



WELCOME CANDIDATES

Welcome 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 at large and 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 position in the 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 Community Room. Regularly scheduled work sessions are held on the third Monday of each month starting at 6:30 p.m. Additional meetings may be scheduled, as needed, throughout the year.

Please review the materials provided for qualifying to run for office in the General Election. The qualifying fees are 3% of the annual salary for each council post or \$144.00.

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. Forms are to be completed and submitted to the City Clerk or Elections Superintendent to be filed with the GGTCFC.

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 are:

Notice of Candidacy and Affidavit

Payment of Qualifying fee (cash, check, money-order or credit card)

(note: credit cards accepted in person are: MC, Discover,
or American Express)

Note; These documents are also available in a qualifying packet that can be picked up in advance in the City Clerk's office.

Enclosed in this packet, you will find:

PFD – (Personal Financial Disclosure Report)

DOI – (Declaration of Intent)

CCDR – (Campaign Contribution Disclosure report)

AFFIDAVIT – (Affidavit of Candidate's Intent not to exceed \$2,500 in Contributions and/or expenditures.

For your information, enclosed in this packet, you will also find:

City of Oxford Charter

Copy of City of Oxford Sign Regulations

Newton County Precincts and Polling Places

Georgia Government Transparency and Campaign Finance Act

A map of the City of Oxford to help you determine the city limit boundaries

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 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): Anyone who is not already a public officer must file a Declaration of Intention to Accept Campaign Contributions BEFORE accepting such contributions. **All candidates must file the DOI regardless of whether any money will be raised or spent.** If you are already a public officer and plan to run for re-election in the same office, you do not have to file a new DOI form. If you plan to run for a different office, however, you would have to file a DOI form.

CCDR – (Campaign Contribution Disclosure reports). The report must be filed on specific dates relevant to the election and will be updated for next election.

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 with the City Clerk/Elections Superintendent for submission to GGTCFC or 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.

It is the candidate's responsibility to submit all reports to the City Clerk/Elections Superintendent in a timely manner to avoid late fees.

I hope this information is useful to you. Please do not hesitate to call me with any questions, or email me at mbrooks@oxfordgeorgia.org. Thank you for your interest in Oxford!

Marcia Brooks, City Clerk
110 West Clark Street
Oxford, GA 30054