



2024

MUNICIPAL ELECTION  
CANDIDATE HANDBOOK

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Office of the Village Clerk  
Alba L. Chang, Village Clerk  
1666 Kennedy Causeway, Suite 300  
North Bay Village, FL 33141  
305-756-7171  
[Villageclerk@nbvillage.com](mailto:Villageclerk@nbvillage.com)



## North Bay Village

Office of the Village Clerk

1666 Kennedy Causeway, Suite 300 | North Bay Village, FL 33141

Tel: (305) 756-7171 | Fax: (305) 756-7722

Website: [www.northbayvillage-fl.gov](http://www.northbayvillage-fl.gov)

Dear Candidate:

Thank you for your interest in serving as a candidate for North Bay Village Mayor / Commissioner.

Enclosed find important information about North Bay Village's upcoming Municipal General Election scheduled for November 5, 2024. This informational packet has been compiled to assist you throughout the election process.

Attached hereto are the following resources:

- Quick Glance at important dates
- State of Florida Candidate & Campaign Treasure Handbook
- (Florida Division of Elections)
- State of Florida Compilation of the Election Laws (Chapter 97-106)
- 2024 Guide to the Sunshine Amendment & Code of Ethics for Public Officers
- §2-11.1.1 of Miami Dade County Code – Ethical Campaign Practices
- 2024 Campaign Treasure Reporting Schedule
- A list of required qualifying documents.

It is advisable to review Chapters 97-106, of the Florida Statute, Division of Elections opinions and rules, Attorney General opinions, the Village Charter, and other sources to gain a better understanding of campaign financing and the qualification process.

If you are considering a run for office, it is recommended that you become acquainted with relevant Florida election laws that may impact your campaign or your eligibility to run for office.

For inquiries or concerns, please do not hesitate to contact me via email at [villageclerk@nbvillage.com](mailto:villageclerk@nbvillage.com) or at 305-756-7171.

Respectfully,

Alba L. Chang, CMC  
Village Clerk

## **MUNICIPAL GENERAL ELECTIONS**

The North Bay Village Commission is comprised of five (5) members, all of whom shall be electors of the Village. There shall be a Mayor, North Bay Island Commissioner, Treasure Island Commissioner, Harbor Island Commissioner, and an At-Large Commissioner.

North Bay Village is divided into three (3) Residential Areas. It is required that one commission member resides on North Bay Island (North Bay Island Commissioner), one resides on Treasure Island (Treasure Island Commissioner), and one resides on Harbor Island (Harbor Island Commissioner). The Mayor and At-Large Commissioner shall be elected without regard to residence in any particular area. Candidates running for a particular Residential Area (North Bay Island Commissioner, Treasure Island Commissioner, and Harbor Island Commissioner) must be a resident of the respective Island, which they propose to be a representative on the Village Commission for at least one year before the qualifying date, at the time of their election and must continue to reside in such island during the term of office.

In accordance with the North Bay Village Charter and Code of Ordinance, the Village holds municipal general elections every two years, in even-numbered years in November. The next regular General Election is scheduled for Tuesday, November 5, 2024. At that time, the Mayor, North Bay Island, and Treasure Island Commissioner seats will be open for election. The qualifying period to determine eligibility to be placed on the November ballot will commence at 12:00 p.m. July 12, 2024, through 12:00 p.m. Friday, August 9, 2024.

The candidate receiving a majority of the votes for each Commission seat and/or the Mayor's seat shall be duly elected for that seat. If necessary, a Runoff Election will be held on Tuesday, November 19, 2024. The duly elected commission members shall serve a four-year term. The Mayor shall serve a two-year term.

The Village Clerk is the local Supervisor of Elections for all municipal elections. Elections are conducted in accordance with the provisions of Title IX, Florida Statutes (Chapters 97-106).

