

# 2025

## **Municipal and Special District Candidate Qualifying Handbook**



**Scott Farrington**

**Manatee County Supervisor of Elections**

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## Notes

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# Chapter 1 – Background

The information contained in this publication is intended as a quick reference guide only. To the extent that this handbook covers material beyond that contained in law or rule, the Supervisor of Elections Office offers such material to candidates merely as guidelines. It is the responsibility of the person seeking to qualify to read, understand, and comply with applicable federal and state law requirements, procedures, and timelines for qualifying. [Chapters 97-106, Florida Statutes](#), the [Constitution of the State of Florida](#), and Division of Elections’ advisory [opinions](#) and [rules](#), the texts of which control, should be reviewed in their entirety for complete information regarding qualifying.

This handbook explains the qualifying requirements and procedures for candidates seeking a nonpartisan municipal or special district office.

All applicable forms and publications are available on the Division of Elections website: [dos.myflorida.com/elections/forms-publications](https://dos.myflorida.com/elections/forms-publications).

Please direct any questions to the Manatee County Supervisor of Elections Office at **941-741-3823**.

## What does “Qualify” Mean?

To qualify to be a candidate for election to a municipal or special district office means to meet the documentation and fee requirements for such office as set forth by the State of Florida Division of Elections, the *Florida Statutes*, and the Charter of the municipality or special district in which the office is being sought. See herein the requirements/options for the Manatee County municipality or special district in which the office is being sought.

([Chapter 99](#) and § [105.031](#), Fla. Stat.)

## Who is an “Officer”?

An “officer” means a person, whether elected or appointed, who has the authority to exercise the sovereign power of the state pertaining to an office recognized under the State Constitution or laws of the state. With respect to a municipality, an “officer” means a person, whether elected or appointed, who has the authority to exercise municipal power as provided by the State Constitution, state laws, or municipal charter.

(§ [99.012\(1\)](#), Fla. Stat.)

“Officers” include, but are not limited to: mayors, city and county commissioners, state legislators, supervisors of elections, sheriffs, property appraisers, tax collectors, clerks of the circuit court and comptrollers, judges, school board members, superintendents of school, state attorneys and public defenders, municipal fire chiefs, medical examiners, and elected hospital board and airport authority members.

# **Chapter 2 – Offices that Qualify with the Supervisor of Elections Office**

## **Judicial Offices**

- County Court Judge

## **County Offices**

- County Commissioner
- Constitutional Officer
  - Clerk of the Circuit Court and Comptroller
  - Property Appraiser
  - Sheriff
  - Supervisor of Elections
  - Tax Collector
- School Board Member

## **Municipal Offices**

- City of Anna Maria – Mayor, City Commissioner
- City of Bradenton – Mayor, City Councilor
- City of Bradenton Beach – Mayor, City Commissioner
- City of Holmes Beach – Mayor, City Commissioner
- City of Palmetto – Mayor, City Commissioner
- Town of Longboat Key – Mayor, Town Commissioner

## **Special Districts**

- Community Development Districts (CDDs)
- Fire Districts
- Manatee County Mosquito Control District (MCMCD)
- Manatee River Soil and Water Conservation District (MRSWCD)

## **Recreation Districts**

- Bayshore Gardens Park and Recreation District
- Trailer Estates Park and Recreation District

# Chapter 3 – Resign-to-Run Law

## Governing Law

No “officer” may qualify as a candidate for another state, district, county, or municipal public office if the terms, or any part thereof, run concurrently with each other without resigning from the office they presently hold. Also, any officer who “qualifies” for federal public office must resign from the office they presently hold if the terms, or any part thereof, run concurrently with each other. However, there are exceptions to the Resign-to-Run Law (see below).

(§ [99.012 \(3\) and \(4\)](#), Fla. Stat.)

## Exceptions to the Resign-to-Run Law

- Political party offices.
- Persons serving without salary on an appointed board or authority.
- Persons holding federal office.
- An elected officer running for federal office if the term of office they presently hold is scheduled to expire and be filled by election in the same primary and general election period as the federal office they are seeking.
- Persons seeking the office of President or Vice President of the United States.

## Resignation Process

The resignation must be in writing at least 10 days prior to the first day of qualifying for the office sought.

- Elected district, county, or municipal officers:
  - Submit resignation to the officer before whom they qualified for the office they hold.
  - Submit a copy of the resignation to the Governor and to the Florida Department of State.
- Appointed district, county, or municipal officers:
  - Submit resignation to the officer or authority which appointed them to the office they hold.
  - Submit a copy of the resignation to the Governor and to the Florida Department of State.
- All other officers:
  - Submit resignation to the Governor.
  - Submit a copy of the resignation to the Florida Department of State.

