500 contribution. (Section 106.011(5))





# UNACCEPTABLE CONTRIBUTIONS

- Any contribution received by a candidate on the day of the election or less than 5 days prior to the day of election.
  - This contribution must be returned to the contributor and may not be used or expended by or on behalf of the candidate.
- Anonymous Contributions:
  - Anonymous contributions must be reported on the candidates campaign treasurer report as an anonymous contribution.
  - A letter should be submitted to the filing officer explaining the circumstances surrounding the acceptance of the anonymous contribution.
  - The anonymous contribution cannot be spent.
    - At the end of the campaign the candidate must donate the anonymous contribution to an appropriate entity under F.S. 106.141



# CONTRIBUTION LIMITS FOR CANDIDATES AND TYPES OF CONTRIBUTIONS

- Contribution Limits:
  - \$50.00 Cash or cashier's check
  - \$1,000 by check, money order, credit card
  - No limit on amounts contributed by the candidate to his/her own Campaign.  
(chapter 103)
- Types of Contributions
  - Cash
  - Checks
  - Money Order, Debit and Credit Cards  
(Categorized as a check for reporting purposes).



# TOWN OF PALM BEACH MARCH 14, 2023, GENERAL ELECTION TREASURER'S REPORTS DUE DATES

Period Covered	Report Code	Due Date
Oct. 1 – Oct. 31, 2022	2022 M10	Thursday, November 10, 2022
Nov. 1 – Nov. 30, 2022	2022 M11	Monday, December 12, 2022
Dec. 1 – Dec. 31, 2022	2022 M12	Tuesday, January 10, 2023
Jan. 1 – Jan. 31, 2023	2023 M1	Friday, February 10, 2023
Feb. 1 – Feb. 17, 2023	2023 G1	Friday, February 17, 2023
Feb. 18 – Mar. 3, 2023	2023 G2	Friday, March 3, 2023
Mar. 4 – Mar. 9, 2023	2023 G3	Friday, March 10, 2023

RUN-OFF ELECTION – MARCH 28, 2023		
Period Covered	Report Code	Due Date
March 10 – March 23, 2023	2023 R1	Friday, March 24, 2023

TERMINATION REPORTS (TR)		
<u>Candidates</u>	<u>Period Covered</u>	<u>Due Date</u>
Unopposed	Dec. 1, 2022 – Mar. 6, 2023	Monday, March 6, 2023
Opposed (Gen. Election)	Mar. 10 – June 12, 2023	Monday, June 12, 2023
Run-Off Election	Mar. 24 – June 26, 2023	Monday, June 26, 2023



# OATH OF CANDIDATE AND STATEMENT OF CANDIDATE





# CANDIDATE OATH AND STATEMENT OF CANDIDATE

## COMPLETE FORM DS-DE 302NP

- Print name as the candidate wishes it to appear on the ballot.
  - Name cannot be changed after the end of qualifying.
  - Print your name phonetically as you wish it to be pronounced on the audio ballots for persons with disabilities.
  - Oath can only be administered by an officer authorized under FS 92.50 (Town Clerks office has multiple notaries available for your convenience).



## STATEMENT OF CANDIDATE

- Each candidate must file the statement within 10 days after the appointment of Campaign Treasurer and Designation of Campaign Deposit is Filed.
- Willful failure to file this form is a first degree misdemeanor and has a civil violation fine in excess of \$1000.

# STATEMENT OF FINANCIAL INTEREST

- This form covers the period of January 1, 2021 through December 31, 2021
- The form must be completed and returned to the Town Clerk's Office.

2021 Form 1 Statement of Financial Interest.pdf - Adobe Acrobat Pro 2020

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Sign In

FORM 1	STATEMENT OF FINANCIAL INTERESTS	2021
Please print or type your name, mailing address, agency name, and position below:		FOR OFFICE USE ONLY:
LAST NAME -- FIRST NAME -- MIDDLE NAME :		
MAILING ADDRESS :		
CITY : ZIP : COUNTY :		
NAME OF AGENCY :		
NAME OF OFFICE OR POSITION HELD OR SOUGHT :		
CHECK ONLY IF <input type="checkbox"/> CANDIDATE OR <input type="checkbox"/> NEW EMPLOYEE OR APPOINTEE		
**** THIS SECTION <u>MUST</u> BE COMPLETED ****		
DISCLOSURE PERIOD: THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2021.		

