



Florida Department of State Division of Elections' Overview

New Supervisor of Elections' Orientation

Ken Detzner, Secretary of State
Maria Matthews, Esq., Director, Division of Elections
January 2013

Structure

Director's Office

Division Bureaus

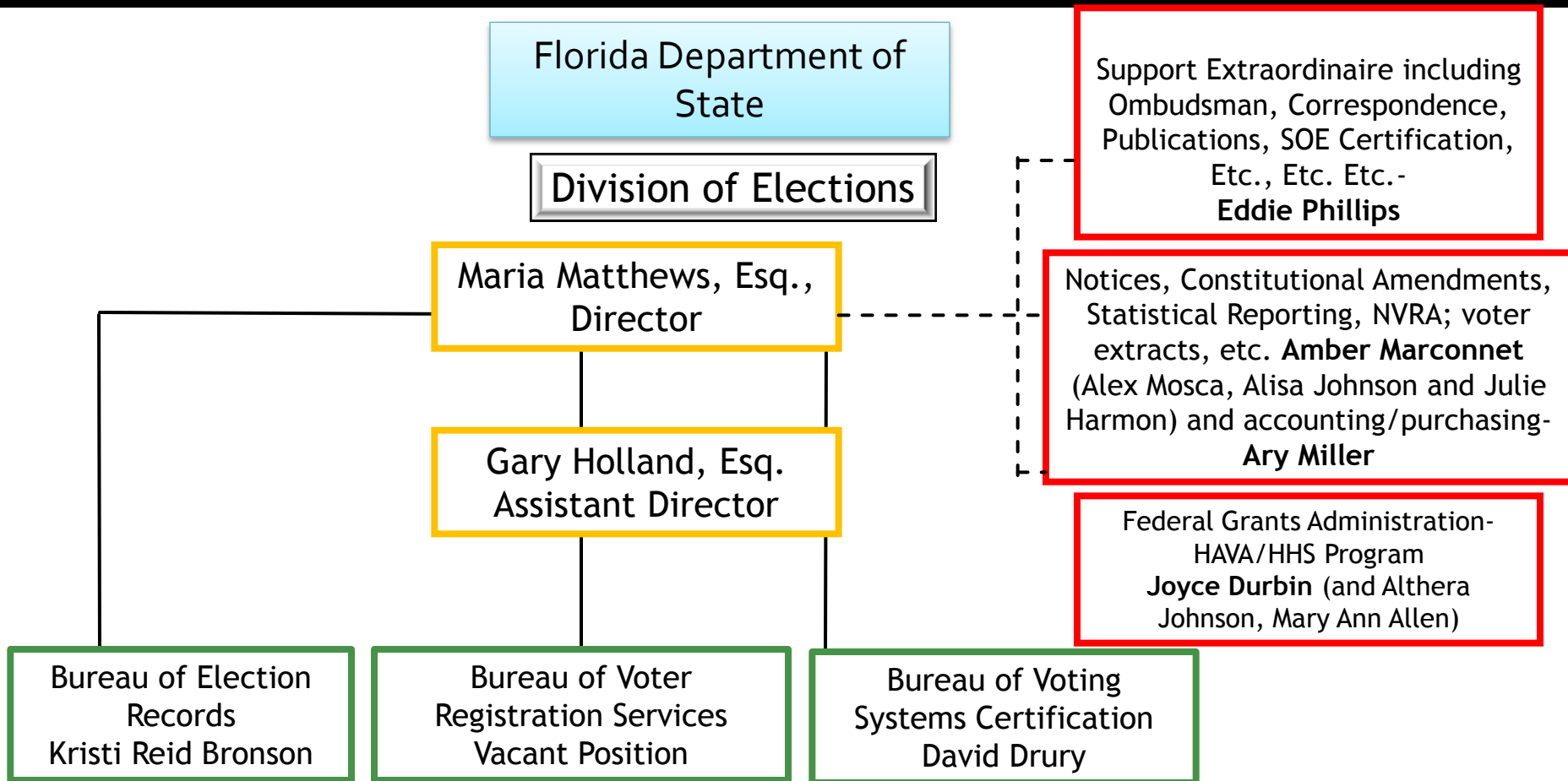
Bureau of Election Records

Bureau of Voter Registration Services

Bureau of Voting Systems Certification

HAVA Administrative Unit

Division of Elections Organizational Chart



Administration

- Acts as the **Secretary of State's designee** to coordinate, interpret, implement and enforce election laws
- **Supervises the Division's 3 Bureaus** that provide election-related assistance to the 67 supervisors of elections' offices, elections' officials, cities, special districts, county and city attorneys, candidates, political entities, the media, and the public
- Oversees the **administration of the federal grants** under the Help America Vote Act and the U.S. Department of Health and Human Services (HHS)
- Oversees the entire **budget process and expenditures for the Division of Elections**

