



SO YOU WANT TO RUN FOR VICE MAYOR OR COUNCIL MEMBER IN 2016?

Any resident who is a qualified elector of Miami-Dade County and has resided continuously in the Town of Cutler Bay for at least two years preceding the date of qualifying is eligible to be a candidate.

The Town is divided into three residential areas. Section 2.3 of the [Town Charter](#) requires that one Council member reside in [seat 1, seat 2 and seat 3](#). Candidates for the office of Mayor and Vice Mayor are elected without regard to residence in a particular Residential Area. A person may not be a candidate for a residential council member seat unless that person has resided in the residential area, continuously for a period of one year preceding the qualifying date. Please refer to the Town of Cutler Bay Town Charter for further details and information.

The General Election will be held on **Tuesday, November 8, 2016**. Candidates may qualify for the office of Vice Mayor or Council Seat 2.

Any candidate receiving a number of votes greater than 50% of the total number of ballots cast shall be duly elected to office and no run-off election shall be required.

If required, a Run-off Election will be held on **Tuesday, November 29, 2016**. The ballot for the run-off election shall contain the names of the candidates for Vice Mayor and Seat 2 who received the most votes in the general election. The candidates receiving the most votes shall be duly elected to Vice Mayor and Council Seat 2.

The duly elected Council member and Vice Mayor shall each serve a four-year term commencing at 12 o'clock noon on the day following the day the Canvassing Board of Miami Dade County certifies the results of the Town's General Election or Run-off Election in which the candidate was elected.

ELECTION CAMPAIGNS:

- The first step in any election campaign is to appoint a Campaign Treasurer and designate a Campaign Depository. Form DS-DE9 "State of Florida Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates" is provided [here](#). Please complete and return the DS-DE9 to the Town Clerk. A candidate may be his or her own campaign treasurer or deputy treasurer.
- The candidate's campaign depository must be a bank, savings and loan association or credit union authorized to do business in the State of Florida. The account must be separate from any personal or business accounts.

All monetary contributions received must be deposited in the campaign account within five business days of receipt. Only the campaign treasurer or the deputy campaign treasurer may sign campaign expenditure checks.

- Within ten (10) days of opening a campaign account, you must return [DS-DE84](#) "Statement of Candidate" to the Town Clerk. Once the DS-DE84 has been filed with the Town Clerk, you may begin to collect and spend campaign funds.

CAMPAIGN TREASURER'S REPORTS:

Campaign Treasurer Reports shall be filed with the Town Clerk on the 10th day following the end of each month, except that if the tenth day occurs on a Saturday, Sunday or legal holiday, the report shall be filed on the next business day that is not a Saturday, Sunday or legal holiday.

The following is the 2016 schedule of due dates to Campaign Treasurer's reports with the Town Clerk-

<u>Due Date:</u>	<u>Name of Report</u>	<u>Cover Period:</u>
February 10, 2016	2016-M01	1/1/2016-1/31/2016
March 10, 2016	2016-M02	2/1/2016-2/29/2016
April 11, 2016	2016-M03	3/1/2016-3/31/2016
May 10, 2016	2016-M04	4/1/2016 – 4/30/2016
June 10, 2016	2016-M05	5/1/2016 – 5/31/2016
July 11, 2016	2016-M06	6/1/2016 – 6/30/2016
August 10, 2016	2016-M07	7/1/2016 – 7/31/2016
September 12, 2016	2016-M08	8/1/2016 – 8/31/2016
October 11, 2016	2016-M09	9/1/2016 – 9/30/2016
October 14, 2016 (25 days prior)	2016-G1	10/1/2016-10/7/2016
October 28, 2016 (11 days prior)	2016-G2	10/8/2016-10/21/2016
November 4, 2016 (4 days prior)	2016-G3	10/22/2016-11/3/2016

Campaign treasurer's reports are due by 5PM on the dates noted above.

Failure to file a report on the designated due date shall subject the candidate to a fine of \$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, for the period covered by the late report. However, for the reports immediately preceding each primary and general election, the fine shall be \$500 per day for each late day, not to exceed 25% of the total receipts or expenditures whichever is greater, for the period covered by the late report, as provided in F.S. Section 106.07(8). Fines must be paid from the candidate's personal funds – not campaign funds.

The Town Clerk will review reports for timeliness of filing, typographical and mathematical accuracy. It is the candidate's responsibility to insure that the information contained in the reports is true and correct and in accordance with the [laws of the State of Florida](#).

QUALIFYING AS A CANDIDATE:

Pursuant to Town Ordinance 15-06 the qualifying period for this year begins at **noon on Tuesday, July 26, 2016** and ends at **noon on Friday, August 12, 2016**. All candidates must qualify for the Tuesday, November 8, 2016 election in the Office of the Town Clerk, 10720 Caribbean Boulevard, Suite 105, Cutler Bay, Florida.

All required qualifying paperwork and fees must be provided to the Town Clerk within the qualifying period.

The following documents and fees are required during the qualifying period:

- Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates – [DS-DE 9](#)
- Statement of Candidate – [DS-DE 84](#)
- [Declaration for Candidates Not Automatically Covered](#) by Ordinance 98-94 (Miami Dade County Ethical Practice Ordinance)
- Proof of Voter Registration
- Affidavit – Notice of Candidacy and Residency (Town of Cutler Bay Town Charter Section 2.4)
- Loyalty Oath / Oath of Candidacy – [DS-DE 25](#)
- [Form 1 – Statement of Financial Interests](#)
- Qualifying fee of \$100 (Town of Cutler Bay Town Charter Section 2.4) plus
- State Election Assessment fee – 1% of annual salary for office sought (\$76.17 for Vice Mayor and Council Members – annual salary is \$7,617.36)

If you have any questions, please contact the Town Clerk's office Monday through Friday from 8:00AM to 5:00PM at (305) 234-4262 or via email to jwilson@cutlerbay-fl.gov.