



2023 Candidate Qualifying Packet November 7, 2023 General Municipal Election

Must have all forms completed prior to visit to the City Clerk's Office.

Notary services are available.

I. Offices to Qualify for Election

Municipal voters will elect four (4) City Council seats:

- | | |
|---------------------|--|
| (A) Mayor | currently held by Mayor Rochelle Robinson |
| (B) Ward 2 - Post 2 | currently held by Councilman Mark Adams |
| (C) Ward 4 | currently held by Councilman Chris "Coach" Watts |
| (D) Ward 5 | currently held by Councilman Howard Estes |

II. Qualifying Period Dates/Times/Location

Monday, August 21, 2023 thru Wednesday, August 23, 2023

8:30 AM to 12:00 PM and 1:00 PM to 4:30 PM daily

Office of the City Clerk, Douglasville City Hall (2nd floor)

6695 Church Street, Douglasville, GA 30134

III. Qualifying Fee

The qualifying fee for Mayor is **\$1,188.00** and for each Councilmember is **\$387.00** (amounts are 3% of the total gross salary of the preceding year) and should be paid to the City of Douglasville **by cash, check, money order, or credit/debit card plus 2.5% or \$2**, whichever is greater, based on the subtotal. *A bounced check disqualifies the candidate from qualifying for the office unless an error was made by bank, credit union, or other financial institution and notification of error was received by the election superintendent within two weeks after the deadline for qualifying.*

IV. Qualifying Eligibility Requirements (Section 2.11. City council; terms and qualifications for office.)

No person shall be eligible to serve as Mayor or Councilmember unless that person:

- Shall be at least 21 years old and have resided in the city for 12 months prior to the date of the election;
- Shall continue to reside therein during that person's period of service and to be registered and qualified to vote in municipal elections of this city; and
- Candidates seeking election as councilmember from a district must reside within such district from which they seek election as of the date upon which they qualify to run for office (or, if a write-in candidate, upon the date on which they give notice of their intention of candidacy as required by O.C.G.A. 21-2-133).

AFTER QUALIFYING. All candidate names, and the wards they are seeking, will be posted on the City’s website. Please be aware that newspapers will generally request this information and publish it as well. All information provided on your disclosure reports are open record and subject to the Georgia Open Records Act.

V. **CANDIDATE QUALIFYING INFORMATION AND ETHICS REPORTING REQUIREMENTS (Forms Enclosed)**

1. Notice of Candidacy and Affidavit.
 - **Must be submitted during the Qualifying Period.** However, can be completed and notarized prior.
2. DOI - Declaration of Intention to Accept Campaign Contributions.
 - **You may file before or during the Qualifying Period; Must be filed PRIOR to accepting contributions.**
 - New candidates must file whether any money will be raised/spent.
 - Incumbents are not required to complete this form.
 - A new form must be filed if there is a break in office or if accepting contributions for a different office.
 - A candidate’s personal funds expended for their campaign, except for payment of a qualifying fee, are considered campaign contributions.
3. Personal Financial Disclosure Statement.
 - **Must file within 15 days of qualifying as a candidate.**
 - A Financial Disclosure Statement covers the period of the preceding calendar year. Filed annually by everyone. If non-election year, file between January 1 – July 1. *(Not required by incumbent if already filed by July 1.)*
4. Affidavit of a Candidate’s Intent not to Exceed \$2,500 in Contributions and/or Expenditures.
 - **You may file immediately after qualifying, immediately after filing a DOI, or at start of election cycle.**
 - The Affidavit of Exemption is a written, sworn statement completed by a candidate or public officer if they do not plan to accept more than \$2,500 in contributions or expend more than \$2,500 in expenditures during an election cycle.
 - Filing the Affidavit exempts the candidate or public officer from Campaign Contribution Disclosure Report (CCDR) filing requirements. If a candidate files an Affidavit after CCDRs become due, the candidate is responsible for filing all CCDRs due prior to filing the Affidavit.
5. CCDR - Campaign Contribution Disclosure Report.
 - **All candidates must file reports regardless of whether any money was raised or spent, if Affidavit of Exemption is NOT on file.**
 - Once the DOI is submitted, the reporting cycle begins according to the following schedule:

Election Year	Reporting Period	Due Date	End of Grace Period (5 days)
2023	January 1 st – January 31 st	01/31/2023	02/07/2023
2023	February 1 st – April 30 th	04/30/2023	05/08/2023
2023	May 1 st – June 30 th	06/30/2023	07/10/2023
2023	August 1 st – September 30 th	09/30/2023	10/9/2023
2023	October 1 st – October 25 th	10/25/2023	11/1/2023
2023	October 26 th – December 31 st	12/31/2023	1/8/2024

CITY OF DOUGLASVILLE IMPORTANT INFORMATION (*6-11 Enclosed)

6. Ethics..... Code of Ethics Ordinance (Article X)*
7. Signs Election Signage Information (Press Release/Memo)
8. City Precincts highlighted in the Douglas County Precincts listing.
9. Maps City Wards 1 - 5 Maps* -- Viewable at <https://gis-douglasville.hub.arcgis.com/> OR <https://douglasgis.maps.arcgis.com/apps/MapJournal/index.html?appid=0434f6ddf9a94b2aeee57dbd59c3410c>
10. Meetings 2023-2025 City Council Schedules*
11. Notices Ads for 2023 General Election (Set Election, Qualifying Period)
12. Charter The City of Douglasville Charter, as well as the entire Code of Ordinances and Personnel Policiesand Procedure, is viewable at <https://library.municode.com/GA/Douglasville>.