Specific Duties

- **Advisory opinions**
- **Rules and regulations** to implement election laws including uniform standards for voter registration procedures and statewide form
- **Technical assistance** to the supervisors of elections on voter education, voting system and election personnel training services.
- **Statistical data collection and reporting** for public, educational, political and governmental purposes including analysis on the effectiveness of election administration and election laws

Duties

- **Coordination with** the United States Department of Defense Federal Voting Assistance Program (**FVAP**) to monitor and assess overseas and military absentee voting under the Uniformed and Overseas Citizen's Absentee Voter Act (UOCAVA), Military and Overseas Voter Empowerment Act (MOVE) & other federal laws
- **Coordination with U.S. Election Assistance Commission** regarding inquiries and surveys on election administration and voting
- Coordination/oversight of the state's responsibilities under the National Voter Registration Act of 1993 (**NVRA**)

Duties

- **Qualifying and campaign forms and manuals** to assist campaigns, candidates, and political entities to comply with qualifying, accounting and reporting requirements (Ch.106, F.S.)
- **Voter education assistance and voter fraud hotline**
- **Constitutional amendments:**
 - Oversees the process by which citizens propose constitutional amendments by initiative
 - Ballot position placement process
 - Public notice of constitutional amendments.
 - Spanish translation

Duties

- **Qualifying and campaign forms and manuals** to assist campaigns, candidates, and political entities to comply with qualifying, accounting and reporting requirements (Chapter 106, Fla. Stat.)
- **Conferences-** Coordinates with the Florida State Association of Supervisors of Elections to give election law updates and ensure statewide compliance and uniformity with election laws
- **Training courses/continuing education-** Oversees and approves training courses for supervisors of elections to obtain special salary certification
- **Legislative proposals** and bill analyses on proposed election-related bills

Online Resources

Website

http://election.dos.state.fl.us/index.shtml

state.fl.us

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VOTER
Information Lookup

myths vs FACTS
Voting

Register to VOTE

Help America Vote Act
HAVA

GET A PLAN!
[FloridaDisaster.org](#)

VOTE
Customer Satisfaction Survey

Florida ELECTION WATCH

[Click Here](#)

[General Election Early Voting Hours and Locations](#) (pdf 97KB)

VOTER
Information Lookup

[Check your Voter Information](#)

Including Absentee Ballot Status, Polling Place or Voter Registration

Highlights

- [Book Closing Statistics for 2012 Elections](#)
- [Upcoming Election Dates](#)
- [Frequently Asked Questions](#)
- [Candidates and Races](#)
- [Campaign Finance](#)
- [Committees and Parties](#)
- [Third-Party Voter Registration Organizations](#)
- [National Voter Registration Act \(NVRA\)](#)
- [Supervisors of Elections](#)
- [Elections Fraud information and Hotline number](#)

★ **Voter Assistance Hotline (in English and Español)** Toll Free 1-866-308-6739
For voting information including voter registration, election dates, early voting, precincts and Supervisor of Elections, Monday - Friday 8:00am - 5:00pm EST. The toll free Voter Hotline number for people using TTY is 1-800-955-8771. For more information visit the [Florida Relay Service](#). **ELECTION DAY SPECIAL HOURS:** The hotline will operate from 7 a.m. to 10 p.m. Tuesday, November 6, 2012.



Website

http://election.dos.state.fl.us/rules/adopted-rules/index.shtml

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[Rules Index](#)

Division of Elections Rules

Index of Adopted Rules

The Division of Elections rules are available in Adobe's Acrobat PDF format for viewing or printing at your site. Accessing documents in PDF format requires use of [Adobe's Acrobat Reader](#), which may be installed free.

