



TO: Individuals Interested in Qualifying as a Candidate for Snellville City Council

FROM: Melisa Arnold, Election Superintendent – marnold@snellville.org

SUBJECT: Candidate Qualifying Packet – General Election

The City of Snellville is governed by a Mayor and five (5) Councilmembers, who each run for a specific post but are elected by a City-wide majority vote. City elections are non-partisan (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 City government.) Elected officials serve for a term 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. There are normally two (2) scheduled monthly meetings, the second and fourth Monday evening of every month. In addition to the regularly scheduled meetings, there are Special Called meetings of varying times and frequency.

Additionally, for successful candidates, Newly Elected Official training is mandatory through the Georgia Municipal Association, in conjunction with the Carl Vinson Institute of Government. The date of that training should be available soon. It is usually around February or March of the following year.

Please review the materials provided for qualifying to run for office in the November 4, 2025 General Election. This November, municipal voters will elect three seats of City Council (Post 3, Post 4, and Post 5). As City Clerk of the City of Snellville, I will serve as the Qualifying Officer and will be the person to receive your Notice of Candidacy and Affidavit.

The qualifying period for candidates opens Monday, August 18, 2025 at 8:30 a.m. and closes Wednesday, August 20, 2025 at 4:30 p.m. The hours of qualifying each day shall be from 8:30 a.m. until 4:30 p.m. Any person desiring to run for office shall qualify in the office of the City Clerk by filing a Notice of Candidacy.

Candidates must pay to the City a qualifying fee of \$240.00 (two hundred forty dollars) for the office of City Councilmember..

Items to completed and returned to the City DURING the qualifying period:

- Notice of Candidacy and Affidavit
- Payment of Qualifying fee (check or money order – cash is not accepted).

Make check or money order payable to City of Snellville.

Once qualifying closes, all candidate names and the post they are seeking will appear 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.

For your information below is the link to the City Charter and Code of Ordinances:

- City Charter/Code - <https://www.snellville.org/code-of-ordinances>

- Various forms on the Georgia State Ethics Commission website are described below. The forms can be found at: <https://ethics.ga.gov/forms-and-publications/>

FOR YOUR REVIEW

State of Georgia Elections and the Georgia Election Code

The Secretary of State's website at <https://sos.ga.gov/candidate-resources-qualifying-public-office> is good resource for information. You can also access the State Code Information at [Georgia Code](#). Title 21 governs the elections process. The State Election Board Laws and Rules can be accessed here:

<https://sos.ga.gov/page/state-election-board-proceedings#Laws%20Rules%20and%20Rulemaking%20of%20the%20State%20Election%20Board>

Georgia State Ethics Commission

It is the responsibility of the candidate to be familiar with and comply with all campaign-related laws, rules and regulations. There are several important documents and deadlines pertaining to all candidates running for and elected into public office. Failure to adhere to the policies and filings as required by the Georgia State Ethics Commission may result in monetary fines. Detailed filing and schedule information for Municipal-level Elected Officials and Candidates can be found at [Georgia SEC – Filing Information](#).

Some of the most common forms are explained below. Please visit [Georgia SEC - Forms and Publications](#) for more information.

- Please note that once you have qualified the City of Snellville we utilize EasyVote for your filing. This is an online portal you will utilize to file the reports. Within 24-48 hours of qualifying you will receive an email that will come from: City of Snellville [mailto:7705746624@easyvotemessaging.com]

Example:

From: City of Snellville [mailto:7705746624@easyvotemessaging.com]

Sent: Wednesday, June 05, 2019 6:23 PM

To: Recipient

Subject: City of Snellville - Welcome to the Campaign Finance Reporting System

Please make sure you check your junk and/or spam folders. The email will contain instructions to register for access to the portal. You must register to file future reports through this module.

