



# 2020

# MUNICIPAL ELECTION

# CANDIDATE HANDBOOK

Provided by the Office of the City Clerk  
City of North Miami Beach, Florida

Andrise Bernard, CMC, City Clerk



August 2020

Dear Candidate:

Thank you for your interest in becoming a candidate for the City of North Miami Beach Mayor/Commission (Group/Seats 1, 3, 5, and 7).

Enclosed please find important information about the Tuesday, November 3, 2020 City of North Miami Beach General Election.

This packet is provided for your information and is intended to assist you in the election process. In this document you will find information for the filing of Campaign Treasurer's Reports, common reporting forms, qualifying documents and pertinent election information. Please be advised that the blue, underlined text will lead you to the respective form or website page. This Candidate Handbook will also be available on the City of North Miami Beach website at <https://www.citynmb.com/324/Municipal-Elections>

While we attempt to provide accurate information, you are legally responsible to ensure that your actions comply with applicable laws and regulations. We encourage you to familiarize yourself with all the election laws and requirements.

Should you require additional assistance, please contact us at 305-787-6001 or via email at [Andrise.Bernard@citynmb.com](mailto:Andrise.Bernard@citynmb.com)

Sincerely,

*Andrise Bernard*

Andrise Bernard, CMC, City Clerk

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## **Below are Important Links:**

[Ordinance 2012-36 \(D\) - Political Signs](#)

NMB Charter Article I. [Creation, Form of Government, Etc.](#)

NMB Charter Article II. [Mayor, Vice Mayor, City Commission](#)

NMB Chapter VII. [Elections](#)

[Dates to Remember](#)

[Vote-by-Mail Ballot Request Form](#)

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## **Florida Election Laws:**

[2019 Chapter 99 Candidates](#)

[2019 Chapter 105 Nonpartisan Elections](#)

[2019 Chapter 106 Campaign Financing](#)

[Florida Candidate & Campaign Treasurer Handbook](#)

## **Florida Commission on Ethics:**

[2020 Guide to the Sunshine Amendment &](#)

[Code of Ethics for Public Officers and Employees](#)

[Miami-Dade County Commission on Ethics and Public Trust](#)

[Florida Division of Elections](#)

# City of North Miami Beach 2020 Candidate Handbook



## General Information

A General Election will be held on **Tuesday, November 3, 2020**. The members of the City Commission shall be elected from groups numbered 2, 4, and 6 for Four (4) year terms and 1, 3, 5, and 7 for Two (2) year terms. The groups shall be elected citywide by the qualified electors of the City of North Miami Beach. Commencing with the 2015 election and at each general election each four (4) years thereafter, the members of the City Commission running groups 1, 3, 5 and 7 shall be elected for four (4) year terms. The annual salary for the Mayor is \$3,600, and the annual salary for each Commission Member is \$3,000.

Each candidate must be a qualified elector of the City of North Miami Beach at the time of filing for the position; not have been convicted in this or any other State of any offense involving moral turpitude within the preceding five (5) years; not have been adjudicated insane or incompetent by a court of competent jurisdiction with adjudication stands unrevoked; and be a bona fide resident of the City of North Miami Beach for one year prior to qualifying, and express an intent to remain permanently a bona fide resident of the City the entire term of office for which she or he is a candidate.

### **How to Begin Your Campaign:**

- Read all of the enclosed materials
- Appoint a Campaign Treasurer who must be a registered voter of the State of Florida. You may appoint Deputy Treasurers at any time. Note: A candidate may be her/his own Treasurer or Deputy Treasurer.
- Complete Form DS-DE9 "Appointment of Campaign Treasurer and Designation of Campaign Depository" and return the original form to the Office of the City Clerk at 17011 N.E. 19<sup>th</sup> Avenue, North Miami Beach, FL 33162
- Open a campaign account at a bank authorized to do business in the State of Florida. This account must be separate from any personal or business accounts. The bank should provide you with deposit slips and checks indicating it is a campaign account.
- Complete Form DS-DE 84 "Statement of Candidate" and return the original form to the Office of the City Clerk at 17011 N.E. 19<sup>th</sup> Avenue, North Miami Beach, FL 33162 within ten (10) days. Upon filing of this form, the candidate may begin to collect and spend monies for the campaign.