VI. CANDIDATE FORMS/PUBLICATIONS/NOTICES (Not Enclosed)

There are important documents and deadlines pertaining to all candidates for public office. Failure to adhere to the policies and filings as required by GGTCFC, formerly known as the State Ethics Commission, may result in monetary fine by the Georgia Government Transparency and Campaign Finance Commission. For detailed information of the requirements of candidacy for public office, visit www.ethics.ga.gov or call 404-463-1980.

Download the following forms and other fillable forms/publications at <https://ethics.ga.gov/forms-and-publications/>:

1. RC Registration Form for a Campaign Committee (RC) – for use by candidate
2. COOSA Choosing Option of Separate Accounting
3. PIN APP Electronic Filing Access Code Application
4. FR&TS Final Report and Termination Statement (submitted with the campaign’s final CCDR)
5. TBD Two Business Day Report

Other publications of importance to elected officials:

- **How to Become a Candidate with Campaign Finance Reporting Requirements under the Campaign Finance Act:** <https://ethics.ga.gov/about-candidate-candidate-committees/>
- **Georgia Government Transparency and Campaign Finance Commission Act:** <https://ethics.ga.gov/wp-content/uploads/2018/11/2018-Act-CFA.pdf>

VII. FOR OTHER CANDIDATE FORMS – Secretary of State (Not Enclosed)

(Visit www.sos.ga.gov for details and to download forms.)

1. **Notice of Intention of Write-In Candidacy** (file no earlier than January 1 and no later than seven (7) days after the close of the municipal qualifying period for a municipal election in case of a general election) https://sos.ga.gov/sites/default/files/2022-01/notice_of_intention_of_write-in_candidacy_state1.pdf
2. **Pauper’s Affidavit** (Qualifying fee is due at the time of qualifying. A pauper’s affidavit and qualifying petition may be filed in lieu of paying a qualifying fee – O.C.G.A. § 21-2-132(g) for requirements on filing as a pauper or visit www.legis.state.ga.us)

VIII. CONTACT OR VISIT THE FOLLOWING WEBSITES FOR ADDITIONAL CANDIDATE INFORMATION:

- **Georgia Government Transparency and Campaign Finance Commission** (formerly State Ethics Commission)

200 Piedmont Avenue, Suite 1402 – West Tower
Atlanta, GA 30334
404-463-1980

For general information - reporting requirements, FAQs & Training Workshops: www.ethics.ga.gov

For fillable ethics forms & various publications: <https://ethics.ga.gov/forms-and-publications/>

- **Secretary of State**

2 Martin Luther King, Jr. Drive
Floyd West Tower
Atlanta, GA 30334
404-656-2871

For general election information, select "Elections": www.sos.ga.gov

For Rules & Regulations of the State Election Board: <https://rules.sos.state.ga.us/gac/183>

- **Georgia Municipal Association, Inc. (GMA)** – <https://www.gacities.com/Home.aspx>

The mission of the Georgia Municipal Association is to anticipate and influence the forces shaping Georgia's cities and to provide leadership, tools and services that assist municipal governments in becoming more innovative, effective and responsive.

Created in 1933, the Georgia Municipal Association (GMA) is the only state organization that represents municipal governments in Georgia. Based in Atlanta, GMA is a voluntary, non-profit organization that provides legislative advocacy, educational, employee benefit and technical consulting services to its members.

GMA currently represents 537 cities in Georgia. A 66-member Board of Directors, composed of city officials, governs GMA. Program implementation is charged to the Executive Director and a staff of more than 95 full-time employees.

GMA "Handbook for Georgia Mayors and Councilmembers" Another important reference publication published by Betty J. Hudson and Paul T. Hardy in conjunction with the Carl Vinson Institute of Government. View online: <https://www.gacities.com/Resources/GMA-Handbooks-Publications/Handbook-for-Georgia-Mayors-and-Councilmembers.aspx>

GMA "A Survival Guide for Newly Elected Municipal Officials":

<https://www.gacities.com/Resources/Reference-Articles/50-Survival-Tips-for-Newly-Elected-Municipal-Offic.aspx>

For GMA Events: training classes, conferences, etc.: <https://www.gacities.com/Events/Calendar-Of-Events.aspx>

The Georgia General Assembly passed legislation (O.C.G.A. 36-45-1) requiring all persons elected as members of a municipal governing authority who were not serving as members of a municipal governing authority on July 1, 1990 to attend and satisfactorily complete a training program specifically designed for newly elected municipal officials. This course must be taken within the first 12 months of taking office.

2024 Dates for Newly Elected Officials Institute:

- The Newly Elected Officials Institute is offered annually, generally in February or March.

- **Douglas County Board of Elections & Voter Registration** – (For a copy of registered voters list, etc.)
<https://www.celebratedouglascounty.com/274/Elections-Voter-Registration>

Milton Kidd - Elections Director
Tesha Green – Deputy Elections Director
8700 Hospital Drive - First Floor, Douglas County Courthouse
Douglasville, Georgia 30134
Phone: 770-920-7213 - Fax: 770-920-7410
bdofelections@co.douglas.ga.us

Where do I vote – My Voter Page: <https://www.mvp.sos.ga.gov/MVP/mvp.do>