

**NINA WARD**  
**SUPERVISOR OF ELECTIONS**  
Bay County, Florida

(850) 784-6101  
 candidates@bayvotesfl.gov  
 www.bayvotesfl.gov  
 830 W. 11th Street, Panama City, FL 32401

**Municipal Candidate Application**

Candidate Name: Robbie Hughes

Office Sought: Commissioner Ward 1

As a candidate running for political office, you are accepting many responsibilities. Your campaign for office can be a successful and rewarding experience if you take your candidacy seriously and become well-educated on election law requirements. Please do not rely on your knowledge of old election laws to conduct your new candidacy.

**Candidate Reference Material** (Candidate initials to acknowledge each statement.)

**IMPORTANT: It is your responsibility to check with this office periodically for changes in the laws.**

RH I understand that I will receive the following in an email once my paperwork is filed.

- Candidate and Campaign Treasurer Handbook
- Florida Election Code All Chapters
- Petition Manual
- DS-DE 104 Petition Form

RH I understand that I MUST file a DS-DE 9 with the Supervisor of Elections office, BEFORE I open a bank account, collect any contributions, make any expenditures and or gather signatures for petitions.

RH I understand the DS-DE 9 Appointment of Treasure requirements.

**Candidate Class**

I wish to set up a 1-hour appointment for 1 on 1 training to become better informed and educated on the requirements when running for office in Bay County, Florida.

DATE 1/9/2025 Time 9:00 OR  I am declining the Candidate Class

**Municipal Residency Requirements Affidavit MUST be completed.**

- 16450 – Callaway, 36 Months prior to Election Day Part I – Article II – Section 2.04(B)
- 16459 – Lynn Haven, registered voter within city limits Part I – Article II – Section 12.
- 16460 – Mexico Beach, 1 year prior to Qualifying for office, Section 2-02.
- 16452 – Panama City, 6 months prior to Qualifying & Resident of Ward at Qualifying, Chapter 10-12.
- 16457 – Panama City Beach Mayor, 12 months prior to Election Day, Section 7-2
- 16458 – Panama City Beach Council, 12 months prior to Election Day, Section 7-2.
- 16454 – Parker, registered voter within city limits, Section 9(2)
- 16456 – Springfield, registered voter within city limits, Section 5.

**Undue Burden Written Certification**

I am filing DS-DE 19A Undue Burden.  I decline to file Undue Burden.

**Undue Burden Election Assessment Written Certification**





I am filing 16004 Undue Burden Election Assessment.  I decline to file Undue Burden Election Assessment.

Candidate Signature  Date 1/3/2025

SOE Office Q.C. I.D. &



**NINA WARD**  
**SUPERVISOR OF ELECTIONS**  
Bay County, Florida

-  (850) 784-6101
-  candidates@bayvotesfl.gov
-  www.bayvotesfl.gov
-  830 W. 11th Street, Panama City, FL 32401

## Campaign Finance Reporting Policy

### POLICY ON ELECTRONIC FILING

- The SOE Office requires the electronic filing of campaign treasurer reports at no cost to candidates to make campaign contributions and expenditures readily available to the public.
- Campaign Finance Reports for all local contests will be displayed on the SOE website.
- The SOE office will assign each candidate a user I.D. number, password and (2) pin numbers.

### POLICY ON LATE REPORTS

- If a report is not received by the deadline, the SOE office will mail a certified letter to the candidate stating that the report has not been received and candidate is subject to a fine, as stipulated in Section 106.07(8) (b), F.S., for each day late.
- If the SOE office does not receive a response to the letter, the matter will be forwarded to the Florida Elections Commission and could be determined to be a willful violation.
- If applicable, the fine must be paid within twenty (20) days after the receipt of the notice of payment due. The Florida Elections Commission will be notified if fines have not been remitted in a timely manner and may pursue the fine.

### POLICY ON INCOMPLETE REPORTS

- When a report is determined incomplete, the Supervisor of Elections shall accept the report on a conditional basis.
- The campaign treasurer shall be notified by certified mail or other method using common carrier that provides proof of delivery of the notice as to why the report is incomplete and within 7 days after receipt of such notice must file an amended report providing all information necessary to complete the report in compliance with this section.
- Failure to file a complete report after such notice constitutes a violation of chapter 106.07(2)(b)(1).

### POLICY ON REVIEW OF ELECTRONIC REPORTS / POLICY ON AMENDING REPORTS

- The SOE office checks the following: Summary page for accuracy, complete names and addresses for each contribution and expenditure, occupation of contributor when required, purpose of expenditure listed, and contributions that exceed the lawful amount.
- This review does not relieve the candidate of the responsibility for the correctness and accuracy of the reports.

I have read and understand the policy above.

Candidate Signature \_\_\_\_\_

Date 01 / 03 / 20 ~~24~~ 25