*Continued on next page*

## Address Information

### MANATEE COUNTY SUPERVISOR OF ELECTIONS OFFICE

The Honorable Scott Farrington, Manatee County Supervisor of Elections  
600 301 Boulevard West • Bradenton, FL 34205-7946

**Email** [info@votemanatee.gov](mailto:info@votemanatee.gov) **Fax** 941-741-3820

### GOVERNOR'S OFFICE

The Honorable Ron DeSantis, Governor  
The Capitol • 400 South Monroe Street • Tallahassee, FL 32399-0001  
**Fax** 850-922-9002

### FLORIDA DEPARTMENT OF STATE

Donna S. Brown, Chief, Bureau of Election Records, Department of State  
R.A. Gray Building, Room 316 • 500 South Bronough Street • Tallahassee, FL 32399-0250  
**Email** [elecrecords@dos.myflorida.com](mailto:elecrecords@dos.myflorida.com) **Fax** 850-245-6259 or 6260

## Effective Date of the Resignation

The resignation's effective date must be no later than the earlier of the following dates:

- The date the officer would take office, if elected; or
- The date the officer's successor is required to take office.

Once submitted, the resignation is **irrevocable**.

## **Chapter 4 – Qualifying Options**

### **Qualifying Options Vary**

Candidate qualifying requirements and options vary according to each municipal or special district Charter. Also, in odd-year election cycles there are different instructions for who qualifying fees are paid to. For specific details, please refer to the pages herein for the municipal or special district office sought.



# Chapter 5 – Qualifying Process

## Where and When to File

All qualifying fees and paperwork must be complete and received **before the end of the qualifying period** (see **2025 Calendar – Election Cycle Activities**, herein), at this address:

**Manatee County Supervisor of Elections Office**  
**600 301 Boulevard West, Suite 108**  
**Bradenton, FL 34205-7946**

## How to File

### Filing before the Qualifying Period

Any person seeking public office may declare their intent to do so at any time prior to the next election for that office by filing forms DS-DE 9, *Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates*, and DS-DE 84, *Statement of Candidate*, with the Supervisor of Elections Office.

### Filing during the Qualifying Period

It is a candidate's responsibility to ensure that qualifying fees, if applicable, and paperwork are complete and timely filed.

Candidates may submit qualifying paperwork by hand-delivery or mail. The Supervisor of Elections Office does **not** accept qualifying papers via facsimile or email.

To ensure that the qualifying fee, if applicable, and paperwork are timely submitted, a candidate or someone on their behalf should hand-deliver the paperwork directly to the Supervisor of Elections Office or use a commercial express courier service that ensures direct delivery.

(*Fla. Admin. Code R. [1S-2.0001](#)*)

## Forms

- Current qualifying [forms](#) are available on the Division of Elections website.
- **Do not use older versions of forms as this may delay qualifying or prevent a person from qualifying.**
- The **Candidate Oath** form should be reviewed carefully for proper notarization. Improper notarization may prevent a person from qualifying.
  - **Name on the Oath** – The candidate must include the candidate's legal given name or names, a shortened form of the candidate's legal given name or names, an initial or initials of the candidate's legal given name or names, or a bona fide nickname customarily related to the candidate and by which the candidate is commonly known, immediately followed by the candidate's legal surname.
  - **Nickname** – If a candidate wishes to designate a nickname to be printed on the ballot, the candidate must file the affidavit on the reverse side of the oath, which must be verified under oath or affirmation, attesting that the nickname complies with the requirements of Section [99.0215](#), *Florida Statutes*.

(§ [99.021](#) and § [99.0215](#), *Fla. Stat.*)

- **Statement of Outstanding Fines, Fees or Penalties** – Each candidate, whether a party candidate, a candidate with no party affiliation, or a write-in candidate, shall, at the time of subscribing to the oath or affirmation, state in writing whether he or she owes any outstanding fines, fees, or penalties that cumulatively exceed \$250 for any violations of s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees under part III of chapter 112, any local ethics ordinance governing standards of conduct and disclosure requirements, or chapter 106.  
(§ [99.021\(1\)\(d\)](#), Fla. Stat.)
- The candidate's name printed on the Candidate Oath will be printed on the ballot **exactly** as printed on the Oath and cannot be changed after the end of qualifying.
- **Form 1, Statement of Financial Interests** for the year 2024; must be filed by all persons holding or qualifying to run for certain local offices as defined in Section 112.3145, *Florida Statutes*. Visit the [Florida Commission on Ethics](#) for information on the current Form 1. The 2024 *Statement of Financial Interests* is required to be filed electronically. A copy of the electronically filed Form 1 must be provided to the Supervisor of Elections Office during qualifying.

