

2026



**Town of Hilliard
Candidate Handbook**

This handbook is for informational purposes only and does not constitute legal advice. Candidates should consult their legal or professional advisors for campaign guidance. At the time of publication, the information contained within this handbook is accurate and up to date. Information provided by the organizations referenced and hyperlinked in this publication may be changed after distribution of this handbook. Please refer to the links provided *prior* to any campaign action being taken. Doing so will ensure the most up to date information is referenced.

It is the candidate's responsibility to become familiar with campaign laws, requirements and regulations in the [Florida Election Law \(FS, Chapter 97-107\)](#), the [Town Charter](#) and the [Town Code of Ordinances](#). Information contained in this handbook is subject to change as of the 07/01/2026 publication date. For updated information after this date, visit www.townofhilliard.com or www.votenassaufl.gov or contact Town Clerk Lisa Purvis: lpurvis@townofhilliard.com office (904) 845-3555.

UNDERLINED and *ITALICIZED* TEXT IN THIS PUBLICATION IS HYPERLINKED



Dear Candidate,

Congratulations on your decision to run for public office.

The *2026 Town of Hilliard Candidate Handbook* is compiled for candidate review and reference and designed to supplement the *Florida Department of State Division of Elections Candidate and Campaign Treasurer Handbook*, as well as Florida Statute Chapters 99, 104, and 106. This publication is not intended to provide all the information a candidate needs.

It is important for candidates to familiarize themselves with Florida Election Laws, the Town Charter, and Town Ordinances. Understanding the election process is the responsibility of the candidate. A thorough review of this handbook provides valuable information on election laws, local regulations, requirements and deadlines.

The election process comes with great commitment. Navigating the numerous governing documents can be daunting. Should any uncertainty arise please contact the Town Clerk's Office before taking action.

Thank you for participating in the electoral process. The Town Clerk's Office wishes you a successful campaign.

Sincerely,

Lisa Purvis
Town Clerk, MMC

PO Box 249 – 15859 West CR 108, Hilliard, Florida 32046
Office (904) 845-3555 • Fax: (904) 845-1221
Email: lpurvis@townofhilliard.com • Website: www.townofhilliard.com

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TAB 1

TOWN OF HILLIARD TOWN COUNCIL MEMBERS SEATS UP FOR ELECTION

Town Council Mayor, Seat Town Council Members, Seats - 2

In accordance with [166.032 Florida Statute](#) and [Town Charter Article VIII](#); any person who is a resident of a municipality, who has qualified as an elector of this state, and who registers in the manner prescribed by general law and ordinance of the municipality, shall be a qualified elector of the municipality.



Town Clerk Lisa Purvis, MMC
PO Box 249 – 15859 West CR 108, Hilliard, Florida 32046
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TAB 2

TOWN OF HILLIARD ELECTION INFORMATION

GENERAL ELECTION

November 3, 2026

QUALIFYING PERIOD

July 2, 2026; 12 Noon – August 7, 2026; 12 Noon

PETITIONS DUE

July 30, 2026; 12 Noon

QUALIFYING FEES (\$50)

“Qualifying Fees” are in addition to the Petition Verification Fee *and* the Election Assessment Fee. Qualifying Fees are paid during the Qualifying Period:

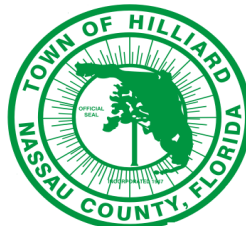
PETITION VERIFICATION FEE

The **Petition Verification Fee** is 10 cents per petition. At least ten petitions shall be submitted directly to the Supervisor of Elections Office for verification. All petitions shall be signed by registered voters of the Town of Hilliard.

99.061(2), 99.061(7)(a)(1), 99.092(1), 105.031(3) Florida Statutes, and
Town Code Sec 18.3.

ELECTION ASSESSMENT FEE (\$60)

The **Election Assessment Fee** is 1% of the annual salary of the office sought; Town Mayor annual salary is \$9,000 ($\$9,000 \times 1\% = \90) and Town Council Members annual salary is \$6,000 ($\$6,000 \times 1\% = \60) 99.092(1), 99.093(1), and 99.061(7)(a)(1) Florida Statutes.



