

**City of Hialeah**  
**November 5, 2019**  
**Candidate Qualifying Information**  
**for the office of City Councilmember**

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**QUALIFICATIONS:**

1. Be an elector of the City. [\[City of Hialeah Charter, Article V, Section 5.01\]](#)
  - Resident of the City
  - Qualified Florida Elector
  - Registered to vote in the manner prescribed by law
  
2. Electors of the City of Hialeah for one (1) year prior to the primary or election to which that person intends to seek election. [\[City of Hialeah Charter, Article V, Sections 5.05\]](#)

**TYPE OF ELECTION:** Nonpartisan [\[City of Hialeah Charter, Article V, Section 5.02\]](#)

**TERM:** Four (4) years or until a successor shall be duly qualified and takes office. [\[City of Hialeah Charter, Article II, Section 2.01\(b\)\]](#)

The term for City Councilmembers shall commence on the third day after his or her election at 12 o'clock noon (12:00 p.m.), at which time the newly elected official shall be given an oath of office and installed in office. [\[City of Hialeah Charter, Article V, Section 5.10\]](#)

**TERM LIMIT:** No person shall be elected to serve as Councilmember for more than three (3) consecutive terms. [\[City of Hialeah Charter, Article II, Section 2.02\(d\)\]](#)

**SALARY:** The annual salary of City Councilmembers shall be approved as an annual budgetary item. The current salary of a City Councilmember is \$44,000.32. [\[City of Hialeah Charter, Article II, Section 2.02\(e\)\]](#)

**ELECTION DATES:** November 5, 2019 – Primary [\[City of Hialeah Charter, Section 5.03\(a\)\]](#)

November 19, 2019 – General (should a run-off election be required) [\[City of Hialeah Charter, Section 5.04\]](#)

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The City of Hialeah Primary Election will take place on November 5, 2019  
for the following seats:

- City Council, Group 1
- City Council, Group 2
- City Council, Group 3
- City Council, Group 4

**QUALIFYING INFORMATION:**

We request that all prospective candidates contact the Office of the City Clerk at (305) 883-5820, in advance, in order to schedule an appointment to file qualifying documentation.

**The following documents are REQUIRED to qualify as a candidate:**

**1. Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates – [\(Form DS-DE 9\)](#)**

➤ The following information has all been obtained from [the Florida Division of Elections Candidate & Campaign Treasurer Handbook \(Rev. 9/11/18\)](#)

- This is the first document that must be filed with the Hialeah City Clerk to become a candidate.
- At the same time that the document is filed with the Hialeah City Clerk, the candidate must designate the officer for which he or she is running.
- A candidate can appoint a campaign treasurer and designate a campaign depository at any time, but no later than the date the candidate qualifies for office, and before any contributions are received and any expenditures are made.
- Shall be filed prior to opening the campaign account.

**2. Statement of Candidate – [\(Form DS-DE 84\)](#)**

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- Must be filed with the Hialeah City Clerk within ten days after the filing of Form DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates.
  - This form states that the candidate has been provided access to read and understand the requirements of [Chapter 106 of the Florida Statutes](#).
3. **Candidate Oath – Nonpartisan Office** – ([Form DS-DE 302NP](#))
  4. **Form 1 – Statement of Financial Interests** – 2018 Tax Year ([CE Form 1](#))
  5. **Proof of Voter Registration**
  6. [Affidavit of Candidate](#)
  7. **Qualifying fee** of \$100.00 is to be paid by means of a check drawn from the candidate’s campaign account as prescribed in [F.S. 106.11\(1\)\(a\)](#), made payable to “City of Hialeah”.  
[\[City of Hialeah Charter, Section 5.05 and City of Hialeah Code, Section 34-2\]](#)
  8. In accordance with State law, an **Election Assessment** of \$440.00 is to be paid by means of a check drawn from the candidates campaign account as prescribed in [F.S. 106.11\(a\)](#), made payable to “City of Hialeah”, unless exempted from payment.
    - The Election Assessment is equal to one percent (1%) of the annual salary of the office sought.
    - Any person seeking to qualify for election to a municipal office who is unable to pay the election assessment without imposing an undue burden on personal resources or on resources otherwise available to him or her shall, upon written certification of such inability given under oath to the qualifying officer, be exempt from paying the election assessment. *Section 99.093, Florida Statutes (2018)*. An Affidavit of Financial Hardship for municipal candidates can be found on the Florida Elections Commission website under [Municipal Election Forms](#).

