

Candidate Qualifying FAQs

Q: When does the Qualifying Period end?
A: **Noon on Tuesday, August 13** – no incomplete or unnotarized forms will be accepted after noon

Q: What does a candidate need to do to switch seats?
A: Before Qualifying:

- Submit a signed written request to the Filing Officer (Clerk)
- File a new [DS-DE 9](#) – Appointment of Campaign Treasurer
- Within 15 days must send written notice to each contributor offering to return their contribution on a pro rata basis
- Include Form [DS-DE 86](#), Request for Return of Contribution (if contributor doesn't respond in 30 days the candidate can use the funds)

After Qualifying:

- All of the above
- File a new Form [DS-DE 302NP](#) – Candidate Oath and [Candidate Affidavit](#)
- Refile any other forms that specify the seat number being sought
- If candidate qualified using petitions, those petitions do not transfer to the new seat – candidate must pay \$360 qualifying fee

Q: Can a candidate file their DS-DE 9 to appoint a treasurer, open their campaign account, and qualify on the same day?
A: Filing the DS-DE 9 must occur prior to opening a campaign account and qualifying fees must be paid by campaign check – prospective candidates should contact their bank in advance to find out how long it takes to open an account and availability of campaign checks.

Q: Can qualifying/refiling to change seats be done by proxy?
A: Candidates do not need to hand in their qualifying papers in person. A representative can deliver them if the forms have been properly notarized, and the representative pays with a campaign check made out to the Village in the appropriate amount that is signed by the campaign treasurer or deputy treasurer. Copies of the timestamped documents will be provided via email to the candidate and hard copy to the candidates' representative.

Q: Does a candidate who changes seats need to make any changes to their bank account?
A: The campaign account does not need to be closed but the refiled DS-DE 9 should be presented to the bank to make them aware of the change as there may be internal banking processes not known to the Filing Officer.

Q: Do all seat changes need to be finalized by the end of the Qualifying Period (August 13 at noon)?
A: Yes

Q: Can a candidate switch seats more than once?
A: Yes, as long as all the appropriate paperwork is completed and filed with the Filing Officer/Village Clerk **no later than noon on Tuesday, August 13**. No incomplete paperwork or staff notarization of signatures will occur after the noon deadline.

It is strongly recommended that candidates file early to ensure they will be able to qualify.

Q: What are the rules for withdrawing candidacy?

A: Florida Statute is silent as to deadlines to withdraw, but if a candidate withdraws prior to the Qualifying deadline their information will not be forwarded to the Supervisor of Elections or appear on the ballot. There are specific notice rules that must be followed by the Supervisor of Elections if a candidate withdraws after inclusion on the ballot.