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**FLORIDA DEPARTMENT OF STATE
DIVISION OF ELECTIONS
CANDIDATE
AND
CAMPAIGN TREASURER
HANDBOOK**

Candidate & Campaign Treasurer Handbook



Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6240

TAB 4

FLORIDA STATUTE RESOURCES

[FS Chapter 99, Candidates](#)

[FS Chapter 104, Election Code; Violations; Penalties](#)

[FS Chapter 106, Campaign Financing](#)



Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6240

TAB 5

FLORIDA DEPARTMENT OF STATE DIVISION OF ELECTIONS CANDIDATE PETITION HANDBOOK

For information related to candidate petitions:

[Candidate Petition Handbook](#)



Florida Department of State
Division of Elections
R.A. Gray Building, Room 316
500 South Bronough Street
Tallahassee, Florida 32399-0250
Phone: 850.245.6240

CANDIDATE PETITION PROCESS

WHO CAN SIGN CANDIDATE PETITIONS

Completed candidate petitions shall be collected from any eligible registered voter who resides within the Town of Hilliard regardless of party affiliation.

NUMBER OF CANDIDATE PETITIONS NEEDED: 10

In the event some candidate petitions are not verifiable by the Supervision of Elections it is recommended at least **15** candidate petitions be obtained. [99.095\(2\)\(a\) F.S.](#)

CANDIDATE PETITION DEADLINE

Thursday, July 30, 2026, PRIOR to 12:00 noon. [99.095\(3\) F.S.](#)

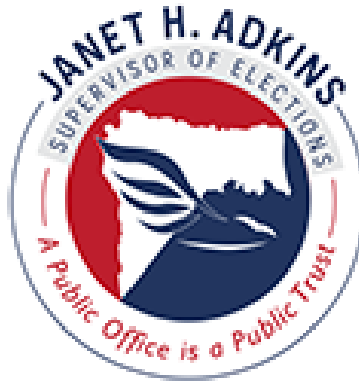
CANDIDATE PETITION SUBMITTAL PROCESS

- Candidate petitions are due, **Thursday, July 30, 2026, PRIOR to 12:00 noon.**
- Candidate petitions are submitted directly to the Nassau County Supervisor of Election's Office, located at James S. Page Governmental Complex, 96135 Nassau Place, Suite 3, Yulee, Florida 32097.
- At the time the candidate or the candidate's representative delivers candidate petitions to the Nassau County Supervisor of Election's Office where the count of the candidate petitions will be conducted by SOE staff.
- Candidate petition signatures will be verified with the signature(s) on the voter's registration record to ensure each person signing the petition is an eligible registered voter in the Town of Hilliard.
- The candidate will be emailed (or mailed, if requested) a report indicating the number of valid and rejected petitions and a list of the names of voters who signed the petitions. If a petition was rejected, the list will provide the reason for rejection. This report will come from the SOE.

OBTAINING BALLOT POSITION

Upon receiving the required number of valid candidate petitions and obtaining ballot position, a certification will be mailed to the candidate. A copy of this certification will be sent to the Town Clerk (Qualifying Officer) to be placed in the candidate's file.

It is the responsibility of the Candidate to obtain at least 10 valid petitions prior to the candidate petition deadline. A candidate who does not meet the required number of petitions or the petition deadline to obtain ballot position may qualify as a write in candidate.



NASSAU COUNTY **ELECTRONIC FILING SYSTEM** **GUIDELINES FOR** **CANDIDATES AND COMMITTEES**

Campaign Treasurer reports are filed electronically, by the candidate, with the Nassau County Supervisor of Elections Office and will be uploaded to the Nassau County Supervisor of Elections website, then will be reviewed by the Town Clerk (Qualifying Officer).

Your Electronic Filing System Credentials will be provided by the Nassau County Supervisor of Elections Office. Please contact Nassau County Supervisor of Elections Office at votenassaufi.gov, if you have any questions.

Janet H. Adkins
Supervisor of Elections, Nassau County Florida
Office (904) 491-7500
www.votenassaufi.gov

TAB 7



2026 General Election Campaign Treasurer Report Calendar

[106.071\(1\) Florida Statute](#)

Reports Prior to the Primary and General Elections: On the 60th day immediately preceding the primary election and biweekly on each Friday thereafter through and including the 4th day immediately preceding the general election, with additional reports due on the 25th and 11th day before the general election. [[106.07\(1\)\(b\) FS](#) & [106.0703\(1\)\(c\) FS](#)].

GENERAL ELECTION REPORTS (November 3, 2026)				
Report	From	To	Due	Frequency
P1 2026	6/27/26	7/10/26	7/17/26	Biweekly Report
P2 2026	7/11/26	7/17/26	7/24/26	Report due on the 25 th day prior to the Primary Election
P3 2026	7/18/26	7/31/26	8/7/26	Report due on the 11 th day prior to the Primary Election
P4 2026	8/1/26	8/13/26	8/14/26	Report due on the 4 th day prior to the Primary Election
G1 2026	8/14/26	8/21/26	8/28/26	Biweekly Report
G2 2026	8/22/26	9/4/26	9/11/26	Biweekly Report
G3 2026	9/5/26	9/18/26	9/25/26	Biweekly Report
G4 2026	9/19/26	10/2/26	10/9/26	Report due on the 25 th day prior to the Election
G5 2026	10/3/26	10/16/26	10/26/26	Report due on the 11 th day prior to the Election
G6 2026	10/17/26	10/29/26	10/26	Report due on the 4 th day prior to the Election

