

MINOR POLITICAL PARTY CHECKLIST (09/2011)

To become a minor political party in Florida, a group on the January 1st preceding a primary election cannot have registered as members 5% of the total registered voters of the state (s. 99.097(18), Florida Statutes); in addition, the following are required by s. 103.095, Florida Statutes, to be filed with the Department of State:

- A certificate (*i.e.*, a signed document) showing the:
 - Name of the organization (*i.e.*, the party)
 - Names and addresses of its current officers
 - Names and addresses of members of its executive committee (may be same as officers)
 - Executive Committee must have a chair, vice chair, secretary & treasurer and all must be members of the party (the secretary and treasurer can be same person; others cannot hold more than one office).
- A completed uniform statewide voter registration application for each of its current officers and members of its executive committee reflecting a party affiliation with the proposed party must accompany the certificate.
- A copy of the party's:
 - "Constitution" [could be called a "charter"]
 - "Bylaws, and rules and regulations" [these all essentially mean rules]
- The constitution, bylaws, rules, regulations or other equivalent documents must reflect that each member of the party has a fundamental right to fully and meaningfully participate in the business and affairs of the party without any monetary encumbrance.
- The constitution, bylaws, rules, regulations or other equivalent documents must provide for and have reasonable provisions that prescribe procedures to:
 - Prescribe its membership;
 - Conduct its meeting according to generally accepted parliamentary practices;
 - Timely notify its members as to time, date, and place of all its meetings;
 - Timely publish notice on its public and functioning website as to the time, date, and place of all its meetings; (Thus, the group must provide: A functioning website address.)
 - Elect its officers;
 - Remove its officers;
 - Make party nominations (when required by law);
 - Conduct campaigns for party nominees;
 - Raise and expend party funds;
 - Select delegates to its national convention, if applicable;
 - Select presidential electors, if applicable; and
 - Alter or amend all of its governing documents.