



**CITY OF AVONDALE ESTATES
2019 General Municipal Election
Qualifying Instructions**

On behalf of the citizens of Avondale Estates, thank you for considering public office! Here are some points to remember:

- Qualifying takes place at City Hall August 19th through 23rd, 2019 between the hours of 8:30 a.m. and 4:30 p.m. each of those days.
- Only the City Clerk can qualify a candidate.
- Qualifying fees are \$216 for Mayoral candidates and \$144 for Commissioner candidates.
- The election will be held on Tuesday, November 5th.
- Voting will take place at City Hall between 7 a.m. and 7 p.m.
- The voter registration deadline for this election is October 7th.
- Absentee/early voting will be held at 4380 Memorial Drive, Monday through Friday, 8:00 a.m. to 4:30 p.m. October 14th through November 1st.

The forms below are included in this qualifying packet. Those with red text indicate they need to be filed when you qualify or shortly after. Any others can be filed later or may not be needed at all.

- 1) Qualification Requirements (*submit when qualifying*)
- 2) Notice of Candidacy and Affidavit (*submit when qualifying*)
- 3) Declaration of Intention to Accept Campaign Contributions Form (Form DOI) (*submit when qualifying*)
- 4) Registration Form for a Candidate 's Campaign Committee (Form RC)
- 5) Affidavit of a Candidate's Intent Not to Exceed \$2,500 in Contributions and/or Expenditures (*submit when qualifying, if applicable*)
- 6) Campaign Contribution Disclosure Report (CCDR)
- 7) Personal Financial Disclosure Statement (PFD) (*incumbents submit within 15 days of qualifying*)
- 8) Background Check Forms (*submit when qualifying*)
- 9) Choosing Option of Separate Accounting (COOSA)
- 10) Two Business Days Report of Contributions Received (TBD)
- 11) Electronic Filing Access Code Application
- 12) Campaign Contribution Disclosure Final Report & Termination Statement

1) Qualification Requirements:

- Signing this form must be witnessed by a notary and submitted when qualifying.

2) Notice of Candidacy and Affidavit:

- Signing this form must be witnessed by a notary and submitted when qualifying.

3) Form DOI (Declaration of Intention to Accept Campaign Contributions Form):

- Anyone who is not already a public officer and who plans to run for public office must file this form *before* accepting contributions.
- Except for the qualifying fee, a candidate using his or her personal funds is considered a campaign contribution.
- No such declaration is required of persons who are already public officers and who plan to run for public office again.
- This form must be submitted when qualifying.

4) Form RC (Registration Form for a Candidate's Campaign Committee):

- A candidate can designate someone to file reports and/or collect contributions and spend contributions.
- One person may serve in both roles and that person can be the candidate. The name and address of the committee, its chairperson, treasurer and the candidate must be registered before receiving any contributions.
- No candidate may have more than one committee.
- No contributions may be accepted any time there is a vacancy in either the position of chairperson or treasurer.
- A committee remains in effect as long as the candidate is in office unless canceled by the candidate or committee.
- Any major changes to the registration information of the committee must be reported within seven (7) business days.

5) Affidavit of a Candidate's Intent Not to Exceed \$2,500 in Contributions and/or Expenditures (Affidavit of Exemption):

- A candidate can fill out a CCDR (see below) after the fact if they unintentionally go over \$2,500 in contributions or expenditures.
- Candidates cannot collect more than \$2,800 in contributions from any one person, including in kind donations such as food.
- The signature on this form needs to be witnessed by a notary and is filed when you qualify.

6) Campaign Contribution Disclosure Report (CCDR):

- This is filled out ONLY if the contributions and/or expenditures exceed \$2,500.
- A candidate, committee or public officer who details all expenditures made and all contributions received by the candidate or the campaign committee.
- Itemize all contributions and expenditures more than \$100 and aggregate totals of all contributions and expenditures \$100 or less.
- This form is due by December 31st.
- The signature on this form must be witnessed by a notary.

- 7) **Personal Financial Disclosure Statement (PFD):**
- This form covers the period of the preceding calendar year.
 - Incumbents file no later than 15 days after qualifying. Those newly elected can file in the first half of 2020.
- 8) **Background Check Forms:**
- A photocopy of your driver's license will be submitted along with these. We can make a copy for you here at City Hall.
 - A signature included also needs to be witnessed by a notary.
- 9) **Choosing Option of Separate Accounting (COOSA):**
- A candidate who wishes to accept contributions for more than one election at a time shall separately account for such campaign contributions and shall file an "Option to Choose Separate Accounting" form prior to accepting contributions for any election other than the candidate's next upcoming election.
 - A candidate is only required to file one Form COOSA which shall be utilized for all subsequent elections to the same office, regardless of whether an election occurs in a new election cycle.
 - This form should be submitted when applicable.
- 10) **Two Business Days (TBD) Report of Contributions Received:**
- A TBD is used to report contributions, including loans, of \$1,000.00 or more, during the period of time between Oct. 25th and the date of the election.
 - The contribution(s) must be reported within two business days of receipt to the location where the original disclosure report was filed and must be reported on the next regularly scheduled Campaign Contribution Disclosure Reports (CCDR).
 - This form should be submitted when applicable.
- 11) **Electronic Filing Access Code Application:**
- Needed if you prefer to E-file your own reports to the Georgia Government Transparency and Campaign Finance Commission.
 - Otherwise, the City Clerk will file your reports for you. This form must be notarized and should be submitted when applicable.
- 12) **Campaign Contribution Disclosure Final Report & Termination Statement:**
- All campaigns must file a termination statement within ten days of the dissolution of a campaign or campaign committee which shall, among other things, identify the person responsible for maintaining campaign records as required by the Campaign Finance Act.
 - The termination statement shall be submitted with a final Campaign Contribution Disclosure Report which identifies a zero balance and zero debt.

Campaign Recordkeeping: Detailed records must be kept of all contributions received and expenditures made. Records must be maintained by the candidate or treasurer of a campaign committee and may be inspected by the Commission at any time. Financial records of the accounts kept by a candidate or candidate's committee are required to be preserved for three years from the termination date of the candidate's campaign. However, since public disclosures are maintained for not less than five years, candidates are advised to keep records for at least five years. Anonymous donations are not allowed.

Helpful Links:

- Most of the above are required by the Georgia Government Transparency and Campaign Finance Commission. Their website is at <http://ethics.ga.gov/>
- The Georgia Government Transparency and Campaign Finance Act is at <http://ethics.ga.gov/wp-content/uploads/2018/11/2018-Act-CFA.pdf> and has indepth information about contributions and expenditures for candidates.
- The link directly to the forms is here: <http://ethics.ga.gov/formsreportspublications/>
- The Georgia Secretary of State website is <https://sos.ga.gov>
- County election information can be found at <https://www.dekalbcountyga.gov/voter-registration-elections/current-election-information>

Please feel free to contact me with any questions at 404-294-5400 or ghill@avondaleestates.org I'm here to help.

Good luck!



Gina Hill
City Clerk