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# RESIDENCY REQUIREMENTS



# RESIDENCY REQUIREMENTS

- Per [Ordinance No. 15-2021](#) the Town of Palm Beach requires candidates to have one year of town residency in order to become a candidate
- The [Affidavit of Residency](#) must be completed and returned to the Town Clerk's Office.







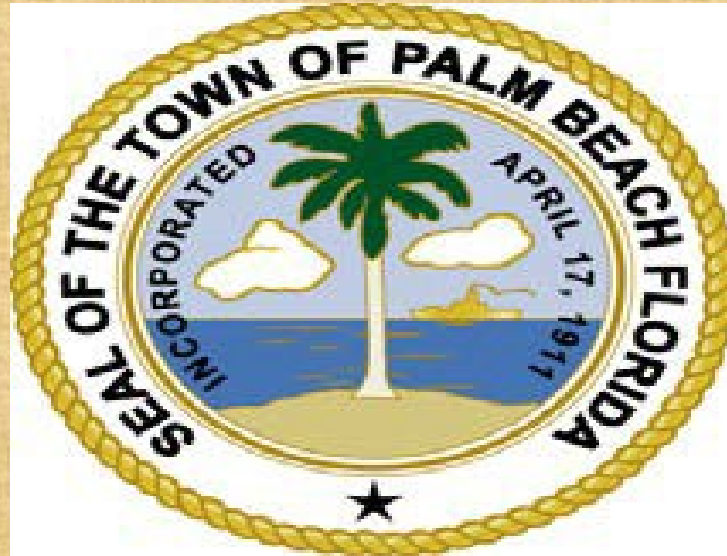
**25 SIGNED  
PETITIONS**

# SIGNED PETITIONS-MANDATORY

- Completed [Petitions](#) of 25 registered voters of the Town of Palm Beach
  - Petitions must contain
    - Name
    - Address
    - Date of Birth or
    - Voters Registration number
    - Signature
    - **Form must be completed, signed and dated by the Petitioner (voter).**



# POLITICAL ADVERTISEMENT



# POLITICAL ADVERTISING

- What is Political Advertising:
  - A Paid expression in a communication medium prescribed in section 106.011(4) of Florida Statutes, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken work in direct conversation which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue.
  - The political ads paid for by a candidate shall state:
    - Political advertisement paid for and approved by .
      - Name of Candidate
      - Office Sought





# POLITICAL SIGNS

- [Ordinance No. 31-2015](#)
  - Temporary political signs pertaining to specific elections urging the election or opposition of candidate seeking any political office or urging the passage or defeat of any ballot measure and other temporary noncommercial signs endorsing, objecting or otherwise relating to a particular issue or communication of a non-commercial message or idea are permitted subject to the following restriction.



# POLITICAL SIGNS-CONTINUED

## MAXIMUM NUMBER OF SIGNS

- Political signs:
  - Not more than one sign per candidate or ballot measure shall be placed upon any property.
  - There shall be no more than three temporary two-sided signs on any one property. However, more than one message may be placed on any one side of a sign. No triangular or multisided signs allowed.
  - Shall not exceed a maximum of four square feet in areas and be limited to two sides only.

## LOCATION

- Location Public and Private
  - Private Property
    - Property Owner has given permission.
  - Public Property
    - Public property is prohibited.
- Setbacks
  - Minimum Setbacks-10 feet from property line or 5 ft. from street.
  - Maximum Height –Four Feet, including supports for the sign.