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. [[FS 106.141\(1\)](#)]

Report	From	To	Due	Notes
TR-G 2026	10/30/26	2/1/27	2/1/27	For candidates whose name will appear on the General Election ballot

Note: Candidate campaign finance reports are filed electronically, by the candidate, with the Nassau County Supervisor of Elections Office the Town Clerk may review the reports once the candidate has uploaded to the Nassau County Supervisor of Elections website. Online submissions must be received no later than midnight of the day designated, per [FS 106.0705\(3\)](#). Reports not filed by midnight of the day designated are late and are subject to fine(s) in accordance with [FS 106.07\(8\)\(b\)](#).

TAB 8



GUIDE TO THE
SUNSHINE AMENDMENT AND
CODE OF ETHICS
FOR PUBLIC OFFICERS AND
EMPLOYEES

Please direct requests for Ethics information to:

Florida Commission of Ethics Executive Director Mr. Chris Anderson
P.O. Drawer 15709 Tallahassee, FL 32317-5709

www.ethics.state.fl.us

(850) 488-7864

TAB 9

PREVENTIVE MEASURES

To avoid critical errors and potential problems, which may result in a violation of the Florida Election Laws and a complaint being filed against your campaign, please be advised of the following:

POTENTIAL CONFLICT OF INTEREST, RESIGN TO RUN LAW, AND THE HATCH ACT

To avoid a conflict of interest please review the [Potential Conflict of Interest, Resign to Run Law, and the Hatch Act.](#)

FLORIDA ELECTIONS COMMISSION

For information on the [Florida Elections Commission complaint process](#)

COMMON REPORTING ERRORS

- 1) Accepting contributions prior to filing Form DS-DE 9: Appointment of Campaign Treasurer and Designation of Campaign Depository with the filing officer. (Personal money deposited into the campaign account is a contribution to your campaign.)
- 2) Accepting anonymous contributions, such as passing the hat or selling tickets for fundraisers without getting the required information from contributors.
- 3) Showing a deficit in campaign contribution and expenditure reports.
- 4) Taking contributions in excess of legal limitations.
- 5) Failing to notify the filing officer of changes in treasurers, addresses or other required information.
- 6) Accepting contributions to cover outstanding expenses **after** the elections. (A candidate's personal money given to the campaign is included. Florida Statutes require monies be deposited before expenditures are made.)
- 7) Failing to properly mark political disclaimers on political advertisements, campaign literature, campaign fundraisers, and ads.
- 8) Failure to fill out complete names and addresses.
- 9) Adding In-Kind contributions into *Total Monetary Contributions*.
- 10) Failure to list occupations for contributions when required (over \$100).
- 11) Accepting too much cash – \$1000 per contributor is the limit of a **cash** contribution, per election.
- 12) Showing a negative balance – your campaign must be in the black.
- 13) Deposits not made in a timely manner.

[Chapter 106 of the Florida Statutes](#) and the [Candidate and Campaign Treasurer Handbook](#) published by the Florida Department of State, Division of Elections, provides guidance in transactions regarding your Campaign Treasurer's Reports and all other matters of campaign finance. You may always call the Qualifying Officer with your questions or contact the Division of Elections. When in doubt, never hesitate to ask a question.

PREVENTIVE MEASURES

(Continued)

CAMPAIGN TREASURER REPORTS ARE PUBLIC RECORD

Campaign treasurer reports are uploaded to the [Nassau County Supervisor of Elections website](#) and available for inspection by the media and the public. The function of the Town Clerk regarding campaign treasurer reports is ministerial. The Town Clerk will examine campaign treasurer reports for completeness, not correctness. Errors in reporting, like other campaign violations, are the domain of the [Florida Elections Commission](#). Remember, campaign treasurer reports are frequently scrutinized by the media and campaign opponents.

FREQUENTLY ASKED QUESTIONS

The Florida Division of Elections website contains additional *Frequently Asked Questions* on a variety of issues: [DOE Frequently Asked Questions](#).

POLITICAL DISCLAIMERS

It is important for candidates and campaign workers to become familiar with the political disclaimer to ensure the most recent version is being used on campaign signs and materials. Please verify, PRIOR to printing campaign material, that the most up to date version of the political disclaimer is being used pursuant to Florida Statute. Please refer to the [Candidate and Campaign Treasurer Handbook](#) and [Chapter 106, Florida Statutes](#).