## Prohibition on Qualifying for Multiple Offices

No person may qualify as a candidate for more than one public office, whether federal, state, district, county, or municipal, if the terms or any part thereof run concurrently with each other.

(§ [99.012\(2\)](#), Fla. Stat.)

## Qualifying Fee

The qualifying fee for a **municipal candidate** must be:

- Paid with a properly executed check, drawn on the candidate's campaign account (a personal check, cashier's check, money order, or cash are **not accepted**; also, see herein the requirements/options for the municipal office being sought)
- Made payable to the municipality of the office being sought (only in odd-year election cycles)
- In an amount not less than the required fee

The qualifying fee for a **special district candidate** must be:

- Paid with a properly executed check, drawn on the candidate's campaign account **if one has been established** (a personal check, cashier's check, money order, or cash are **not accepted**; also, see herein the requirements/options for the special district office being sought), **OR**
- Paid with a personal check or cash, **if no campaign account has been established**
- Checks are payable to the name of the special district of the office being sought (only in odd-year election cycles)
- In an amount not less than the required fee

A check from a campaign account must be signed by the campaign treasurer or deputy treasurer. A check from a campaign account signed by a candidate who has not been designated as the treasurer or deputy treasurer is **not accepted**.

The qualifying fee cannot be returned to a candidate unless the candidate withdraws, in writing, **before** the close of qualifying. The withdrawal statement **must contain the candidate's signature**. The withdrawal may be scanned and emailed to [info@votemanatee.gov](mailto:info@votemanatee.gov), or faxed to 941-741-3820.

## Missing or Incomplete Information

If the filing officer receives qualifying paperwork that does not include all required items **prior to the last day of qualifying**, the filing officer shall make a reasonable effort to notify the candidate of the missing or incomplete items and shall inform the candidate that all required items must be received by the close of qualifying.

*(§ 99.061(7)(b) and § 105.031(5)(b), Fla. Stat.)*

Candidates should provide a telephone number and email address on the Candidate Oath where they can be reached for questions about their qualifying paperwork.

## Qualifying Status Look-Up

A person's qualifying status as a candidate can be found on the Supervisor of Elections Office website: <https://www.votemanatee.gov/Candidate-Information/Local-Candidates-Committees>.

## Chapter 6 – Bayshore Gardens Park and Recreation District

Office	Incumbent
Board of Trustees – Seat 2	Joyce Fisher
Board of Trustees – Seat 4	Eric Talman
Board of Trustees – Seat 6	Cori Howell
Board of Trustees – Seat 8	Barbara Susdorf
<b>Type of election</b>	Nonpartisan. Special district.
<b>Term of office</b>	4 years, beginning January 2026
<b>Election date</b>	December 2, 2025 – General Election
<b>Candidate requirements</b>	<ol style="list-style-type: none"> <li>1. Be a citizen of the United States of America</li> <li>2. Be a registered voter in Manatee County, Florida</li> <li>3. Be a resident of the Bayshore Gardens Park and Recreation District</li> </ol>
<b>Forms required and when they are due</b>	<p><b>DS-DE forms</b> are maintained by the Florida Department of State, Division of Elections, and are linked on our website: go to <a href="http://www.VoteManatee.gov">www.VoteManatee.gov</a>, click Candidate Information, Candidate Forms, and select the desired form number.</p> <ol style="list-style-type: none"> <li>1. <b>Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates;</b> must be filed before opening a campaign account and accepting or spending any funds  <b>Note:</b> If you do not collect contributions, and your only expense is the qualifying fee or petition signature verification fee, you are not required to appoint a Campaign Treasurer nor designate a Campaign Depository; however, <b>you must still file this form, and by the end of the qualifying period.</b></li> <li>2. <b>Form DS-DE 84, Statement of Candidate;</b> must be filed within 10 days of filing Form DS-DE 9 (above), and by the end of the qualifying period</li> <li>3. <b>Form DS-DE 302NP, Candidate Oath Nonpartisan Office;</b> must be filed during the qualifying period</li> <li>4. <b>CE Form 1, Statement of Financial Interests. All Form 1 filing is electronic,</b> and is administered by and filed with the Florida Commission on Ethics, at <a href="https://disclosure.floridaethics.gov">https://disclosure.floridaethics.gov</a>. Candidates are urged to allow ample time to complete the e-filing process prior to the qualifying period, when <b>you must present a printed copy of your filed Form 1.</b></li> </ol>

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**Qualifying period  
dates and location**

- Qualifying begins at noon on Monday, September 22, 2025, and ends at noon on Friday, September 26, 2025.
- Qualifying takes place at the **Manatee County Supervisor of Elections Office, 600 301 Boulevard West, Suite 108, Bradenton, FL 34205.**