# POLITICAL SIGNS-CONTINUED

## TIME LIMIT FOR POLITICAL SIGNS

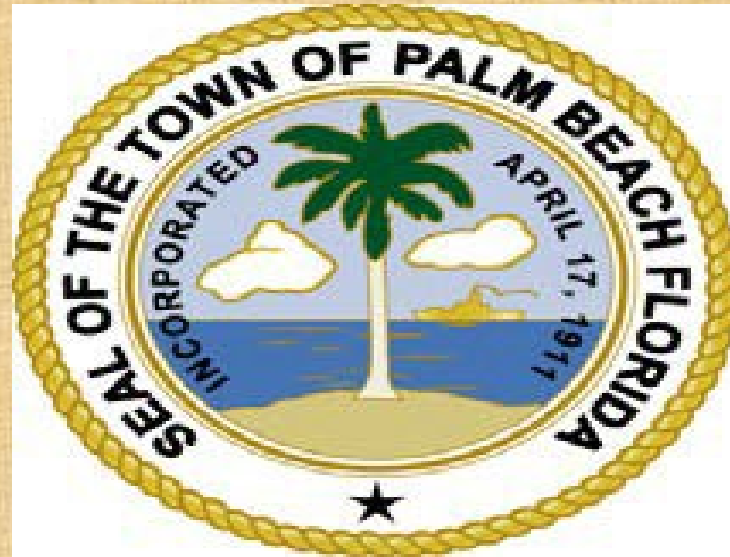
- Political signs permitted pursuant to this section shall not be placed prior to the 30th day of the election to which they are related.
- Signs shall be removed within 48 hours after the day of the final election to which they apply.

## CONSEQUENCES FOR ILLEGALLY PLACED SIGNS

- Must be removed by the owner or individual responsible for the illegal placement.
- Failure to remove signs:
  - Signs may be removed by the Town of Palm Beach.



# CAUCUS FOR THE 2023 ELECTION





# CAUCUS AND QUALIFYING



## CAUCUS

- December 6, 2022- Caucus
- Caucus [Nominator](#) and [Seconders](#) names are due by November 28, 2022 by 5pm.
- The nominator and seconders registration status must be verified prior to caucus.

## QUALIFYING

- December 7, 2022
- Qualifying paperwork due by 5pm.
  - [Appointment of Treasurer](#)
  - [Statement of Candidate](#)
  - [Oath of Office](#)
  - [2021 Financial Interest form](#)
  - [Residency Requirement Form](#)
  - [Petitions](#)



# DESIGNATION OF POLL WATCHERS



- 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 political committee formed for the specific purpose of expressly advocating the passage or defeat of an issue on the ballot may have one watcher for each polling room or early voting area at any one time during the election.
- No watcher shall be permitted to come closer to the officials' table or the voting booths than is reasonably necessary to properly perform his or her functions, but each shall be allowed within the polling room or early voting area to watch and observe the conduct of voters and officials.
- Poll watchers shall furnish their own materials and necessities and shall not obstruct the orderly conduct of any election.
- Poll watchers shall pose any questions regarding polling place procedures directly to the clerk for resolution.
- Poll watchers may not interact with voters.
- Each party, each political committee, and each candidate requesting to have poll watchers shall designate, in writing, prior to noon of the second Tuesday preceding the election poll watchers for each polling room on Election Day. The poll watchers for each polling room shall be approved by the supervisor of elections on or before the Tuesday before the election.
- Designations of poll watchers for early voting areas shall be submitted in writing to the supervisor of elections at least 14 days before early voting begins. Poll watchers for early voting areas shall be approved by the supervisor of elections no later than seven days before early voting begins.

To designate poll watchers for election day, please complete the [Designation of Poll Watchers Form DS-DE 125](#)



For further information, please see [Poll Watcher guidelines](#)



## *RESOURCES*

FLORIDA STATE DIVISION OF ELECTIONS

PBC SUPERVISOR OF ELECTIONS

**INFORMATIONAL PURPOSES ONLY.  
CANDIDATE & CAMPAIGN TREASURER HANDBOOK  
AND FLORIDA ELECTION LAWS WILL BE PROVIDED  
TO ALL CANDIDATES.**





**CANDIDATE IS RESPONSIBLE FOR  
READING AND REVIEWING INFORMATION  
IN THE CANDIDATE & CAMPAIGN  
TREASURER HANDBOOK AS WELL AS THE  
FLORIDA ELECTION LAWS.**

**THIS IS AN OVERVIEW ONLY.**

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AND FLORIDA ELECTION LAWS WILL BE PROVIDED  
TO ALL CANDIDATES.**



# QUESTIONS ??

*Office of the Town Clerk*

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Palm Beach, Florida 33480

[Townclerk@Townofpalmbeach.com](mailto:Townclerk@Townofpalmbeach.com)