**NORTH BAY VILLAGE  
2024 MUNICIPAL CANDIDATES GENERAL ELECTION INFORMATION**

Election Date:	Tuesday, November 5, 2024
Run Off: <i>only if needed</i>	Tuesday, November 19, 2024
Number of seats:	Three (3) seats <ul style="list-style-type: none"> <li>➤ Mayor</li> <li>➤ North Bay Island Commissioner</li> <li>➤ Treasure Island Commissioner</li> </ul>
Qualifying Period:	Starts: 12:00 p.m. on Friday, July 12, 2024 Ends: 12:00 p.m. on Friday, August 9, 2024
Time:	Polls will open from 7:00 a.m. to 7:00 p.m. (Election Day)
Qualifying Fees:	A Non-refundable filing fee in the amount of \$250.00
Election Assessment Fee:	In accordance with F.S. 99.093(1) - Each person seeking to qualify for nomination or election to a municipal office shall pay, at the time of qualifying for office, an election assessment. The election assessment shall be an amount equal to 1 percent of the annual salary of the office sought.
Salary:	Mayor - \$7,800 Commissioners: \$6,300
Term of Office	Mayor – Two (2) years Commissioners - Four (4) years

### **QUALIFICATIONS:**

- The Mayor and Commissioners shall reside on any of the said islands of the Village for a period of not less than one (1) year prior to the date of the subject candidate's initial filing of qualifying papers for the Commission and shall also be and remain during their respective terms of office, permanent residents of the Village.

[[§5.04 of the Village Charter - Residency requirements and terms of office](#) ]

- Any citizen who can qualify for the office of Commissioner or Mayor of the Village as provided herein may be nominated for Commissioner or Mayor by a petition provided by the Village Clerk for this purpose signed *by not less than fifty (50) electors* and filed with the Village Clerk. No elector shall sign more than one nominating petition for each seat.

[ [§5.05 of the Village Charter – Nomination by petition](#) ]

### **QUALIFYING FEE:**

A nonrefundable filing fee of Two Hundred and Fifty dollars (\$250) must be deposited with the Village Clerk at the time each petition is presented, and upon so submitting, concurrently therewith, the sworn statement of his or her name, address, occupation, and willingness to serve shall also be filed. The name of each nominee for Commissioner or Mayor, who has complied with all requirements hereinbefore prescribed, shall be printed on the ballot as a candidate for the office of Commissioner or Mayor of the Village.

[ [§ 5.07 of the Village Charter - Filing fee](#) ]

### **SALARY / COMPENSATION:**

The annual salary of the Mayor and Commissioners shall be as follows:

- Office of the Mayor - \$7,800
- Office of the Commissioner - \$6,300

### **STATE ASSESSMENT FEE:**

In accordance with F.S. 99.093(1) - Each person seeking to qualify for nomination or election to a municipal office shall pay, at the time of qualifying for office, an election assessment. The election assessment shall be an amount equal to 1 percent of the annual salary of the office sought.

[[Section 99.093\(1\) of the Florida Statutes](#)]

- \$78.00 for the Office of the Mayor
- \$63.00 for the Office of Commissioner

## **TERM OF OFFICE:**

- For the office of the Mayor - two (2) years.
- For the office of the Village Commissioner - four (4) years.

[[§5.04 of the Village Charter - Residency requirements and terms of office](#) ]

## **SEATS UP FOR ELECTION**

- Mayor (Brent Latham)
- North Bay Island Commissioner (Dr. Richard Chervony)
- Treasure Island Commissioner (Rachel Streitfeld, Esq.)

## **RESIGN TO RUN**

- A. No individual may qualify as a candidate for public office in the Village whose name appears on the same or another ballot for another office, whether federal, state, county or municipal, the term of which or part thereof runs concurrently with the office for which he seeks to qualify.
- B. B. No individual may qualify as a candidate for public office who holds another elective office, whether state, county or municipal, the term of which or any part thereof runs concurrently with the term of office for which he seeks to qualify without resigning from such office not less than ten (10) days prior to filing for the office he intends to seek.
- C. C. Any individuals holding elective or appointive positions including members of any and all boards, within the Village, shall be required to resign to run for any elective office within the Village. Current elected or sitting officials must submit a notice of resignation to the Village Clerk at least ten (10) calendar days before the beginning of the qualification period. Said resignation shall be effective no later than the day upon which he would assume office.
- D. D. Upon submission of a notice of resignation, an elected or appointed sitting commissioner who fails to be elected as mayor, shall not be appointed by the Commission until at least two (2) years after the resignation.

