



2018 Leon County Charter Amendment Process

Who Can Sign Petitions

Any registered voter residing within the geographic area affected by your initiative may sign a petition (i.e. only registered voters living within Leon County). The address on file with the Supervisor of Elections office will be used for verification, not the address listed on the petition form. Article IV of the Leon County Charter, Section 4.1(1) specifies that 10% of the total number of qualified electors from the previous General Election from each of the five (5) County Commission districts comprise the total of required petitions.

Required Number of Signed Petitions (*F.S. 166.031 (1)*)

Our office recommends you submit 25% more than the petition verification threshold to allow for illegible handwriting, incomplete petitions, or individuals not registered in Leon County, in addition to voters whose address falls outside of the geographic area affected by your initiative.

County Commission District	Recommended (25% over threshold)	Required Verification threshold	Number of qualified electors at Book Closing for the 2016 General
1	4,828	3,863	38,626
2	4,545	3,636	36,358
3	5,197	4,158	41,578
4	5,630	4,504	45,037
5	5,591	4,473	44,728
Total	25,791	20,633	206,327

Deadline for Submitting Petitions

The initial petition submission, to obtain ballot status for the 2018 General Election, must be made no later than **noon on April 9, 2018**, to the Supervisor of Elections office of Leon County.

Cost to Verify Petitions

There is a verification fee of 10 cents per petition verified, which must be paid upon submission of petitions. The initial verification fee will be based on the estimated petition submission total. You will receive a

verification fee balance form containing the amount due to the Supervisor of Elections office if the estimated petition submission total is below the actual petition total. You may also file an Undue Burden Oath with the Supervisor of Elections office to waive the cost of petition verification. If sufficient funds remain at the end of the campaign the entity filing the Undue Burden Oath will be required to pay the amount for petition verification before depositing of remaining funds.

Petition Verification

Verification of petitions will occur on a first-come-first-serve basis, so submit all of your petitions early to avoid any last minute backlog. You should collect all petitions that may be in the hands of others for a one time submission of all required petitions to the Supervisor of Elections office. Partial submissions will not allow your petitions to be verified. However, per the Leon County Charter, one additional submission of petitions is permitted if there are not a sufficient amount of valid petitions after the initial verification process. This one time additional submission must take place within 30 days of the Supervisor of Elections office notifying you that there are an insufficient amount of valid petitions.

Certificates are issued once your petitions are verified and deemed to have met each of the County Commission Districts' thresholds.

Deadline for Approved Language for Ballot Placement

The Supervisor of Elections requires any governmental entity wishing to have a referendum placed on the 2018 General Election ballot submit its approved language no later than 7 p.m. on the date of the Primary Election of the same year; August 28, 2018. However, per the Leon County Charter, the Board of County Commissioners shall provide a resolution for the petition's ballot placement to the Supervisor of Elections Office 90 days prior to the General Election; August 8, 2018.