CITY OF AVENTURA
PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES
SUMMARY

Name

_____

I

_____

Address (number and street)

_____

City, State, Zip Code

_____

☐ **CHECK IF ADDRESS HAS CHANGED**

OFFICE USE ONLY

Candidate for:

☐

☐ Commissioner, Seat 1

☐ Commissioner, Seat 3

☐ Commissioner, Seat 5

☐

REPORT IDENTIFIERS

Report Name _____ **Cover Period** _____ **through** _____

Report Type ☐ Original ☐ Amendment

CERTIFICATION

It is a first degree misdemeanor for any person to falsify a public record (ss. 839.13, F.S.)

I certify that I have examined this report and it is true, correct, and complete.

_____

(Type name) ☐ Treasurer ☐ Deputy Treasurer

X _____

Signature

I certify that I have examined this report and it is true, correct, and complete.

_____

(Type name) ☐ Candidate

X _____

Signature

PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES

This report must be filed by applicable candidates running for the City of Aventura Charter positions:
(Mayor and Commissioner)

(1) Name _____ **(2) I.D. Number** _____

(3) Report Name _____ **(4) Cover Period** _____ **through** _____

(5) Report Type ☐ Original ☐ Amendment ☐ ☐ **(6) Page** _____ **of** _____

(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type

SEE REVERSE FOR INSTRUCTIONS AND CODE VALUES

INSTRUCTIONS FOR PAID CAMPAIGN WORKERS PARTICIPATING IN ABSENTEE BALLOT ACTIVITIES

In line with Section 12-14.1 of the Code of Miami-Dade County, Florida, candidates running for Miami-Dade County Charter positions (Mayor, Commissioner, Property Appraiser, Clerk of the Circuit Courts, and Community Council) whose paid poll workers are engaged in absentee ballot activities must file this form.

Section 12-14.1 Absentee Ballot Campaigning Reporting Requirement.

(1) Each campaign treasurer designated by a candidate for County or municipal office in Miami-Dade County shall, at the time of filing any contribution or expenditure reports otherwise required by law, file an additional electronic report with the officer responsible for receiving such candidate's contribution or expenditure reports. The report shall identify the names of all paid campaign workers, whether employed by the campaign or any consultant or agent of the campaign, participating in the campaign or undertaking any other activities regarding absentee ballots. The report shall be filed on a form created by the Supervisor of Elections for such purpose.

(2) Any candidate failing to file a report as required by this section on the designated due date shall be subject to a fine of $50 per day for the first three (3) days and, thereafter, $500 per day for each day late not to exceed $5,000. Such fine shall not be an allowable campaign expense and shall be paid only from the personal funds of the candidate. Any candidate may appeal or dispute the fine to the Miami-Dade County Commission on Ethics and Public Trust based upon, but not limited to, unusual circumstances surrounding the failure to file on the designated due date, and may request, and shall be entitled to, a hearing before the Commission on Ethics and Public Trust, which shall have the authority to waive the fine in whole or in part. Any such appeal or dispute shall be made within twenty (20) days after receipt of notice that payment is due or such appeal or dispute shall be waived.

(3) Candidates for County and municipal office in Miami-Dade County may not direct or knowingly permit any paid or volunteer campaign worker to violate any provision of the Miami-Dade County Code or Florida Law regarding the conduct of absentee voting. Any such candidate found to violate this subsection by the Commission on Ethics and Public Trust shall, in addition to any other civil or criminal penalties provided by law, shall be subject to the penalties provided in Section 2-11.1(bb) of the Code of Miami-Dade County.

FILING OUT ALL THE REQUIRED FIELDS:

(1) Type name of the entity.

(2) Type identification number assigned by the Supervisor of Elections or other filing officer.

(3) Type report name (e.g., Q1-13, Q2-13, etc). (See *Calendar and Election Dates* for appropriate report names.)

(4) Type cover period dates (e.g., 04/01/13 through 06/30/13). (See *Calendar and Election Dates* for appropriate cover periods.)

(5) Select report type, it is either an Original submission or an Amendment. Select Original if it is the first time the form is filed for a report. Select Amendment when amending a previously submitted report.

(6) Type page numbers (e.g., 1 of 3).

(7) Type the row number. Each detail line shall have a row number assigned to it. Row numbers are to be assigned within each reporting period and for each detail line. Thus the report type and row number will combine to uniquely identify a paid campaign worker participating in absentee ballot activities. For example, a Q1 report having 40 campaign workers would use row numbers 1 through 40. The next report (Q2), comprised of 30 campaign workers would use row numbers 1 through 30. Campaign workers on amended Q1 reports would begin with row number 41 and on amended Q2 reports would begin with row number 31. See *Amendment Type* instructions below.

(8) Type full name of paid campaign worker participating in absentee ballot activities.

(9) Enter the type of organization employed by: Candidate Campaign, Consultant (hired by the Campaign), Agent of the Campaign, or Other.

(10) Type the name of the organization that employed the paid campaign workers participating in absentee ballot activities.

(11) Enter the Amendment Type (required only on amended reports) as either "ADD" or "DELETE".

ADDING A NEW RECORD: To add a new (previously unreported) record for the reporting period being amended, enter "ADD" in the amendment type on a line with ALL of the required data. The row number for an amendment type "ADD" will start at one plus the number of rows in the original report. For example, when amending an original Q2 report that had 30 rows, the ninth "ADD" row would have sequence number 39.

(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type
39	Doe, John E.	Candidate Campaign		ADD

DELETING AN EXISTING RECORD: Enter "DELETE" in the amendment type on the row number that needs to be deleted. In combination with the report number being amended, this row number will identify the paid campaign worker to be dropped from your active records.

(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type
39	Doe, John E.	Candidate Campaign		DELETE

MODIFYING AN EXISTING RECORD: Enter "DELETE" in amendment type on the row number that needs to be corrected. In combination with the report number being amended, this row number will identify the paid campaign worker to be amended in your active records. On the next line, the sequence number remains the same, enter "ADD" in amendment type, and all required data in the ADD row will replace the dropped data.

(7) Row Number	(8) Full Name (Last, Suffix, First, Middle)	(9) Employed By	(10) Name of Organization Employed By (if not directly hired by campaign)	(11) Amendment Type
39	Doe, John E.	Candidate Campaign		DELETE
39	Doe, John E.	Consultant	ABC Consulting	ADD