[ [§5.06 of the Village Charter – Candidacy](#) ]

## **HOW TO START YOUR ELECTION CAMPAIGN ACCOUNT**

1. READ THE HANDBOOK SUPPLIED BY THE STATE OF FLORIDA DIVISION OF ELECTIONS.  
The State Candidate Handbook explains the duties and responsibilities of candidates and campaign treasure, along with the time frames for making expenditures and accepting contributions.
2. APPOINT YOUR CAMPAIGN TREASURER
  - A. Appoint a Treasure or Deputy Treasure.
  - B. You may appoint Deputy Treasures now or at a later date.
3. FILL OUT THE "APPOINTMENT OF CAMPAIGN TREASURER AND DESIGNATION OF CAMPAIGN DEPOSITORY" FORM
  - A. *You must file this form prior to opening our Bank account, it must be filed with the Village Clerk.*
  - B. Retain copies of the campaign treasure file.
4. OPEN YOUR CAMPAIGN ACCOUNT AT A BANK AUTHORIZED TO DO BUSINESS IN FLORIDA.
  - A. This account must be separate from any personal or business account.
  - B. The Bank will provide you with deposit slips and checks. All contributions must be deposited into such account and all expenditures must be drawn from such account.
  - C. **Qualifying fees must be paid with a check drawn from your Campaign Account.**
5. REVIEW THE INFORMATION RELATED TO CAMPAIGN ACCOUNT REPORTING DATES AND PROCEDURES.
  - A. A Campaign treasurer is required to file campaign treasure reports with the filing officer / Village Clerk.

THE DEADLINE FOR ACCEPTING CAMPAIGN CONTRIBUTIONS IS **OCTOBER 31, 2024, AT MIDNIGHT**. (Five days prior to the election).

F.S. 106.08(3)(a) Any contribution received by a candidate with opposition in an election or by the campaign treasurer or a deputy campaign treasurer of such a candidate on the day of that election or less than 5 days before the day of that election must be returned by him or her to the person or committee contributing it and may not be used or expended by or on behalf of the candidate.

**CANDIDATE QUALIFYING INFORMATION**

**QUALIFYING PERIOD:**

Qualifying Dates:	Starts: 12:00 p.m. Friday, July 12, 2024 Ends: 12:00 p.m. Friday, August 9, 2024
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**QUALIFYING OFFICER:**

North Bay Village  
Office of the Village Clerk  
Alba L. Chang, Village Clerk  
Email: [Villageclerk@nbvillage.com](mailto:Villageclerk@nbvillage.com)  
1666 Kennedy Causeway, Suite 300  
North Bay Village, FL 33141  
Office Hours: 8:00 a.m. to 5:00 p.m.  
305-756-7171

*It is strongly recommended that all prospective candidates contact the Village Clerk, Alba L. Chang, in advance to schedule an appointment for filing qualifying documentation. This will ensure that all required documents are submitted to the Village promptly before the end of the qualifying period.*



## **TO BECOME A CANDIDATE / QUALIFYING**

To become a candidate, the following documents must be filed with the North Bay Village, Village Clerk before opening a campaign account, receiving contributions, or making any expenditures:

- **Proof of Residency** (such as voter registration, State issued identification)
- **Nominating Petition** (50 electors)  

There is a charge of 10 cents per name for verification of signatures, which must be paid to the Miami-Dade Elections Department upon submission of petitions. [ [F.S. 99.097\(4\)\(a\)](#) ]
- **DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates** [ *This form can be filed prior to the qualifying period* ]
  - This is the first document that shall be filed with the Village Clerk, to become a candidate.
  - Must be filed prior to opening the campaign account and prior to accepting contributions or making expenditures on the person's behalf.
  - Your campaign depository must be a bank, savings, and loan association, or credit union authorized to do business in the State of Florida. *The campaign account must be separate from any personal or business accounts.*
- **DS-DE 84 Statement of Candidate** [ *This form can be filed prior to the qualifying period* ]
  - Must be filed within 10 days of the filing of DS-DE 9. This form states that the candidate has been provided access to read and understand the requirements of Chapter 106 of Florida Statutes
- **DS-DE 302 Non-Partisan Candidate Oath**
- Affidavit of Residency for Mayor/ At Large Seat (*Form will be provided by the Village Clerk*)
- Affidavit of Residency for Islands Commissioners (*Form will be provided by the Village Clerk*)
- Sworn Statement of Qualification (*Form will be provided by the Village Clerk*)
- **Voluntary Declaration and Statement of Fair Campaign Practices** (Optional)
- **FORM 6 Statement of Financial Interests** (Full Disclosure)

