



## CITY OF STONECREST

### 2019 General Municipal Election Qualifying Instructions

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

- Qualifying takes place at City Hall August 21<sup>st</sup> through 23<sup>rd</sup>, 2019 between the hours of 9:00 a.m. and 4:30 p.m. each of those days.
- Only the City Clerk can qualify a candidate.
- Qualifying fees are \$600 for Mayoral candidates and \$450 for Commissioner candidates.
- The election will be held on Tuesday, November 5<sup>th</sup>.
- The voter registration deadline for this election is October 7<sup>th</sup>.

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. Notice of Candidacy and Affidavit *(submit when qualifying)*
2. Form DOI *(submit when qualifying)*
3. Form RC
4. Affidavit of a Candidate's Intent Not to Exceed \$2,800 in Contributions and/or Expenditures *(submit when qualifying, if applicable)*
5. Campaign Contribution Disclosure Report (CCDR)
6. Personal Financial Disclosure Statement (PFD) *(submit within 15 days of qualifying)*
7. Two Business Days Report of Contributions Received (TBD)
8. Campaign Contribution Disclosure Final Report & Termination Statement

1. **Notice of Candidacy and Affidavit:** Signing this form must be witnessed by a notary and submitted when qualifying.
2. **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. 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.
3. **Form RC** (Registration Form for a Candidates Campaign Committee): If you have a campaign committee, 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 at any time there is a vacancy in either the position of chairperson or treasurer. One person may serve in both roles. 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.
4. **Affidavit of a Candidate's Intent Not to Exceed \$2,500 in Contributions and/or Expenditures:** The signature on this form needs to be witnessed by a notary and is filed when you qualify.

5. **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. The signature on this form must be witnessed by a notary.
6. **Personal Financial Disclosure Statement (PFD):** This form covers the period of the preceding calendar year. It's filed no later than 15 days after you qualify.
7. **Two Business Days (TBD) Report of Contributions Received:** A TBD is used to report contributions, including loans, of \$1000.00 or more, during the period of time between the last report due prior to the date of any election for which a candidate has qualified and the date of such 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.
8. **Campaign Contribution Disclosure Final Report & Termination Statement:** All campaigns and campaign committees 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 indebtedness.

**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. The right of inspection may be enforced by the Commission or by the Superior Court of the State of Georgia. 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.

Most of the above are required by the Georgia Government Transparency and Campaign Finance Act. Details can be found at their website: [www.ethics.ga.gov](http://www.ethics.ga.gov). County election information can be found at [www.dekalbcountyga.gov/voter-registration-elections/current-election-information](http://www.dekalbcountyga.gov/voter-registration-elections/current-election-information).

Please feel free to contact me with any questions at 770-224-0203 or [mreid@stonecrestga.gov](mailto:mreid@stonecrestga.gov). I'm here to help.

Megan Reid  
City Clerk