

**COCOA BEACH, FLORIDA
GENERAL ELECTION INFORMATION
November 8, 2016**

City Precincts	<p>208 (old 22) - Cocoa Beach Community Church - 126 S. Atlantic Ave. 215 (old 60) - Our Saviour Catholic School - 5301 N. Atlantic Ave. 221 (old 87) - Riverside Presbyterian Church - 3400 N. Atlantic Ave. 222 (old 88) - Recreation Center (Ramp Road) - 321 Ramp Road 222 (old 197)- Recreation Center (Ramp Road) - 321 Ramp Road</p>
Seats Open in 2016	<p>There are three (3) candidate seats open for the November 2016 election: Seat 1, Seat 2 and Seat 3 - four-year terms</p>
General Information	<ul style="list-style-type: none"> • Appointment of a Treasurer and Selection of a Campaign Depository can be done at any time prior to the Qualifying Period. Forms required: <ol style="list-style-type: none"> 1) Form DS-DE9 - <u>Prior to Opening a Bank Account</u>. Candidates <u>are required</u> to file the Appointment of Campaign Treasurer and Designation of Campaign Depository Form with the City Clerk. 2) Form DS-DE84 - Statement of Candidate must be filed within 10 days of filing the Appointment of Campaign Treasurer. • When a Candidate appoints a Treasurer and selects a Campaign Depository they become a "Declared Candidate." A "Declared Candidate" does not appear on the ballot unless they qualify during the qualifying period. When a Candidate completes the required forms during the qualifying period, they become a "Qualified Candidate."
Qualifying Period	<p>The Qualifying Period is: August 22 - August 26, 2016, <u>Noon to Noon.</u></p>

Candidates shall submit Treasurer Reports. Campaign Treasurer's Report shall consist of at least three (3) pages:

- 1) Campaign Treasurer's Report, Form DS-DE 12; 2) Itemized Contributions, Form DS-DE 13; and
- 3) Itemized Expenditures, Form DS-DE 14.

If there is no activity, a Waiver of Reports, Form DS-DE 87 must be submitted.

Campaign Treasurer's Reports shall contain information of all previously unreported contributions and expenditures as of the dates indicated. (FS. 106.07 AND 106.08)

NOTE: Effective November 1, 2013, monthly reports are required (rather than quarterly.) The Report Schedule is as follows:

(M) Monthly reports, (G) General election reports, (TR) Termination Reports

Covered Period	Report Code	Due Date
12/01/15 - 12/31/15	M12	01/11/16
01/01/16 - 01/31/16	M1	02/10/16
02/01/16 - 02/28/16	M2	03/10/16
03/01/16 - 03/31/16	M3	04/11/16
04/01/16 - 04/30/16	M4	05/10/16
05/01/16 - 05/31/16	M5	06/10/16
06/01/16 - 06/30/16	M6	07/11/16
07/01/16 - 07/31/16	M7	08/10/16
08/01/16 - 08/31/16	M8	09/12/16
09/01/16 - 10/07/16	G1 (25th day prior to election)	10/14/16
10/08/16 - 10/21/16	G2 (11th day prior to election)	10/28/16
10/22/16 - 11/03/16	G3 (4th day prior to election)	11/04/16
Unopposed Candidates - 90 Days (from end of Qualifying Period August 26, 2016) 10/31/16 to Close of Account	TR	11/28/16
11/04/2016 - 02/06/2017	TR	02/06/17

Final Report:

90 Days - Treasurer Report General **Feb. 6, 2017** covers 11/04/2016 - 02/06/2016

*For unopposed candidates. - After close of qualifying, an unopposed candidate need only file a final 90-day after qualifying report. (Sec. 106.07(1)(c), F.S.). In accordance with Section 106.08(2)(b)(3), F.S., unopposed candidates cannot accept contributions or make expenditures.

In any reporting period during which a candidate has not received funds or made expenditures, the filing of the required report for that period is waived. The candidate must complete a Waiver of Report form to notify the filing officer in writing on the prescribed reporting date that no report is being filed. However, the next report must specify that the report covers the entire period between the last submitted report and the report being filed. (Sec. 106.07(7), F.S.)

