

Qualifying FAQs

What is qualifying?

Qualifying is the final step in the campaign process that allows a candidate to have his or her name on the ballot.

What are the qualifications needed to run for office?

To qualify for City Commissioner, candidates must have permanently and continuously resided within the City of Ormond Beach for at least one (1) year immediately prior to the start of the qualifying period, and must be registered voters in their zone. Candidates must also have permanently and continuously resided within the zone which they seek to represent for at least thirty (30) days prior to the qualifying period.

To qualify for Mayor, candidates must have permanently and continuously resided within the City of Ormond Beach for at least one (1) year prior to the start of the qualifying period, and must be registered voters.

Candidates elected to any office must continue to reside within the City during their tenure. Commissioners must also continue to reside within their elected zone.

When is the qualifying period for the election?

The qualifying period begins on Monday, June 8, 2020 at 12:00 p.m. (noon) and ends on Friday, June 12, 2020 at 12:00 p.m. (noon).

What is the cost to qualify?

There is an assessment fee of \$140.05 for the office of City Commissioner and \$181.18 for the office of Mayor. Per F.S. 99.093, this represents one percent of the annual salary of the office sought. Assessment fees are due at the time of qualification and **must** be paid with a check drawn on the **campaign checking account**. Personal checks, cashier's checks, or money orders are not acceptable. Checks should be made out to the City of Ormond Beach.

If a candidate cannot afford to pay the assessment fee, they may sign an affidavit under oath to that effect provided by the City Clerk. Please note that any candidate filing such an affidavit regarding their inability to pay an assessment fee must reimburse the city the cost of such assessment fee prior to disposing of campaign funds pursuant to F.S. 106.141.

How do I qualify?

After carefully reading all provided literature, potential candidates should review and complete the Candidate's Checklist for Qualifying (located in Candidate Packet section IX).

To qualify candidates will complete and submit the following forms to the City Clerk:

- Notice of Candidacy
- Loyalty Oath
- Candidate Oath
- Statement of Financial Interest
- Certificate of City Clerk
- Certificate of Supervisor of Elections **or** Current Voter Registration Card
- Notice of Logic & Accuracy Tests (initialed)

If candidates have not already done so, they must also submit the Statement of Candidate (Form DS-DE 84), Acknowledgement of Electronic Filing of Campaign Finance Reports, and Appointment of Campaign Treasurer and Designation of Campaign Depository (Form DS-DE 9) with the City Clerk.

At the time of qualifying the assessment fee must also be paid for with a check from the Candidate's Campaign account. *(Note: Before a campaign checking account can be opened at the bank, Form DS-DE 9: Appointment of Campaign Treasurer and Designation of Campaign Depository Form must be on file with the City Clerk.)*

What financial forms are required to qualify?

The first financial requirement is to complete Form DS-DE 9: Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates. This form must be filed with the City Clerk before candidates are able to open a campaign checking account. When qualifying, candidates must also complete and file a Statement of Financial Interests Form. *(Note: an incumbent candidate may file a copy of their previously filed form.)*

If my qualifying papers are filed with an error or omission, will I be considered disqualified?

Pursuant to [99.061\(7\)\(b\)](#), Florida Statutes, if the qualifying officer receives qualifying papers that do not include all items required, the filing officer shall make a reasonable effort to notify the candidate of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying (12:00 p.m., noon, on Friday, June 12, 2020). No corrections can be made to qualifying papers after the close of qualifying.

(Note: Pursuant to [99.061\(7\)\(c\)](#), F.S., the qualifying officer performs a ministerial function in reviewing qualifying papers. The qualifying officer shall review the qualifying papers to determine whether all items required have been properly filed and whether each item is complete on its face, but may not determine whether the contents of the qualifying papers are accurate. The candidate is responsible for the truth or accuracy of matters stated in their qualifying papers.)

Is there an alternative method to qualify as a candidate?

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. Please see Section XIV: Qualifying by Petition for more information.

Do I have to designate a campaign treasurer and depository before I make public my intention to run for office?

No. Nothing in the election laws prohibits a person from announcing their intention to become a candidate prior to designating a treasurer or depository as long as no contributions are received and no expenditures are made in connection with that announcement. In order to open a campaign account, receive any campaign contributions, or make any campaign expenditures, a Designation of Campaign Treasurer and Depository (Form DS-DE 9) must be filed.

How is it decided what version of my name will appear on the ballot?

The name placed on the ballot will be the name as entered by the candidate on the Candidate Oath form (DS-DE 302NP). Please print your name as you wish it to appear. Please make sure to check it for spelling or other errors before submitting the form to the qualifying officer. No changes to the name can be made after the end of qualifying.

May I get my qualifying fee back if I decide not to run?

Yes, [99.092\(1\)](#), Florida Statutes, provides for reimbursement for the qualifying fee, but only provided that you withdraw your candidacy before the qualifying period ends.