TAB 10

IMPORTANT INFORMATION

CANDIDATE PHOTOGRAPH AND BIOGRAPHICAL INFORMATION

The Town of Hilliard and Nassau County Supervisor of Elections can display candidate photograph and biographical information on their websites. For additional information please contact Town of Hilliard Town Clerk Lisa Purvis at lpurvis@townofhilliard.com (904) 845-3555 and Nassau County Supervisor of Elections, Candidate Coordinator, Maria Pearson: mpearson@votenassaufl.gov (904) 491-7500.

FLORIDA DIVISION OF ELECTIONS OPINIONS

The [Florida Division of Elections](#) provides a historical database of advisory opinions for reference purposes only. To view advisory opinions click here: [DOE Opinions](#).

POLITICAL/CAMPAIGN SIGN REGULATIONS

Candidates and campaign workers should familiarize themselves with the Town of Hilliard Town Code regarding signs on public property [Political Campaign Signage Regulations](#) which are governed by local, state, federal and organizational laws. Additionally, organizations such as homeowner associations may limit the use of political/campaign signs.

POLL WATCHERS

Each candidate is eligible to designate poll watchers to observe procedures in the polling places. Poll watchers' names must be submitted to the Nassau County Supervisor of Elections Office for approval on [Form DS-DE 125; Poll Watcher Designation](#). For Early Voting sites and Election Day polling places, the deadline is before noon of the second Tuesday preceding the Election. Please see [Florida Statute 101.131](#) for additional information governing poll watchers.

THIRD-PARTY VOTER REGISTRATION ORGANIZATIONS

It is imperative for candidates and campaign workers to become familiar with information related to voter registration applications and third-party voter registration organizations: [Third-Party Voter Registration Information](#).

VOLUNTARY GUIDELINES FOR ACCESSIBLE POLITICAL CAMPAIGNS FOR PERSONS WITH DISABILITIES

The Advocacy Center for Persons with Disabilities suggests these [voluntary guidelines](#) to be followed to ensure campaigns and the political process is accessible to persons with disabilities.

TAB 11

CANDIDATE FORMS

DS-DE 9 State of Florida Appointment of Campaign Treasurer and Designation of Campaign Depository For Candidates

(To be completed by all candidates)

Form DS DE 9 is the first form to be filed with the Hilliard Town Clerk to begin the candidate process. This form must be on filed **prior** to opening a campaign account, collecting petition signatures, accepting campaign contributions, or making campaign expenditures. Due during the Qualifying period (if not submitted prior to the Qualifying Period.)

DS-DE 84 Statement of Candidate

(To be completed by all candidates)

Due within ten days of filing form DS-DE 9, Form DS-DE 84 shall be filed with the Hilliard Town Clerk stating the candidate has read and understands the requirements of [Chapter 106 Campaign Financing, Florida Statute](#) located on TAB 4 of this handbook.

DS-DE 302NP Candidate Oath - Nonpartisan Office

(To be completed by all candidates)

Due during the Qualifying Period form DS-DE 302NP shall be filed with the Hilliard Town Clerk as part of Qualifying as a candidate for Town Council.

DS-DE 104 Candidate Petition

Candidate Petitions shall be completed by Candidates who desire to qualify for election by the petition process.

Form 1 Statement of Financial Interests

(To be completed by all candidates)

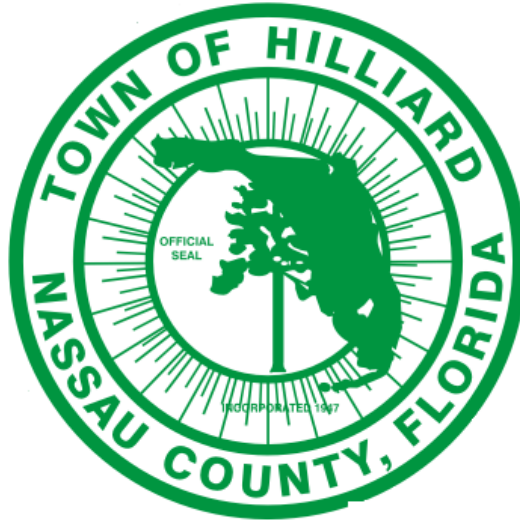
Due during the Qualifying Period Form 1 shall be filed with the Hilliard Town Clerk as part of Qualifying as a candidate for Town Council.

Nassau County SOE Electronic Filing System Guidelines

This document is to be reviewed, completed and filed with the Nassau County Supervisor of Elections office.

Form DS-DE19A Affidavit of Undue Burden

If a candidate is unable to pay the fee for verification of petition signatures without imposing an undue burden on his/her personal resources or on resources otherwise available to the candidate, an Affidavit of Undue Burden shall be filed with the candidate's petitions.



Town Clerk Lisa Purvis, MMC

Town Hall

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