A list of the most common forms are as follows:

Declaration of Intent (Form DOI)

File this document with the City Clerk

If you are currently not a public officer holding elective office and you plan to run for public office, you must file a DOI prior to accepting campaign contributions. This simply means a DOI is filed by a brand new candidate, not by someone already in office because they would have already filed one when they were considered a new candidate. However, if they are running for a different office then they are a brand new candidate for that office and a DOI is required. The information from the DOI is utilized to establish an account for the filer within the GGTCFC database.

Affidavit of Candidate's Intent Not to Exceed \$2500 in Contributions and/or Expenditures

File this document with the City Clerk

Campaign Contribution Disclosure Report (CCDR)

File this document with the City Clerk

For qualified candidates of the November 7, 2023 general election, the report must be filed for the following reporting periods based on when you filed your Declaration of Intent. (If you filed your DOI in May then you would start filing on the June 30th due date.)

2025 Election Year

Reporting Period	Due Date	End of Grace Period
• January 1, 2025 – January 31, 2025	January 31, 2025	February 7, 2025
• February 1, 2025 – April 30, 2025	April 30, 2025	May 7, 2025
• May 1, 2025 – June 30, 2025	June 30, 2025	July 8, 2025
• August 1, 2025 – September 30, 2025	September 30, 2025	October 7, 2025
• October 1, 2025 – October 25, 2025	October 25, 2025	November 3, 2025
• October 26, 2025 – December 31, 2025	December 31, 2025	January 8, 2026

Two Business Days Report of Contribution Received (TBDR)

File this document with the City Clerk

This report is used to report contributions received, including loans, of a \$1000 or more. The report is only filed/due during the time period between when the last CCDR is due before an election and the election date for which a candidate has qualified. The contributions must be reported within two business days of receipt and must be reported on the next CCDR. There is no grace period for this report. Reference O.C.G.A. 21-5-34(c)(2)(C)

If you have an affidavit on file this report is not required unless the monetary threshold is crossed.

Registration of Candidate Campaign Committee (Form RC)

File this document with the GGTCFC

Candidates are not required to have a campaign committee. However, if a candidate forms a campaign committee, the candidate must register the committee with the GGTCFC prior to accepting any contributions. No contribution may be accepted at any time there is a vacancy in either the position of chairman or treasurer. One person may serve as both chairperson and treasurer. No candidate may have more than one committee.

Choosing Option of Separate Accounting (Form COOSA)

File this document with the GGTCFC

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 this form prior to accepting contributions for any election other than the next upcoming election and **ONLY IF** contributions are to be accepted for more than one election at a time. If this option is chosen, a separate bank account **MAY** be opened for each election. A candidate is only required to file one COOSA form which is used for all subsequent elections to the same elective office, regardless of whether an election occurs in a new election cycle.

Campaign Contribution Disclosure Final Report and Termination Statement

File this document with the City Clerk

If you are unsuccessful in the election, you have until December 31, 2023 to close your campaign and submit this report. If the candidate chooses not to submit this statement, the candidate is required to file all supplemental reports.

All candidates should familiarize themselves with the Constitution of the State of Georgia, City of Snellville Charter, and may find the Rules & 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 the Carl Vinson Institute of Government.

There are references in other documents that are important reading for the Georgia Public Official. Among them are the Georgia State Constitution, the Georgia Election Code, the Rules of the State Election Board and the Georgia Ethics in Government Act. Any of these documents may be obtained by contacting the Secretary of State’s Office or online at Georgia Secretary of State.

Please note: It is the responsibility of the candidate to identify the appropriate statutes required for the candidacy process. As Qualifying Officer, my responsibilities include providing you with information
Qualifying Information

needed to comply with the various election regulations, to answer questions you may have about the elections itself, the City and its regulations. Feel free to give me a call at 770-985-3503 or email at marnold@snellville.org.

*Please direct questions regarding **Georgia Ethics Commission** to:*

Email: gaethics@ethics.ga.gov.

Phone: 404-463-1988

Education Department Fax: 404-463-1980

200 Piedmont Ave., S.E.

Suite 1416 West Tower

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