**Qualifying  
requirements  
for Bayshore Gardens  
Park and Recreation  
District candidate**

*All items are  
due during the  
qualifying period.*

**Option 1 – Qualify by fee**

- If choosing this option, you must pay **\$25.00**.
- If you **have** established a campaign account, you must pay with a check drawn on that account, signed by the campaign treasurer or deputy treasurer; a candidate may sign the check only if they have been designated as the campaign treasurer or deputy treasurer.
- If you **have not** established a campaign account, you must pay with either a personal check or cash.
- For the current, odd-year election cycle, **make your check payable to: Bayshore Gardens Park and Recreation District.**

**Option 2 – Qualify by petition**

- If choosing this option, **Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates**, must be filed **prior to collecting signatures**. Petitions that are signed before the DS-DE 9 filing date are not valid.
- The required number of signatures is **25**.
- **Form DS-DE 104, Candidate Petition**, must be used to obtain signatures of registered voters who are residents of the Bayshore Gardens Park and Recreation District. You are responsible for reproducing the form to collect individual signatures.
- A signature verification fee of **10 cents per name** must be paid when the petitions are submitted. If you cannot pay this fee without imposing an undue burden on your resources, you may have the fee waived by filing **Form DS-DE 19A, Affidavit of Undue Burden**, available at <https://dos.fl.gov/elections/forms-publications/forms/>.
- The deadline to submit petitions is **prior to noon on Monday, September 15, 2025.**

## Chapter 7 – City of Anna Maria

Office	Incumbent	Salary (as of July 1, 2024)
City Commissioner	John Lynch	\$ 4,800.00
City Commissioner	Kathleen Morgan-Johnson	\$ 4,800.00
City Commissioner	Charles Salem	\$ 4,800.00

<b>Type of election</b>	Nonpartisan. Office seats are elected within the City of Anna Maria.
<b>Term of office</b>	2 years, beginning November 20, 2025
<b>Election date</b>	November 4, 2025 – General Election
<b>Candidate requirements</b>	<ol style="list-style-type: none"> <li>1. Be a citizen of the United States of America</li> <li>2. Be a registered voter in Manatee County, Florida</li> <li>3. Be a resident of the City of Anna Maria for a period of two years prior to qualifying for office</li> </ol>
<b>Forms required and when they are due</b>	<p><b>DS-DE forms</b> are maintained by the Florida Department of State, Division of Elections, and are linked on our website: go to <a href="http://www.VoteManatee.gov">www.VoteManatee.gov</a>, click Candidate Information, Candidate Forms, and select the desired form number.</p> <ol style="list-style-type: none"> <li>1. <b>Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates;</b> must be filed before opening a campaign account and accepting or spending any funds</li> <li>2. <b>Form DS-DE 84, Statement of Candidate;</b> must be filed within 10 days of filing Form DS-DE 9 (above)</li> <li>3. <b>Form DS-DE 302NP, Candidate Oath Nonpartisan Office;</b> must be filed during the qualifying period</li> <li>4. <b>CE Form 1, Statement of Financial Interests. All Form 1 filing is electronic,</b> and is administered by and filed with the Florida Commission on Ethics, at <a href="https://disclosure.floridaethics.gov">https://disclosure.floridaethics.gov</a>. Candidates are urged to allow ample time to complete the e-filing process prior to the qualifying period, when <b><i>you must present a printed copy of your filed Form 1.</i></b></li> </ol>

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<b>Qualifying period dates and location</b>	<ul style="list-style-type: none"> <li>• Qualifying begins at noon on Monday, August 18, 2025, and ends at noon on Friday, August 29, 2025.</li> <li>• Qualifying takes place at the <b>Manatee County Supervisor of Elections Office, 600 301 Boulevard West, Suite 108, Bradenton, FL 34205.</b></li> </ul>
<b>Qualifying requirements for City of Anna Maria candidate</b>	<div data-bbox="516 499 1023 533"><b>Option 1 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• Pay an Election Assessment Fee of <b>\$48.00 for City Commissioner</b>, which is one percent of the annual salary of the office as of July 1, 2024.</li> <li>• For the current, odd-year election cycle, <b>make your check payable to: City of Anna Maria.</b></li> <li>• <b>AND</b> submit <b>10 petition signatures</b> of registered voters who are residents of the City of Anna Maria. The petition form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul> <div data-bbox="516 947 1023 980"><b>Option 2 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• File an <b>Affidavit of Undue Burden</b>, which eliminates the requirement to pay an Election Assessment Fee. The affidavit form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit <b>10 petition signatures</b> of registered voters who are residents of the City of Anna Maria. The petition form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul>

