

Town of Miami Lakes

2026 CANDIDATE QUALIFYING HANDBOOK



GENERAL INFORMATION

The Town Council shall consist of the Mayor and Six At-Large Councilmembers, who are elected to four-year terms on a non-partisan basis. Councilmembers shall serve in seats numbered 1-6 collectively "Seats" and councilmembers shall be elected at-large. The Town of Miami Lakes holds municipal elections every four years, in even numbered years. General Elections are held in each even-numbered year on the day on the first Tuesday following the first Monday in November, provided that it is the intent of the Town Charter that the Town election always be scheduled to coincide with a Countywide election.

A candidate receiving a number of votes greater than 50% of the ballots cast, such candidate shall be duly elected to the Town Council and no runoff election shall be required. If necessary, the ballot for Runoff Election shall contain the names of the two candidates that received the most votes in the general election. A Runoff Election, if necessary, shall be held 21 calendar days after the general election. The candidate receiving the most votes in the Runoff Election shall be duly elected.

Only electors of the town who have resided continuously in the town for at least **two (2) years preceding their qualifying dates shall be eligible** to hold the Office of Mayor or Councilmember. Candidates shall qualify for the municipal election in the office of the Town Clerk, 6601 Main Street, Miami Lakes, Florida, 33014. The Town Clerk is the local supervisor of elections for all municipal elections.

The qualifying period shall commence at **12:00 noon on Monday, July 27, 2026 and end at 12:00 noon on Wednesday, August 5, 2026** pursuant to Ordinance 12-144 of the Town of Miami Lakes.

Candidates may only file their qualifying papers with the Town Clerk during said period. Please be advised that you need to arrive at the Office of the Town Clerk with the necessary qualifying papers and fees in a sufficient period of time before the 12:00 pm expiration of the qualifying period, so that your qualifying papers may be timely filed with the Town Clerk – prior to the end of the qualifying period.

2026 MUNICIPAL ELECTION

The Miami Lakes Municipal Election will be held on Tuesday, November 3, 2026. A Runoff Election if necessary, will be held on Tuesday, November 24, 2026. Candidates shall qualify for the 2026 Municipal Election in the Office of the Town Clerk, 6601 Main Street, Miami Lakes.

Qualifying period starts at 12:00 noon on Monday, July 27, 2026 and ends at 12:00 noon on Wednesday, August 5, 2026. Please be advised that you need to arrive at the Office of the Town Clerk with the necessary papers and fees in a sufficient period of time **BEFORE** the 12:00 pm expiration of the qualifying period, so that your qualifying papers may be timely filed with the Town Clerk – prior to the end of the qualifying period.

To qualify, kindly schedule an appointment with the Town Clerk by calling (305) 364-6100 or emailing inguanzog@miamilakes-fl.gov

For the 2026 Municipal Election, candidates may qualify for Seat #2, Seat #4, Seat #6.

HOW TO BEGIN YOUR CAMPAIGN

To become a candidate, the following documents must be filed with the Town of Miami Lakes Town Clerk **PRIOR** to opening a campaign account, receiving contributions, or making any expenditures:

- **Form DS-DE 9** “Appointment of Campaign Treasurer and Designation of Campaign Depository”.

- This form must be filed with the Town Clerk, prior to opening the campaign account. The original form must be hand-delivered to the Office of the Town Clerk.
- A candidate may be his/her own campaign treasurer or deputy treasurer, but anyone designated to be a campaign treasurer or deputy treasurer must also be a registered voter of the State of Florida. Only the campaign treasurer or the deputy campaign treasurer can sign campaign checks.
- Open a campaign account at a bank authorized to do business in the State of Florida. This account must be separate from any personal or business accounts. The bank should provide you with deposit slips and checks, indicating it is a campaign account.

- **Complete Form DS-DE 84 “Statement of Candidate”.**

- This form should be filed with the Town Clerk within ten (10) days of filing Form DS-DE 9.
- Only **AFTER** filing the above forms with the Town Clerk, the candidate may then open a campaign account and begin to accept contributions and make expenditures.

The following will be necessary to qualify as a candidate

Qualifying Period

Candidates shall qualify with the Town Clerk no earlier than 12:00 noon on **Monday, July 27, 2026 and end at 12:00 noon on Wednesday, August 5, 2026.**

Please be advised that all qualifying papers and fees must be completed before the 12:00 pm expiration of the qualifying period, so that your qualifying papers may be timely filed with the Town Clerk prior to the end of the qualifying period.

- **Form DS-DE9 - “Appointment of Campaign Treasurer”**
- **Form DS-DE 84 - “Statement of Candidate”**
- **Form DS-DE 302NP - “Candidate Oath”**
- **Written Notice of Candidacy-** (Two Year Residency *preceding the date of filing*) as per required by Ordinance 12-144. With this form, please present two or more documents for proof of residency in the Town of Miami Lakes for the last two (2) years **preceding the qualifying date.**
- **Form 1 - “Statement of Financial Interests”** -Effective January 1, 2024, elected members of the governing body of a municipality, as well as candidates for such offices, will be required to file an annual Statement of Financial Interests **electronically** via the [Florida Commission on Ethics website](#). Once filed, a copy of both the Submission and Verification Receipt is to be provided to the Qualifying Officer. Incumbent candidates and non-incumbent candidates are to provide copies of the Submission and Verification Receipt to the Qualifying Officer.

- **Qualifying Fee** - Pursuant to Section 2.4 of the Town Charter, a filing fee in the amount of **\$100.00**, payable to the Town of Miami Lakes, from the Candidate's Campaign Account. The fee shall be provided to the Town Clerk at the time of qualifying.
- **Election Assessment Fee**- In accordance with F.S.99.093, candidates seeking to qualify for nomination or election to a municipal office, shall pay, at the time of qualifying for office, an election assessment. The Election Assessment Fee for Council Seat #2, #4 and #6 is **\$161.37**. The check shall be provided to the Town Clerk at the time of qualifying and check must be made payable to The Town of Miami Lakes.
- Copy of Voter Information Card
- Proof of residency in the Town of Miami Lakes, for two (2) years prior to qualifying date.
 - Some of the documents presented to the Town Clerk may include Lease agreements, proof of homeownership, Driver's License and Utility Bills.

2026 CANDIDATE HANDBOOK TREASURER REPORTS

Florida' campaign finance laws require candidates to file periodic reports of their campaign financial activities. All reports shall be electronically filled by midnight of the day designated to comply.

CAMPAIGN TREASURER'S REPORTS

Reporting Dates

Monthly Reports:

Reports shall be filed no later than the **10th day** following the end of a calendar month from the time the Campaign Treasurer is appointed, except that if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day that is not a Saturday, Sunday, or legal holiday. [F.S. 106.07(1)] Additionally, reports must be filed on the 25th, 11th, and the 4th days preceding the Election (Division of Elections Formal Opinion 98-03)

Termination Reports:

Within 90 days after having withdrawn, become unopposed, been eliminated or elected to office, each candidate shall dispose of all funds in the campaign account and file a termination report. [F.S. 106.141(1)]

Unopposed:

November 3, 2026

Eliminated or Elected to Office:

February 1, 2027

Filing Reports Electronically:

Campaign Treasurer's Reports must be filed with the Town of Miami Lakes Clerk's Office online at: www.voterfocus.com/ws/wscand/candidate_pb.php?munmiamilakes

At the time of initial filing, you will be given a unique ID, password, pin, and detailed procedures on the Voter Focus Reporting System.

Online submissions must be received no later than midnight of the day designated, per F.S. 106.0705(3).