Penalty for late filing - Sec. 106.07(7)(a). F.S. - A reporting individual who fails to file a report on the designated due date is subject to a fine, and such fine shall be paid only from personal funds of the reporting individual. The fine shall be \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures, whichever is greater.

<u>2016 ELECTION CALENDAR</u>		<u>Reference</u>
07-21-16	Adopt Resolution - Calling for a General Election	
07-14-16(send Ad to paper) 08-04-16 (Print Ad) 08-18-16 (Print Ad)	Advertise 2 Legal Ads Calling for General Election twice during 30 days prior to qualifying -08-04-16 Print 1st Legal Ad and 08-18-16 Print 2nd Legal Ad	F.S. 100.021
08-22-16	Last day to send referendum question to Supervisor of Elections	
08-22-16 - 08-26-16	<u>Qualifying Period</u> - File with City Clerk, Qualifying Paperwork - Noon, Monday 08-22-16 - Noon, Friday 08-26-16	City Code Section 7-1 (Ord. 1470)
08-26-16	City Clerk faxes/emails complete ballot information and mails Candidate Financial Disclosure Forms to Brevard County Supervisor of Elections	
09-23-16 (Send to paper) 10-18-16 (Print Ad) 10-04-16 (Print Ad)	If Referendum to Appear on November Ballot, Advertise 2 Legal Ads Calling for General Election 3 rd and 5 th week prior to Election Print 10-18-16 and 10-04-16	F.S. 100.342
09-24-16*	County sends out Absentee Ballots (Military and Overseas Voters) - Mass Mailing for City Elections (Approximate Date)	
10-11-16*	Registration Books Close for General Election - 5:00 P.M. (29 days prior to election)	F.S. 97.055
10-11-16*	County sends out Absentee Ballots (Civilian and Statewide Voters) - Mass Mailing for City Elections (Approximate Date)	
10-21-16 (Send to paper)* 11-06-16 (Print Ad)	Advertise Election Ballot - Print 11-06-16 or when ads are placed by Brevard County municipalities - provides more coverage	F.S.101.20(2) F.S. 100.342
Unknown at time of calendar publication	Logic & Accuracy Test (Test of Voting Equipment) - Brevard County Supervisor of Elections sets date Logic & Accuracy Test for Early/Precinct voting 9:00 a.m. <u>Election Support Center</u> , 345 Wenner Way, Cocoa, FL 32926. October 20, 2016: Logic & Accuracy Test for Absentee & Canvassing 9:00 a.m. Elections Office, 2725 Judge Fran Jamieson Way, Building C, Viera	
10-24 thru 11-05-16*	Early Voting, Weekdays 8am - 6pm, Weekend 8am - 4pm	
11-02-16*	Last Day for Supervisor of Elections to mail Absentee Ballots	
11-03-16	Midnight Deadline - last date for opposed Candidates to receive	F.S.106.08(3)

	contributions for <i>General Election</i> (5 days prior to Election)	
11-06-16	Print Election Ballot - A Display Ad Prior to the Election	F.S.100.342
11-08-16	ELECTION DAY - 7:00 p.m. - Deadline for returning Absentee Ballots to Supervisor's Office - Viera Government Center	
11-12-16*	Noon deadline for county canvassing board to file 1st Unofficial Results of <i>General Election</i> with the Department of State ((<i>No later than noon of the 4th day after a general election</i>))	F.S. 102.141
11-20-16*	Noon deadline for county canvassing board to submit Official Results to the Department of State for the <i>General Election</i> (<i>Noon on the 12th day following the election</i>) Noon, deadline for county canvassing board to submit 'Conduct of Elections' report to the Division of Elections on the conduct of the <i>General Election</i>	F.S. 102.141 F.S. 102-112
11-17-16 or 12-01-16	Organizational Meeting 7:00 P.M. (City Procedures) -Administer Oath of Office of newly-elected Commissioners - Elect Vice-Mayor among Commission Commission Meeting: Adopt Resolution Canvassing Election Results and Declaring Elected Candidates (Date of meeting depends on certification of elections results by Supervisor of Elections - 12 days following the general election.)	F.S.102-112
*Indicates County Functions		