## Chapter 8 – City of Bradenton Beach

Office	Incumbent	Salary (as of July 1, 2024)
Mayor	John Chappie	\$ 9,600.00
City Commissioner Ward 1	Deborah Scaccianoce	\$ 4,800.00
City Commissioner Ward 3	Ralph Cole	\$ 4,800.00
City Commissioner Ward 4	Janet E. Vosburgh	\$ 4,800.00
<b>Type of election</b>	Nonpartisan. Office seats are elected within the City of Bradenton Beach.	
<b>Term of office</b>	Beginning November 17, 2025: 2 years – Mayor, and City Commissioners Wards 1 and 4 1 year – City Commissioner Ward 3	
<b>Election date</b>	November 4, 2025 – General Election	
<b>Candidate requirements</b>	<ol style="list-style-type: none"> <li>1. Be a citizen of the United States of America</li> <li>2. Be a registered voter in Manatee County, Florida</li> <li>3. Be a resident of the City of Bradenton Beach for a period of 12 months prior to qualifying for office</li> <li>4. Be a resident of the Ward for which the office is sought</li> </ol>	
<b>Forms required and when they are due</b>	<p><b>DS-DE forms</b> are maintained by the Florida Department of State, Division of Elections, and are linked on our website: go to <a href="http://www.VoteManatee.gov">www.VoteManatee.gov</a>, click Candidate Information, Candidate Forms, and select the desired form number.</p> <ol style="list-style-type: none"> <li>1. <b>Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates;</b> must be filed before opening a campaign account and accepting or spending any funds</li> <li>2. <b>Form DS-DE 84, Statement of Candidate;</b> must be filed within 10 days of filing Form DS-DE 9 (above)</li> <li>3. <b>Form DS-DE 302NP, Candidate Oath Nonpartisan Office;</b> must be filed during the qualifying period</li> <li>4. <b>CE Form 1, Statement of Financial Interests. All Form 1 filing is electronic,</b> and is administered by and filed with the Florida Commission on Ethics, at <a href="https://disclosure.floridaethics.gov">https://disclosure.floridaethics.gov</a>. Candidates are urged to allow ample time to complete the e-filing process prior to the qualifying period, when <b>you must present a printed copy of your filed Form 1.</b></li> </ol>	

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<b>Qualifying period dates and location</b>	<ul style="list-style-type: none"> <li>• Qualifying begins at noon on Monday, August 25, 2025, and ends at noon on Friday, August 29, 2025.</li> <li>• Qualifying takes place at the <b>Manatee County Supervisor of Elections Office, 600 301 Boulevard West, Suite 108, Bradenton, FL 34205-7946.</b></li> </ul>
<b>Qualifying requirements for City of Bradenton Beach candidate</b>	<div data-bbox="516 499 1023 533"><b>Option 1 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• Pay an Election Assessment Fee of <b>\$96.00 for Mayor</b> or <b>\$48.00 for City Commissioner</b>, which is one percent of the annual salary of the respective offices as of July 1, 2024.</li> <li>• For the current, odd-year election cycle, <b>make your check payable to: City of Bradenton Beach.</b></li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul> <div data-bbox="516 865 1023 898"><b>Option 2 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• File an <b>Affidavit of Undue Burden</b>, which eliminates the requirement to pay an Election Assessment Fee. The affidavit form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul>

## Chapter 9 – City of Holmes Beach

Office	Incumbent	Salary (as of July 1, 2024)
City Commissioner	Steven Oelfke	\$ 8,415.29
City Commissioner	Terry W. Schaefer	\$ 8,415.29
City Commissioner	Carol Soustek	\$ 8,415.29

<b>Type of election</b>	Nonpartisan. Office seats are elected within the City of Holmes Beach.
<b>Term of office</b>	2 years, beginning November 17, 2025
<b>Election date</b>	November 4, 2025 – General Election
<b>Candidate requirements</b>	<ol style="list-style-type: none"> <li>1. Be a citizen of the United States of America</li> <li>2. Be a registered voter in Manatee County, Florida</li> <li>3. Be a resident of the City of Holmes Beach for a period of two years prior to qualifying for office</li> </ol>
<b>Forms required and when they are due</b>	<p><b>DS-DE forms</b> are maintained by the Florida Department of State, Division of Elections, and are linked on our website: go to <a href="http://www.VoteManatee.gov">www.VoteManatee.gov</a>, click Candidate Information, Candidate Forms, and select the desired form number.</p> <ol style="list-style-type: none"> <li>1. <b>Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates;</b> must be filed before opening a campaign account and accepting or spending any funds</li> <li>2. <b>Form DS-DE 84, Statement of Candidate;</b> must be filed within 10 days of filing Form DS-DE 9 (above)</li> <li>3. <b>Form DS-DE 302NP, Candidate Oath Nonpartisan Office;</b> must be filed during the qualifying period</li> <li>4. <b>CE Form 1, Statement of Financial Interests. All Form 1 filing is electronic,</b> and is administered by and filed with the Florida Commission on Ethics, at <a href="https://disclosure.floridaethics.gov">https://disclosure.floridaethics.gov</a>. Candidates are urged to allow ample time to complete the e-filing process prior to the qualifying period, when <b><i>you must present a printed copy of your filed Form 1.</i></b></li> </ol>