Rule Categories:

- [Adopted Rules](#)
- [Emergency Rules](#)
- [Proposed Rules](#)
- [Repealed Rules](#)

- ★ **1S-2.0001** - Designation of Division of Elections as Filing Office for Department of State (eff. 9-07-11) (pdf, 27kb)
- **Form DS-DE 09 - Appointment of Campaign Treasurer**
Form DS-DE 24 - Candidate Oath With Party Affiliation
Form DS-DE 24A - Candidate Oath Write-In Candidate
Form DS-DE 24B - Candidate Oath Candidate With No Party Affiliation
Form DS-DE 25 - Candidate Oath Nonpartisan Office
Form DS-DE 26 - Judicial Office Candidate Oath
Form DS-DE 26A - Judicial Office Candidate Oath Write-In Candidate
Form DS-DE 27 - Federal Candidate Oath Candidate With Party Affiliation
Form DS-DE 27A - Federal Candidate Oath Write-In Candidate
Form DS-DE 27B - Federal Candidate Oath Candidate With No Party Affiliation
Form DS-DE 85 - Oath Of Candidate Write-In For President And Vice President
- ★ **1S-2.0011** - Constitutional Amendment Ballot Position (eff. 10-15-07) (pdf, 11kb)
- ★ **1S-2.002** - Placement of Races on Primary Ballots (pdf, 80kb)
- ★ **1S-2.0031** - Write-In Procedures Governing Electronic Voting Systems (pdf, 70kb)

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Florida Division of Elections

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Voter Information Lookup




myths vs FACTS Voting



Register to VOTE





Help America Vote Act HAVA



GET A PLAN! FloridaDisaster.org

Forms & Publications

Any link (followed by this icon ) when clicked will leave this site and open in a new window.

- ★ [Forms](#)
This page contains forms for candidates and committees, as well as financial disclosure forms and other forms used by the Division of Elections.
- ★ [Publications](#)
Includes links to handbooks for political committees, committees of continuous existence, electioneering communications organizations, qualifying handbooks for state and federal candidates, election date calendars, handbook for candidate and campaign treasurers, electronic filing system users' guide, finance reporting calendars, Florida Election Code, voter and voting registration guide, Division of Elections' posters regarding voter rights and responsibilities (English and Spanish)
- ★ [Reports](#)
Includes reports ranging on topics such as voting system audits, surveys regarding election processes, legislative report on overvotes and undervotes in recent general elections to voter education programs.
- ★ [Reports Federal Elections Commission](#) 
Provides link to searchable database of Federal Elections Commission Finance Disclosure Reports for Candidates or Committees.
- ★ [Press Releases](#)
Provides link to recent and archival press release reports from 2007 to present.

DOE Supervisor of Elections' Resource Webpage

Florida
Department Of State
Division Of Elections

<https://soe.dos.state.fl.us/>

FORMS / CODES

- [Candidate Petition Checklist](#) (pdf)
- [Candidate – Undue Burden](#) (pdf)
- [Contest Codes](#) (6 digits)
- [Initiative Petition Checklist](#) (pdf)
- [Petition Certification Forms](#)
- [Certification of Address List Maintenance Activities](#) (DS-DE 117) (pdf)
- [Certification of Eligibility Records Maintenance](#) (DS-DE 118) (pdf)
- [Certification Application for SOE's for Special Qualification Salary](#) (DS-DE 69) (pdf)
- [Election Parameter Statement](#) (DS-DE 132) (pdf)
- [UOCAVA Ballots Mailed Report Form](#) (pdf)

DATA ENTRY

- [Enter Local Candidates](#)
- [Electronic DS-DE 80 Instructions](#)
- [Enter Candidate Race](#)
- [Precinct Designations and Polling Place Instructions](#)

PUBLICATIONS

- [Supervisor's Handbook on Candidate Petitions](#)
- [Supervisor's Handbook on Candidate Qualifying](#)
- [2012 Polling Place Procedures Manual](#)
- [2010 Polling Place Procedures Manual](#)
- [Supervisor of Elections' Guide to the Division of Elections – Reports, Downloads and Uploads](#)
- [Enight and Canvass Instructions](#)

HAVA

- [Ballot on Demand Financial Report](#)
- [Federal Election Activities Report](#)
- [Optical Scan Financial Report](#)
- [Poll Worker Report](#)
- [Voter Education Report](#)
- [Voting Systems Assistance Grant Report](#)

