

# City of Satellite Beach Instructions to Candidates

## Eligibility & Term

- Candidates must be **registered voters** and must have lived in Satellite Beach for **at least one year** before the qualifying date.
- Council members serve **four (4) year terms**.
- In 2026, **two (2) Council seats** are open.

## Election Process

- Candidates are ranked by **total votes received (highest to lowest)**.
- The top vote-getters fill the available seats.

## Compensation

- These are **unpaid positions**, but:
  - The **Mayor** receives **\$100/month** for travel.
  - Each **Councilmember** receives **\$50/month** for travel.

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## ***PART A: Can be Done before the Qualifying Period***

### **Set Up Your Campaign**

1. **File Form DS-DE9 Appointment of Campaign Treasurer and Campaign Depository** with the City Clerk.
  - This must be completed **before** accepting contributions, making expenditures or opening a campaign account.
2. **Appoint a Treasurer**
  - Must be a **registered Florida voter**
  - You may appoint **yourself**
3. **Open a Campaign Account**
  - Must be with a **Florida-authorized bank, credit union, or savings institution**
  - Must be **separate from personal accounts**
  - All campaign funds must flow through this account
4. **File Form DS-DE 84** with the City Clerk
  - Submit within **10 days** of filing DS-DE9

### **Treasurer Responsibilities**

- Keep records **updated within 2 days** of any transaction
- Maintain records for **4 years** after the campaign ends

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## ***PART B: During the Qualifying Period: July 31 – August 14, 2026***

- Collect **10 voter signatures** on your nominating petition. **Please note:** You MUST use the City of Satellite Beach nominating petition.
  - Submit the following to the City Clerk:
    - Completed City nominating petition (City Clerk can notarize)
    - \$7 qualifying fee (from campaign account) (\$6.00 State fee; \$1 City fee)
    - Candidate Oath (DS-DE 302NP) (City Clerk can notarize)
    - Form 1 – Financial Interests (filed electronically + copy submitted)
    - Signed acknowledgments of required notices
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**PART C: Campaign Treasurer Reports Filing Requirements**

Submit reports to the City Clerk **by 5:00 p.m. on required dates:**

- **DS-DE 12** – Campaign Treasurer's Report Summary
  - **DS-DE 13** – Campaign Treasurer's Report – Itemized Contributions
  - **DS-DE 14** – Campaign Treasurer's Report – Itemized Expenditures
- OR**
- **DS-DE 87** – Waiver of Report (if no activity)

**Key Deadlines**

- **No contributions after:** Midnight, October 29, 2026
- **Final report due:** February 1, 2027

**Important**

- Reports must be **filed on time and in original form**
- **Late filings incur daily fines from the State**

<b>2026 Campaign Treasurer's Reporting Dates</b>		
<b>Due Date</b>	<b>Cover Period</b>	<b>Report Code</b>
8/14/2026	08/01/26 - 08/13/26	2026 P7
8/28/2026	08/14/26 - 08/21/26	2026 G1
9/11/2026	08/22/26 - 09/04/26	2026 G2
9/25/2026	09/05/26 - 09/18/26	2026 G3
10/9/2026	09/21/26 - 10/04/26	2026 G4
10/23/2026	10/03/26 - 10/16/26	2026 G5
10/30/2026	10/17/26 - 10/29/26	2026 G6
2/1/2027	10/30/2026 - Close of Account	TR