*Beginning January 1, 2024, all public disclosure of financial interest must be filed by utilizing the State reporting system. For more information, please visit [www.ethics.state.fl.us](http://www.ethics.state.fl.us) or call 850-488-7864 to request access to the e-filing system. If you are a Candidate who does not currently hold an office or other position requiring disclosure, you will complete your disclosure in EFDMS via the "I am a Candidate" link and print it for filing with your Qualifying Officer/ Village Clerk.*

***For further details on submitting your Financial Disclosure, please refer to the following links:***

- \* Form 6 E-filing training video
  - \* Form 6 Filing Instruction
  - \* Florida Commission on Ethics – Electronic Financial Disclosure Management System
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- **Resign to Run Notice of Intent (if applicable)**  

Any individuals holding elective or appointive positions, including members of any and all boards, within the Village, shall be required to resign to run for any elective office within the Village. Current elected or sitting officials must submit a notice of resignation to the Village Clerk at least

ten (10) calendar days before the beginning of the qualification period. Said resignation shall be effective no later than the day upon which he would assume office.

[ [§5.06 of the Village Charter – Candidacy](#) ]

- **Qualifying Fee** – In accordance with the Village Charter, a fee in the amount of \$250,000 shall be payable to North Bay Village, from the Candidate's Campaign Account.

[ [§5.07 of the Village Charter – Filing Fee](#) ]

- **Elections Assessment Fee** - In accordance with State Statute, candidates must file an assessment fee in the amount of 1% of the annual salary of the office being sought. The annual salary for Commissioners is \$6,300. The annual salary for Mayor is \$7,800. Therefore, if running for Commissioner, the amount of \$63.00 payable to the North Bay Village from the Candidate's Campaign Account must be submitted. If running for Mayor, the amount of \$78.00 payable to the North Bay Village from the Candidate's Campaign Account must be submitted.

Please be advised that the content in this information package serves as a quick reference guide only. For comprehensive information on campaign financing and qualifying, it is essential to review Chapters 97-106 of the Florida Statutes, Division of Election's opinions and rules, Attorney General Opinions, the Village Charter, and other pertinent sources. All necessary forms and general publications can be accessed on the Division of Elections website at <https://www.dos.myflorida.com/elections/> and the Village website at <https://northbayvillage-fl.gov/election-information/>

If you are considering candidacy, it is your responsibility to familiarize yourself with the relevant Florida election laws that may impact your campaign or eligibility to run for office.

#### **MANDATORY REPORT OF ALL PAID CAMPAIGN WORKERS PARTICIPATING IN VOTE-BY-MAIL ACTIVITIES**

In accordance with §12-14.1 of the Miami-Dade County Code, each campaign treasurer designated by a candidate for municipal office in Miami-Dade County whose paid poll workers are engaged in vote-by-mail ballot activities must file form [MD-ED 26](#) with the Office of the Village Clerk. *Form MD-ED 26 is due at the same time Campaign Treasure's Reports are due.*

#### **REPORTING SOLICITATION OF CONTRIBUTIONS FOR POLITICAL COMMITTEES, ELECTIONEERING COMMUNICATIONS ORGANIZATIONS, 501(C)(4) ORGANIZATIONS AND POLITICAL PARTIES**

In accordance with §12-14.2.2 of the Miami-Dade County Code, Municipal candidates must file form [MD-ED-28](#) to publicly disclose their fundraising activities for Political Committees or Electioneering Communications Organizations. Candidates must file a one-time report with the Village Clerk indicating that the candidate is undertaking solicitation activities on behalf of such political committee or electioneering communications organization. The report shall identify the name of the political committee or electioneering communications organization on behalf of whom such funds are being solicited and a description of the relationship between the candidate and the political committee or electioneering communications organization.

#### **POLL WATCHER DESIGNATION INSTRUCTIONS**

In accordance with §101.131(2) each candidate requesting to have poll watchers shall designate, in writing to the supervisor of elections, on a form prescribed by the division, before noon of the second Tuesday preceding the election poll watchers for each polling room on election day.

The list must be submitted to the North Bay Village, Village Clerk Alba Chang by email at [villageclerk@nbvillage.com](mailto:villageclerk@nbvillage.com) . The deadline to submit the designation is noon on the second Tuesday preceding the election **Tuesday, October 22, 2024**.