SUPERVISOR OF ELECTIONS

ELECTION INFORMATION

- [Ballot Name Pronunciation](#)
- [Ballot Certification Instructions](#)
- [CERTIFICATION](#) (2008-January 2012)
- [CANVASS](#) (2008-present)
- [Official Notice of General Election](#) (2012)
- [2012 English Ballot Language Word/PDF](#)
- [2012 Spanish Ballot Language Word/PDF](#)

FSASE CONFERENCES

- [2012 FSASE Summer Conference Info, 6/12](#)
- [2011 FSASE Summer Conference Info, 6/11](#)

MISCELLANEOUS

- [Florida Fish and Wildlife Conservation Commission-Instructions for Access to Subagents and Requests for Mailed Applications 2012](#) (pdf 83kb)
- [Florida Department of State's Webinar on Citizenship Project](#) (updated 9-28-2012)
 - [Template: Notice to Voter regarding potential ineligibility](#)
 - [Template: Admission or Denial of Non-U.S. Citizen Return Form](#)
 - [DHS' USCIS "Information for Registrants: Verification of Citizenship Status and How to Obtain Your Document or Correct Your Records with USCIS" Fact Sheet](#)
- [Voting Rights Act-Minority Language Designations 2011](#) (pdf 88kb)
- [ACP Program \(2010\)](#) (PowerPoint)
- [Florida Voter Registration Lookup \(2010\)](#) (PowerPoint)
- [Guidelines for Determining When Candidate Residency Qualifications are Met \(Rev. 03-2012\)](#) (pdf 201kb)
- [Guidelines – Residency for Registrants \(Rev. 02-2012\)](#) (pdf 131kb)
- [How to Register a Protected Records Voter \(2010\)](#) (pdf 809kb)
- [Move Act \(2010\)](#) (PowerPoint)
- [NASS-International Election Protocol](#) (pdf 80kb)
- [Public Records Presentation \(2012\)](#) (pdf 1.6mb)

Reporting Requirements

Key Election Dates

Dates to Remember

2014 Election Dates

Candidate Qualifying Dates

U.S. Senator, U.S. Representative, Judicial, State Attorney and Public Defender
(20th Circuit Only)

..... Noon, April 14, 2014 – Noon, April 18, 2014

Governor and Cabinet, State Senator, State Representative, County Office and
Special Districts

..... Noon, June 2, 2014 – Noon, June 6, 2014

Voter Registration Book Closing Dates

Primary Election..... July 14, 2014

General Election..... October 6, 2014

Absentee Ballot Dates

Deadline to send absentee ballots to UOCAVA voters (absent stateside and
overseas uniformed services voters and overseas civilian voters):

Primary Election..... June 28, 2014

General Election..... September 20, 2014

Deadline (7-day window) to mail domestic absentee ballots to domestic (non-
UOCAVA) absentee voters:

Primary Election..... July 8 – July 15, 2014

General Election..... September 30 – October 7, 2014

Early Voting Dates

Primary Election..... August 2, 2014 – August 9, 2014

General Election..... October 25, 2014 – November 1, 2014

Election Day Dates

Primary Election..... August 12, 2014

General Election..... November 4, 2014

Federal - Please note that according to Section 99.061(9), Florida Statutes (F.S.), Federal election qualifying dates will be the same as Statewide, Multi-county, County, District and Political Party Executive Committee due to reapportionment. **Remove?**

Florida Department of State Division of Elections



2013 – 2014
Dates to Remember

Pending
revision



2013 DATES TO REMEMBER

- January 31 Supervisors to certify list maintenance activities to the Division
(Sections [98.065](#) and [98.075](#), F.S. – No later than January 31 of each year)
- Deadline for Department of State to submit survey results from
Supervisors of Elections to the U.S. Election Assistance Commission
- April 14 ~~Deadline for U.S. Senator, U.S. Representative, and State Attorney or
Public Defender candidates to change party affiliation, (Section
[99.021](#), F.S. – 365 days before the beginning of qualifying preceding
the general election)~~
- June 2 ~~Deadline for Governor and Cabinet, State Senator, State
Representative, County Office and Special District candidates to
change party affiliation, (Section [99.021](#), F.S. – 365 days before the
beginning of qualifying preceding the general election)~~
- December 31 Supervisors of Elections should review [General Records Retention
Schedule 3](#) for Election Records and conduct public records
retention/management for public records that are ready for disposition.