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<b>Qualifying period dates and location</b>	<ul style="list-style-type: none"> <li>• Qualifying begins at noon on Monday, August 25, 2025, and ends at noon on Friday, August 29, 2025.</li> <li>• Qualifying takes place at the <b>Manatee County Supervisor of Elections Office, 600 301 Boulevard West, Suite 108, Bradenton, FL 34205-7946.</b></li> </ul>
<b>Qualifying requirements for City of Holmes Beach candidate</b>	<div data-bbox="516 499 1023 533"><b>Option 1 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• Pay an Election Assessment Fee of <b>\$84.15 for City Commissioner</b>, which is one percent of the annual salary of the office as of July 1, 2024.</li> <li>• For the current, odd-year election cycle, <b>make your check payable to: City of Holmes Beach.</b></li> <li>• <b>AND</b> submit <b>15 petition signatures</b> of registered voters who are residents of the City of Holmes Beach. The petition form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul> <div data-bbox="516 947 1023 980"><b>Option 2 – All items due during qualifying</b></div> <ul style="list-style-type: none"> <li>• File an <b>Affidavit of Undue Burden</b>, which eliminates the requirement to pay an Election Assessment Fee. The affidavit form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit <b>15 petition signatures</b> of registered voters who are residents of the City of Holmes Beach. The petition form is available from the Supervisor of Elections Office.</li> <li>• <b>AND</b> submit a <b>Candidate Residency Affidavit</b>. The affidavit form is available from the Supervisor of Elections Office.</li> </ul>

# 2025 Calendar – Election Cycle Activities

Activity	Candidate Qualifying	Book Closing <i>(Voter Registration Deadline)</i>	Election Day
Town of Longboat Key Election	Noon, Tuesday <b>October 1, 2024</b> – TO – Noon, Monday <b>November 18, 2024</b>	Midnight Monday <b>February 10, 2025</b>	7:00 am – 7:00 pm Tuesday <b>March 11, 2025</b>
Trailer Estates Park and Recreation District Election	Ended at 5:00 pm, Friday <b>January 10, 2025</b>	Midnight Sunday <b>February 9, 2025</b> <i>Deadline to be "Owner of Record"</i>	12:00 pm – 8:00 pm Tuesday <b>March 11, 2025</b>
City of Anna Maria Election	Noon, Monday <b>August 18, 2025</b> – TO – Noon, Friday <b>August 29, 2025</b>	Midnight Monday <b>October 6, 2025</b>	7:00 am – 7:00 pm Tuesday <b>November 4, 2025</b>
City of Bradenton Beach Election	Noon, Monday <b>August 25, 2025</b> – TO –		
City of Holmes Beach Election	Noon, Friday <b>August 29, 2025</b>		
Bayshore Gardens Park and Recreation District Election	Noon, Monday <b>October 13, 2025</b> – TO – Noon, Friday <b>October 17, 2025</b>	Midnight Monday <b>November 3, 2025</b>	7:00 am – 7:00 pm Tuesday <b>December 2, 2025</b>

# 2025 Calendar – Campaign Finance Reporting Periods and Filing Deadlines

Reporting periods and due dates for each election cycle are determined according to statute (§ 106.07, Fla. Stat.). The deadline to file each of this cycle's reports is given below; however, **reports may be submitted as early as the first day after the end of the specified period**. Filing sooner rather than later allows time to make any changes needed and still submit the report before its deadline.

Report Code	Reporting Period	Report Filing Deadline <i>(by midnight, at the end of this day)</i>
2025-G1	July 1 – August 29, 2025	<b>September 5, 2025 Friday</b>
2025-G2	August 30 – September 12, 2025	<b>September 19, 2025 Friday</b>
2025-G3	September 13 – 26, 2025	<b>October 3, 2025 Friday</b>
2025-G4	September 27 – October 3, 2025	<b>October 10, 2025 Friday</b>
2025-G5	October 4 – 10, 2025	<b>October 17, 2025 Friday</b>
2025-G6	October 11 – 17, 2025	<b>October 24, 2025 Friday</b>
2025-G7	October 18 – 30, 2025	<b>October 31, 2025 Friday</b>
2025-TR-Q	July 1 – November 27, 2025	<b>December 1, 2025 Monday</b>
2025-TR-E	October 31, 2025 – February 2, 2026	<b>February 2, 2026 Monday</b>

## Termination Report (TR)

From the day that a candidate either: withdraws their candidacy; becomes unopposed; is defeated in an election; or is elected to office, they have 90 days to dispose of the funds remaining in their campaign account, close the account, and submit their final campaign financial report (§ 106.141, Fla. Stat.). When a candidate meets any of these conditions, the appropriate TR will be added to their Candidate Login report list, and they will be notified of the filing deadline.

