Welcome 2013 Candidates!

Thank you for your interest in Oxford city government. The City of Oxford is governed by a Mayor and Six Council members, who each run for a specific post but are elected by a City-wide popular vote. City elections are nonpartisan; i.e. candidates do not run as members of a particular political party, and their individual party affiliations are not relevant to their positions in city government. Elected officials serve for terms of four (4) years and until their respective successors are elected and sworn in.

The Mayor and City Council determine policies, enact legislation and provide political leadership in the community. Mayor and Council meetings are held on the first Monday of each month at 7:00 p.m. in the City Hall Council Chambers. Regularly scheduled work sessions are held on the third Monday of each month starting at 6:00 p.m.

November 5, 2013 municipal voters will elect three City Council seats (Posts 4, 5, and 6). The City will be conducting this election. Qualifying will be held here at Oxford City Hall beginning Monday, August 26, 2013 at 8:30 a.m. and closing Friday, August 30, 2013 at 4:30 p.m. The qualifying fee for each council post is $75.00.

Certain documents are required to be filed with the Georgia Government Transparency and Campaign Finance Commission, or GGTCFC (formerly known as the State Ethics Commission). Their website address is http://www.ethics.ga.gov and candidates should familiarize themselves with all forms, publications and the requirements of candidacy for public office.

All candidates should also familiarize themselves with the Constitution of the State of Georgia, City of Oxford “Code of Ethics,” and may find the Rules and Regulations of the State Election Board helpful as well. Another important reference publication is the “Handbook for Georgia Mayors and Councilmembers” published by Betty J. Hudson and Paul T. Hardy in conjunction with Carl Vinson Institute of Government which can be found by going to www.gmanet.com/handbook.aspx.

**Items to complete and return to the City DURING the qualifying period:**
Notice of Candidacy and Affidavit
Payment of Qualifying fee (cash or check)

**Online resources and references:** There are important documents and deadlines pertaining to all candidates for public office. Failure to adhere to the policies and filings are required by the GGTCFC may result in monetary fines. For detailed information please visit http://www.ethics.ga.gov. Some of the most common forms are explained below.
DOI – (Declaration of Intent) to accept Campaign contributions (which must be filed with GGTCFC prior to accepting contributions): All candidates must file the DOI regardless of whether any money will be raised or spent.

PIN Application – all filings may be done electronically and Personal Identification Number is needed for electronic filing.

CCDR – (Campaign Contribution Disclosure reports). In 2013, the report must be filed on the following dates and may not be filed prior to the due date:

- September 30 – CCDR must be filed September 30, 2013 - October 7, 2013
- October 25 – CCDR must be filed October 25, 2013 – November 1, 2013
- December 31 – CCDR must be filed December 31, 2013 – January 8, 2014

The CCDR report may be filed electronically using a pin number requested from the GGTCFC or by certified or registered mail. All candidates must file reports, regardless of whether any money was raised or spent.

PFD (Personal Finance Disclosure reports) – A Personal Financial Disclosure must be filed with the GGTCFC within 15 days of qualifying or significant fines will be imposed. The form may be filed electronically using a PIN number requested from the GGTCFC or by certified or registered mail.

Once qualifying has closed, all candidate names and the posts they are seeking will be posted on the City website. Please be aware that newspapers will generally request this information and publish it as well. Please provide email address information and advise us whether this information is permitted to be listed on our website so that voters may also contact you directly. If you would like a picture to accompany your contact information, please provide a digital headshot photo for this purpose as well.

Hopefully, this will be useful information to you. Please do not hesitate to call me with any questions, or email me at lwillis@oxfordgeorgia.org. Thank you for your interest in Oxford!

Sincerely,

Lauran S. Willis
Election Superintendent