**The following documents are OPTIONAL to qualify as a candidate:**

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1. [Declaration for Candidates Not Automatically Covered by the Mandatory Provisions of the Miami-Dade Ethical Campaign Practices Ordinance Miami – Dade County Code at 2-11.1.1\(C\)\(1\)](#)
2. [Declaration and First Amendment Waiver for candidates who agree to comply with the VOLUNTARY statement of Fair Campaign Practices](#)

**POLITICAL CAMPAIGN SIGNS**

**November 5, 2019 Primary Election**

- Political campaign signs can be displayed on private property beginning on Wednesday, August 7, 2019.
- Political campaign signs must be removed within thirty (30) days after one of the following events: withdrawal date of candidacy, elimination date of candidacy or date of election to office. Signs must be removed from private property no later than Thursday, December 5, 2019 if candidate does not withdraw or is not eliminated.

**November 19, 2019 General Election (if necessary)**

- Political campaign signs can be displayed on private property beginning on Wednesday, August 21, 2019.
- Political campaign signs must be removed within thirty (30) days after one of the following events: withdrawal date of candidacy, elimination date of candidacy or date of election to office. Signs must be removed from private property no later than Thursday, December 19, 2019 if candidate does not withdraw or is not eliminated.

**Sign Bond** in the amount of \$150.00

- If a person installs or causes to install in excess of fifty (50) signs, such person shall post a bond in the principal amount of \$150.00 as security for the recovery of expenses in connection with the City removing noncompliant signs. [City of Hialeah Code, Section 74-148\(b\)\(3\)](#)

**Restrictions on Political Campaign Signs shall be as follows, pursuant to [Chapter 74 of the City of Hialeah Code](#)**

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- 1 per lot or 1 per frontage on each right-of-way for each candidate in both residential and nonresidential districts.
- Maximum area of 8 square feet in both residential and nonresidential districts.
- Maximum height of 2 feet in both residential and nonresidential districts.
- Maximum area of thirty-two (32) square feet and maximum height of eight (8) feet for political campaign signs on undeveloped lots exceeding one acre in size, excluding outparcels.

**Violations**

- The City shall treat political candidates as primarily responsible for unlawful signs. The City shall proceed administratively or in court against the political candidate or other legal entity that installs or maintains or causes an unlawful sign to be maintained or installed prior to proceeding against the property owner.

**PAID CAMPAIGN WORKERS PARTICIPATING IN VOTE-BY-MAIL**  
**ACTIVITIES**

Pursuant to Section 12-14.1 of the Code of Miami-Dade County, Florida, candidates running 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 City Clerk. Form MD-ED 26 is due at the same time Campaign Treasurer's Reports are due.

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

In accordance with Ordinance No. 16-46 and 16-75, codified in Sections 12-14.2 and 12-14.2.1 of the Code of Miami-Dade County, Florida, respectively, Municipal Elected Officers and Candidates

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must file form [MD-ED 28](#) to publicly disclose their fundraising activities for Political Committees or Electioneering Communications Organizations.

Effective January 1, 2017, each candidate for municipal office in Miami-Dade County shall insure that their designated campaign treasurer shall, within five (5) days of commencing solicitation activities, either directly or indirectly, on behalf of a political committee or electioneering communications organization, file a one-time report with the filing officer (City 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 or 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 WATCHERS**

Pursuant to Section 101.131 of the Florida Statutes (2018), each candidate may have one watcher in each polling room or early voting area at any one time during the election. Each candidate requesting to have poll watchers shall designate, in writing using form DS-DE 125, before noon of the second Tuesday preceding the election poll watchers for each polling room on election day. Form [DS-DE 125](#) must be submitted to the City Clerk.

Designation of poll watchers for early voting areas shall be submitted in writing to the City Clerk using form DS-DE 125, before noon at least 14 days before early voting begins.

The poll watchers for polling rooms shall be approved by the supervisor of elections on or before the Tuesday before the election.

Poll watchers for early voting areas shall be approved by the supervisor or elections no later than 7 days before early voting begins.

Revised 1/29/2019

Note: This information has been posted on the City's website.