# Information and Resources

## Canvassing Board Meetings

A minimum of three Canvassing Board meetings are convened for each election. Meetings are held before, during, and after an election in accordance with statute, for purposes including:

- Logic and Accuracy Test of Tabulating Equipment
- Canvass of Voter Certificates on Vote By Mail Ballot envelopes
- Manual Audit of Election Results

**Meeting dates** are announced in advance of each election, and the schedule is posted on our website and published in local media.

The Canvassing Board for **countywide elections** consists of the Supervisor of Elections, a County Court Judge, and a County Commissioner. For **municipal and special district elections**, the Canvassing Board consists of the Supervisor of Elections and Representatives appointed by those bodies. In all cases, alternates are used when required. Canvassing Board meetings are open to the public, candidates, and the media.

Municipal / Special District Election	Election Date
<ul style="list-style-type: none"> <li>• Town of Longboat Key</li> <li>• Trailer Estates Park and Recreation District</li> </ul>	March 11, 2025
<ul style="list-style-type: none"> <li>• City of Anna Maria</li> <li>• City of Bradenton Beach</li> <li>• City of Holmes Beach</li> </ul>	November 4, 2025
<ul style="list-style-type: none"> <li>• Bayshore Gardens Park and Recreation District</li> </ul>	December 2, 2025

## Data Request – Registered Voter Information

A candidate may request public information about Manatee County registered voters for campaigning purposes. The *Manatee County **Data Process** / Map Request Form* can be found at [votemanatee.gov](http://votemanatee.gov), Candidate Information, Voter Registration Data Requests, and scroll down the page for the link to *Data Request Form*. The SOE Office can provide voter lists sorted by:

- Political party
- Registration date
- Residence, including: senatorial, legislative, and county commission district; voting precinct; and individual street
- Voting history
- Age
- Race
- Sex

Data is available in the formats shown below. Thumb Drive orders are payable upon receipt, and must be paid from a campaign account. However, a deposit is required for large orders.

Data Format	Cost
Thumb Drive (TD)	\$ 30.00 each
Excel or text file delivered via email (small data files)	No charge
Excel or text file retrievable from our website (large data files)	No charge

## Data Request – Maps

Visit [VoteManatee.gov](http://VoteManatee.gov), *Maps*, to view or download detailed district and precinct maps.

The following printed, color-coded maps are available from the SOE Office for campaigning purposes. The *Manatee County Data Process / Map Request Form* can be found at [votemanatee.gov](http://votemanatee.gov), Candidate Information, Voter Registration Data Requests, and scroll down the page for the link to *Data Request Form*. Allow three business days for production; payment due upon receipt:

- Florida House of Representatives Districts
- Florida Senate Districts
- Manatee County Board of County Commissioners Districts
- Manatee County Fire Districts
- Special Taxing Districts
- Voting Precincts; individual or countywide

Map Size	Cost
11" x 17"	\$ 2.50 each
18" x 24"	\$ 10.00 each
24" x 36"	\$ 15.00 each

**Special-request maps** are available, and prices are based on the type of map and the production time required. As they take longer to create, please order well in advance of the date needed.

## Data Request – Vote By Mail Request Information

A list of voters signed up for Vote By Mail may be requested and received by only the following entities:

- A candidate who has qualified and has opposition
  - The list is available only after the qualifying period has ended and the candidate is determined to have opposition for the office.
  - The list covers only the areas of the county where the candidate is on the ballot.
- A canvassing board
- An election official
- A political party official
- A registered committee of continuous existence
- A registered political committee

The authorized requester must complete and submit the application found at [votemanatee.gov](http://votemanatee.gov), Candidate Information, Voter Registration Data Requests, and scroll down the page for the link to *Manatee County Supervisor of Elections Access Application for Vote By Mail Request Information*.