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## Qualifying Information

Candidates may file their paperwork anytime from the start of qualifying on Monday, August 17th through Friday, August 21st from 8:00 a.m. to 5:00 p.m. and on Saturday, August 22nd from 8:00 a.m. to Before 12 Noon.

**\*\* PLEASE NOTE - Due to the current state of emergency and the guidance limiting person-to-person contact to prevent the spread of the COVID-19 virus, an emergency rule relating to candidate qualifying was filed. Read [Rule No. 1SER20-1](#) for more information. \*\***

The following will be necessary for the filing of a candidacy:

- [Form DS-DE9](#) "Appointment of Campaign Treasurer and Designation of Campaign Depository" - **if not already filed**
- [Form DS-DE 84](#) "Statement of Candidate" - **if not already filed**
- Qualifying Fee: (*Must be payable to the City of NMB from a campaign account.*)  
Commission Seat (2-7) \$150.00 \* Mayor's Seat (1) \$180.00 \*
- [Loyalty Oath](#) (Sections 876.05-876.10, 99.012, Florida Statutes)/Oath of Candidate (Section 99.021, Florida Statute)
- Fingerprinting at the North Miami Beach Police Department – Ordinance 2010-27
- [Form 1, Statement of Financial Interests 2019](#)
- Affidavit of Candidate Residency Requirement
- Proof of Residency (one year prior to qualifying: FPL, Mortgage Deed, Lease, etc.)
- Florida Voter's Information Card
- Florida Driver's License
- [Miami Dade County Voluntary Statement of Fair Campaign Practices](#). (Optional)

\* Includes a State of Florida 1.0% Assessment Fee (Elections Commission Trust Fund/Elections Campaign Financing Trust Fund). This election assessment fee is not deposited in the City of North Miami Beach general fund. This fee is forwarded to the Department of State, Division of Elections, and is deposited in the following manner: two thirds of the amount is deposited in the State of Florida Elections Commission Trust Fund and one third is transferred to the State of Florida Election Campaign Financing Trust Fund.

# City of North Miami Beach 2020 Candidate Handbook



## Treasurer's Reports

Florida's campaign finance laws require candidates to file periodic reports of their campaign financial activities. All reports must be original, postmarked no later than the specified deadline and hand-delivered or mailed to the Office of the City Clerk. The following is a schedule for the 2020 Municipal Election:

Form	Reporting Period	Code	Due Date
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	8/01/20 - 8/13/20	M8	8/21/20
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	8/14/20 - 8/28/20	G1	9/04/20 * (60 <sup>th</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	8/29/20 - 9/11/20	G2	9/18/20 * (46 <sup>th</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	9/12/20 - 9/25/20	G3	10/02/20 * (32 <sup>nd</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	9/26/20 - 10/2/20	G4	10/09/20 * (25 <sup>th</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	10/3/20 - 10/09/20	G5	10/16/20 * (18 <sup>th</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	10/10/20 - 10/16/20	G6	10/23/20 * (11 <sup>th</sup> day)
DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	10/17/20 - 10/29/20	G7	10/30/20 * (4 <sup>th</sup> day)
**DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) - FINAL REPORT	10/30/20 - 2/1/21	TR	2/01/21

\* Per Florida Statutes Title IX, Chapter 106, and City of NMB Code Section 7-8 Candidate Forms.

\*\*Candidates who are elected or eliminated in the General Election must close their campaign account and submit a final report by February 1, 2021. (90 days following the Election.)

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## 2020 Run Off Election Calendar of Candidate Reporting Dates

DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) or DS-DE 87 (Waiver)	10/30/20 - 11/12/20	RUN OFF	11/13/20 * (4 <sup>th</sup> day)
*DS-DE 12 (Summary), DS-DE 13 (Contributions) and DS-DE 14 (Expenditures) - FINAL REPORT	11/13/20 - 2/10/21	TR	2/11/21 * (90 <sup>th</sup> day after Run off)

\* Per Florida Statutes Title IX, Chapter 106.

### Penalties for Violations of the Florida Election Code

Pursuant to Florida election laws, any candidate failing to file a report on the designated due date shall be subject to a fine of \$50 per day for the first three (3) days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports due immediately preceding each primary or general election, the fine shall be \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. For a candidate's termination report, the fine shall be \$50 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report.

All fines must be paid from the candidate's personal funds - not campaign funds.

Additional information is available at the Florida Department of State's web site:

<https://www.dos.myflorida.com/elections/>