

Condo Board Election Timeline

Florida condominium associations · Section 718.112(2)(d), F.S. · Rule 61B-23.0021, F.A.C.

Count backward from your election date. These deadlines are set by statute and rule and apply even if your bylaws say otherwise. A skipped step can void the election.

- ☐ **60 days before: send the first notice**
Mail, deliver, or electronically transmit a first notice of the election date to every unit owner. This opens the candidacy window.
- ☐ **40 days before: candidacy deadline**
Each candidate must give the association written notice of intent to run. No write-in candidates and no nominations from the floor.
- ☐ **35 days before: candidate information sheets due**
An information sheet no larger than one 8.5-by-11-inch page, if received by this date, must be mailed with the ballot. The board cannot edit or refuse it.
- ☐ **14 to 34 days before: send the second notice and ballot**
Send the second notice with the meeting notice, agenda, and a ballot listing all candidates. No election is needed if candidates do not exceed vacancies.
- ☐ **Election day: open and count the ballots**
Check each outer envelope's signature and unit against the voter list, then separate and open the inner envelopes to keep votes secret. At least 20% of eligible voters must cast a ballot for a valid election; winners by plurality.