## REQUIRED QUALIFYING FORMS

1. Proof of Residency (such as voter registration, State issued identification)
2. [Nominating Petition](#) (50 electors)
3. [DS-DE 9 Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates](#)
4. [DS-DE 84 Statement of Candidate](#)
5. [DS-DE 302 Non-Partisan Candidate Oath](#)
6. [Voluntary Declaration and Statement of Fair Campaign Practices](#) (Optional)
7. [FORM 6 Statement of Financial Interests](#) (Full Disclosure)  
New Candidates must print out the filing from the Commission on Ethics to submit as part of the qualifying documents.
8. Resign to Run Notice of Intent (if applicable)
9. Affidavit of Residency (This form will be provided by the Village Clerk)
10. Sworn Statement of Qualification (This form will be provided by the Village Clerk)
11. Qualifying Fee – In accordance with the Village Charter, a fee in the amount of \$250.000 shall be payable to North Bay Village, from the Candidate’s Campaign Account.
12. Elections Assessment Fee – 1% of the annual salary of the office being sought.
  - \$78.00 – Mayor (\$7,800)
  - \$63.00 – Commissioner (\$6,300)

## **IMPORTANT DATES**

### **Date of Election:**

General Election / Special Election: Tuesday, November 5, 2024

Runoff – If necessary: Tuesday, November 19, 2024

### **Qualifying Period:**

Begins at 12:00 p.m. on July 12, 2024, through 12:00 p.m. Friday, August 9, 2024.

### **Voter Registration:**

Deadline to register to vote: October 7, 2024

(Books close 29 days prior the General Election)

**For voters who have submitted their Vote-by-Mail ballot far in advance of an Election**

### **Vote-by-Mail Ballot send Deadline – Overseas Voters:**

(Overseas uniformed and civilian voters- no later than 45 days before election)

September 21, 2024

### **Vote-by-Mail send Deadline: - Domestic Voters**

(Domestic voters are mailed their Vote-by-Mail ballot 40 days prior to an Election.)

September 26, 2024

After this initial mail out, ballots are mailed within 2 days of receiving a request.

### **Deadline to request a Vote-by-Mail Ballot:**

Thursday, October 24, 2024 (12 days before the election)

### **The deadline for accepting campaign contributions:**

October 31, 2024, at midnight. (five days before the Election)

### **Poll Watcher Designation**

Deadline to submit to the North Bay Village, Village Clerk.

Election Day: October 22, 2024, by noon.

**CALENDAR OF  
REPORTING DATES  
FOR THE  
2024 GENERAL  
ELECTION**

**ADDITIONAL RESOURCES FOR INFORMATION**  
**QUICK WEBLINKS**

- [Candidate and Campaign Treasurer Handbook](#)
- [A Compilation of the Election Laws of the State of Florida](#)
- [Miami Dade County Code- Ethical Campaign Practices](#)
- [Campaign and Political Signs information for North Bay Village](#)
- [2023 Government in the Sunshine Manual & Code of Ethics for Public Officers](#)
- [Poll Watcher Designation Instructions](#)
- [To Register to Vote](#)
- [To Request a Vote-by-mail Ballot](#)
- [Public Services – Documents and Items Available – Provided by Miami Dade County Elections Department](#)
- [To view a Sample Ballot](#)

**CANDIDATE AND  
CAMPAIGN TREASURE  
HANDBOOK**



# THE FLORIDA ELECTION CODE

CHAPTER 97 – 106,  
FLORIDA STATUTES

**§2-11.1.1 OF THE  
MIAMI DADE COUNTY  
CODE  
ETHICAL CAMPAIGN  
PRACTICES**

**§11.7 NORTH BAY  
VILLAGE  
CAMPAIGN &  
POLITICAL SIGNS  
INFORMATION**

**2023 GUIDE TO  
SUNSHINE MANUAL  
AND CODE OF ETHICS  
FOR PUBLIC OFFICERS  
AND EMPLOYEES**

# POLL WATCHER DESIGNATION INSTRUCTIONS

Form must be filled with the Village Clerk

**VOTE-BY-MAIL**

**BALLOT REQUEST**

**MIAMI DADE  
ELECTIONS  
DEPARTMENT  
DOCUMENTS AND  
ITEMS AVAILABLE**