SOE Division Guide to Reports & Requirements (download/upload)



SOE Division Guide to Reports & Requirements

Supervisor of Elections' Guide to the Division of Elections -Reports, Downloads, and Uploads

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Post-Election Manual Audit

Precinct-Level Election Results

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Certification Application for Supervisors of Elections for Special Qualification

Certification of Address List Maintenance Activities

Certification of Eligibility Records Maintenance

Unused Election Materials Destruction Requests

Section 1: Daily Reports

Supervisors of Elections' Accounting of Third-Party Voter Registration Organization's Voter Registration Applications

(This applies in all counties except Collier, Hardee, Hendry, Hillsborough, and Monroe.)

References:

Section 97.0575, F.S.:

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0000-0099/0097/Sections/0097.0575.html

Rule 1S-2.042, F.A.C.: http://election.myflorida.com/rules/adopted-rules/pdf/1S2042_text_final_in_FAC.pdf

Compliance:

The Division of Elections shall maintain a database of all third-party voter registration organizations (3PVRs) and the voter registration forms assigned to the 3PVR. Each Supervisor of Elections shall provide to the division information on voter registration forms assigned to and received from 3PVRs. The information must be provided in a format and at times as required by the division by rule.

Purpose:

To ensure the integrity of the registration process, including rules requiring 3PVRs to account for all state and federal registration forms used by their registration agents. The Division of Elections must update information on 3PVRs daily and make the information publicly available.

Record Retention:

To be determined.

Forms to be Used:

DS-DE 124 (available on the Division of Elections website at <http://election.dos.state.fl.us/forms/index.shtml>)

Submission Date:

By noon, each day. If the Supervisor of Elections' office is closed on the day a report is due, the supervisor or designee shall submit the report for the preceding business day on the next business day the office is open. Pursuant to Rule 1S-2.042 the DS-DE 124 is not required to be submitted if the SOE did not provide applications to, or receive any from, a 3PVR on the preceding business day.

Submission Method:

Email: 3PVR@DOS.MyFlorida.com; or

Fax: 850-245-6291

Contact:

Bureau of Voter Registration Services at 850-245-6290

Instructions:

- (1) By noon each day, complete form DS-DE 124 recording the number of state and federal voter registration applications provided to, and the number of state and federal blank and non-blank applications received from, each 3PVR the previous day.
- (2) Send the form to the Division of Elections as an email attachment in .pdf format or by fax.

Revised: June 18, 2012

Who You Going Call?

Contact Information for Division

- **Division Director**
 - *Maria I. Matthews, Esq.* – Maria.Matthews@dos.myflorida.com 850.245.6268
- **Assistant Division Director**
 - *Gary J. Holland, Esq.* – Gary.Holland@dos.myflorida.com 850.245.6268
- **Office of the Division Director**
 - *Eddie Phillips* eddie.phillips@dos.myflorida.com 850.245.6248
 - *Amber Marconnet* amber.marconnet@dos.myflorida.com 850.245.6224
 - *Ary Miller* ary.miller@dos.myflorida.com 850.245.6190 (accounting and purchasing)
 - *Alex Mosca* alexander.mosca@dos.myflorida.com 850.245.4292
 - *Alisa Johnson* alisa.johnson@dos.myflorida.com 850.245.6223
 - *Julie Harmon* julie.harmon@dos.myflorida.com 850.245.6228

Who You Going Call?

Contact Information for Division

- **HAVA Team Contact Information**

- *Joyce Durbin* joyce.durbin@dos.myflorida.com 850.245.6206
- *Althera Johnson* althera.johnson@DOS.MyFlorida.com 850.245.6211
- *Mary Anne Allen* maryanne.allen@DOS.MyFlorida.com 850 245.6203

- **Bureau of Election Records**

- *Kristi Reid Bronson* kristi.bronson@dos.myflorida.com 850.245.6240

- **Bureau of Voter Registration Services**

- *Toshia Brown* Toshia.Brown@dos.myflorida.com 850-245-6225

- **Bureau of Voting Systems Certification**

- *David Drury* david.drury@dos.myflorida.com 850.245.6222