## Useful Links

Organization	Contact	Topic
Bayshore Gardens Park and Recreation District	<a href="http://bayshoregardens.org">bayshoregardens.org</a>	District charter and other governing documents
City of Anna Maria	<a href="http://cityofannamaria.com">cityofannamaria.com</a>	City charter and local government info; call and select Code Enforcement Dept. to ask about signage rules
City of Bradenton Beach	<a href="http://cityofbradentonbeach.com">cityofbradentonbeach.com</a>	City charter and local government info; call and select Code Enforcement Dept. to ask about signage rules
City of Holmes Beach	<a href="http://holmesbeachfl.org">holmesbeachfl.org</a>	City charter and local government info; call and select Code Compliance Dept. to ask about signage rules
Florida Commission on Ethics	<a href="http://ethics.state.fl.us">ethics.state.fl.us</a>	Financial disclosure Forms 1 and 6 required for candidates
Florida Department of State, Division of Elections	<a href="http://dos.myflorida.com/elections">dos.myflorida.com/elections</a>	Official information about elections in Florida; DS-DE forms required for candidates
Florida Legislature	<a href="http://leg.state.fl.us">leg.state.fl.us</a>	Access the Florida Statutes; Chapters 97–107 cover Electors and Elections; Chapter 106 is Campaign Financing
Manatee County Code Enforcement	941-748-2071	Call for current County signage dos and don'ts according to ordinance
Manatee County Supervisor of Elections Office	<a href="http://votemanatee.gov">votemanatee.gov</a>	Access to Candidate Login; candidate and election details
Town of Longboat Key	<a href="http://longboatkey.org">longboatkey.org</a>	City charter, local government info, and signage rules
Trailer Estates Park and Recreation District	<a href="http://trailerestates.com">trailerestates.com</a>	District charter and other governing documents



## Glossary

**Campaign Fund Raiser**

*§ 106.011(1), Fla. Stat.*

An event held to raise funds to be used in a campaign for public office.

**Campaign Treasurer**

*§ 106.011(2), Fla. Stat.*

An individual appointed by a candidate or political committee as provided in Chapter 106, *Florida Statutes*.

**Election**

*§ 106.011(7), Fla. Stat.*

A primary election, special primary election, general election, special election, or municipal election held in this state for the purpose of nominating or electing candidates to public office, choosing delegates to the national nominating conventions of political parties, selecting a member of a political party executive committee, or submitting an issue to the electors for their approval or rejection.

**Filing Officer**

*§ 106.011(11), Fla. Stat.*

The person before whom a candidate qualifies, or the agency or officer with whom a political committee or an electioneering communications organization registers.

**General Election**

*§ 97.021(17), Fla. Stat.*

An election held on the first Tuesday after the first Monday in November in the even-numbered years, for the purpose of filling national, state, county, and district offices and for voting on constitutional amendments not otherwise provided for by law.

**In-kind Contribution**

*§ 106.011(5)(a) and  
§ 106.055, Fla. Stat.*

A contribution having an attributable monetary value in any form, made for the purpose of influencing the results of an election or making an electioneering communication.

**Nonpartisan Office**

*§ 97.021(23), Fla. Stat.*

An office for which a candidate is prohibited from campaigning or qualifying for election or retention in office based on party affiliation.

**Office Account**

*§ 106.141(5), Fla. Stat.*

An account into which a candidate elected to office, or a candidate who will be elected to office by virtue of being unopposed, may transfer any amount of the funds on deposit in their campaign account up to the limits given in Section 106.141(5)(a-g), *Florida Statutes*.

An Office Account is to be used only for legitimate expenses in connection with the candidate's public office.

<b>Partisan Office</b>	An office for which a candidate campaigns, or qualifies for election or retention in office, based on party affiliation.
<b>Political Advertisement</b> <i>§ 106.011(15), Fla. Stat.</i>	A paid expression in any communications medium, whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display, or by means other than the spoken word in direct conversation, which expressly advocates the election or defeat of a candidate or the approval or rejection of an issue.
<b>Primary Election</b> <i>§ 97.021(31), Fla. Stat.</i>	An election held preceding the general election for the purpose of nominating a party nominee to be voted for in the general election to fill a national, state, county, or district office.
<b>Qualifying period</b> <i>§ 99.061, Fla. Stat.</i>	The dates set by law during which a candidate submits to their Filing Officer the final paperwork and any applicable fees required to meet the qualifications for their candidacy.
<b>SOE Office</b>	Refers in this document specifically to the Manatee County Supervisor of Elections Office.
<b>Unopposed Candidate</b> <i>§ 106.011(18), Fla. Stat.</i>	<p>A candidate for nomination or election to an office who, after the last day on which a person, including a write-in candidate, may qualify, is without opposition in the election at which the office is to be filled or who is without such opposition after such date as a result of a primary election or of withdrawal by other candidates seeking the same office.</p> <p>A candidate is not an unopposed candidate if there is a vacancy to be filled under Section 100.111(3), <i>Florida Statutes</i>; if there is a legal proceeding pending regarding the right to a ballot position for the office sought by the candidate; or if the candidate is seeking retention as a justice or judge.</p>