2020 Multi-County State and Federal Candidate Information Guide
MEMORANDUM

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

FROM: Brian E. Corley

SUBJECT: 2020 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 2018 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 ($0.10) 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 ($0.10) 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 11, 2020** for verification. The petition deadline for Judicial Candidates is **prior to Noon, March 23, 2020**.

< 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 13, 2020 for Federal, Judicial, State Attorney and Public Defender candidates and 5:00 p.m. on June 1, 2020 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 2020 elections: (subject to change)

- **Presidential Preference Primary** –
  Monday, March 2, 2020  3:00 p.m.

- **Primary Election** –
  Monday, August 3, 2020  3:00 p.m.

- **General Election** –
  Monday, October 12, 2020  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.

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.

<table>
<thead>
<tr>
<th>Dade City</th>
<th>352-523-5050</th>
<th>New Port Richey</th>
<th>727-853-1016</th>
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<td>San Antonio</td>
<td>352-588-2127</td>
<td>Port Richey</td>
<td>727-816-1900</td>
</tr>
<tr>
<td>St. Leo</td>
<td>352-588-2622</td>
<td>Zephyrhills</td>
<td>813-780-0000</td>
</tr>
</tbody>
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**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 (800) 368-2411, ext. 8132.
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. MAIL BALLOTS

Mail ballots are tentatively scheduled to be mailed the week of February 3, 2020 for the Presidential Preference Primary; the week of July 6, 2020, for the Primary Election and the week of September 21, 2020, for the General Election. Pursuant to Florida Statutes, military and overseas ballots will be mailed the week of January 27th, the week of June 29th and September 14th respectively.

After the initial mailing, ballots are mailed daily upon request through the tenth day prior to the election. (101.62(2), Florida Statutes)

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.com/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 mail ballot may be requested in person, in writing, by email, or by telephone.

Once a voted ballot is returned, the voter’s certificate envelope will be reviewed for the required information. The signature of the voter will be verified.

Any challenge to a mail ballot must be made before the ballot is removed from the envelope.

Pursuant to 101.68(2)(a), Florida Statutes, the canvassing board may process mail ballots through the tabulating equipment beginning at 7:00 a.m. on the 22nd day before the election. However, NO results may be released until after the polls close and any person who releases results early commits a 3rd degree felony. The following dates are the tentative dates the Pasco County Canvassing Board will begin canvassing mail ballots: (subject to change)

- Presidential Preference: March 12, 2020 8:00 a.m.
- Primary Election: August 13, 2020 8:00 a.m.
- General Election: October 27, 2020 8:00 a.m.

Any public inspection of mail ballots should occur prior to the above dates.

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.
B. EARLY VOTING

In Pasco County, Early Voting is conducted for an eight (8) day period prior to each primary election. Early Voting is conducted for a thirteen (13) period prior to each general election.

There are eleven (11) regular early voting sites in Pasco County. The sites are:

- East Pasco Government Center, Lobby, Dade City
- Alice Hall Community Center, Zephyrhills
- New River Branch Library, Zephyrhills
- Florida Hospital Center Ice, Wesley Chapel
- Land O’ Lakes Branch Library, Land O’ Lakes
- Utilities Administration Building, Land O’ Lakes
- Odessa Community Center, Odessa
- South Holiday Branch Library, Holiday
- West Pasco Government Center, Supervisor of Elections’ office, New Port Richey
- Regency Park Library, New Port Richey
- Hudson Regional Library, Hudson

The dates for early voting are:

- **Presidential Preference** March 7\textsuperscript{th} – March 14, 2020
- **Primary Election** August 8\textsuperscript{th} – August 15, 2020
- **General Election** October 19\textsuperscript{th} – October 31, 2020

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.com](http://www.pascovotes.com) 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.com/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

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 105.185, Florida Statutes]
- If all requested information on this form is not completed, the form will not be valid.

I, ____________________________________________________________________________________________
the undersigned, a registered voter

in said state and county, petition to have the name of _______________________________________________________________________________________
placed on the Primary/General Election Ballot as a: [check/circle/approach] ______________________________________________________________________

☐ Nonpartisan  ☐ No party affiliation  ☐ ______________________________________________________________________ Party candidate for the office of

__________________________________________________________________________________________
(insert title of office and include judicial circuit, group, seat number, if applicable)

Date of Birth (MM/DD/YY) or Voter Registration Number

__________________________________________________________________________________________
City __________________________________________ County __________________________________________ State __________ Zip Code __________

Signature of Voter ____________________________________________________________________________

Date Signed (MM/DD/YY) [to be completed by Voter] ____________________________________________

Rule 15-2.945, F.A.C.  DS-DE 104 (EFFECTIVE 09/11)

1. Candidates are responsible for reproduction of the petition.
AFFIDAVIT OF UNDUE BURDEN  
(Section 99.097(4), Florida Statutes)

IMPORTANT: Paying signature gatherers will preclude or invalidate the filing of an undue burden oath. Section 99.097(6), Florida Statutes, provides: (a) 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. (b) If an undue burden oath has been filed and payment is subsequently made to a 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 submitted thereafter shall be paid by the candidate, political organization that submitted the undue burden oath. If contributions as defined in s. 106.011 are received, those contributions must first be used to reimburse the supervisor of elections for any signature verification fees that were not paid because of the filing of the undue burden oath. [Note: The second sentence in (b) applies only if there has been made to a signature gatherer after an undue burden oath had been filed.]

I certify under oath that I intend to qualify as a candidate for the office of ___________________________________________________________________________ and that I am unable to pay the fee for verification of petition signatures for that office without imposing an undue burden on my personal resources or on resources otherwise available to me.

X

_________________________  ______________________________
Signature of Candidate      Print Candidate’s Name

_________________________  ______________________________
Address                   City

(  )  ________________________________
State                    Zip         Telephone Number

State of Florida
County of _______________

Sworn to (or affirmed) and subscribed before me this ______ day of ________, 20___ by

___________________________
Personally Known: __________ or

_________________________
Printed Name

_________________________
Signature of Notary Public – State of Florida
Print, Type or Stamp Commissioned Name of Notary Public

Type of Identification Produced: ________________________________
VI. CONTACT INFORMATION

Supervisor of Elections
Brian E. Corley 813-579-0707 bcorley@pascovotes.com

Candidate Support Staff
Tiffannie (*Primary Contact) 352-521-4302 talligood@pascovotes.com
Tracy (Dade City) 352-521-4302 tcowen@pascovotes.com
Rebecca (New Port Richey) 727-847-8162 rsarzynski@pascovotes.com
Ada (Land O’ Lakes) 813-929-2788 amullix@pascovotes.com

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Dade City FL 33526-0300

Office locations: