



Welcome 2023 Candidates!

Thank you for your interest in Chamblee city government. The purpose of this letter is to provide all candidates for the offices of Chamblee City Council District Two(2), District Three (3), and District Four (4) with the information and resources needed upon qualifying for in the November 7, 2023 General Municipal Election.

The City of Chamblee is governed by a Mayor and five Council Members, four run for a specific council district and one is at-large; but, all are elected by City-wide 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 a term of four (4) years. No person shall be eligible to serve as a Council Member unless that person has been a bona fide resident of the City of Chamblee for a continuous period of at least one (1) year immediately prior to the date of the election, the person shall be at least 25 years of age, continues to reside herein during that person's period of service, and continues to be registered and qualified to vote in general elections in the City of Chamblee. No person shall be eligible to serve as a Council Member representing a council district unless that person is a resident of the district and remain a resident of the district throughout the term of service. A Council Member representing at-large may reside anywhere within the corporate limits of the City of Chamblee. (City Charter Article 3)

There are no term limits for the mayor or council members (City Charter Article 2 Section 2)

The candidate who is qualified for Council Member who receives the highest number of votes for each district post shall be declared elected as stated in the city code (City code §30-4). There is no runoff.

The Mayor and City Council determine policies, enact legislation, and provide political leadership in the community. Mayor and Council meetings are held on the third Tuesday of each month at 6:00 p.m. in the City of Chamblee Council Chambers, Chamblee City Hall, 3518 Broad Street, Chamblee, GA 30341, with a work session the Thursday prior to the regular meeting at 6:00 p.m.

Please review the materials provided for qualifying to run for office in the November 7, 2023 General Municipal Election. This November, municipal voters will elect the City Council seats of District Two (2), District Three (3), and District Four (4). I have been appointed as the Qualifying Officer for the City and will be the person to receive your Notice of Candidacy and Affidavit. DeKalb County will be responsible for conducting this election. Qualifying will be held at Chamblee City Hall beginning, Tuesday, August 22 , 2023 at 8:30 a.m. and closing Thursday, August 24, 2023 at 4:30 p.m. No qualifying will take place between 1:30 pm and 2:30 pm daily. The qualifying fee is \$360.00 for Council member (3% of the annual salary).

The City Election webpage will be updated nightly with the names of candidates that have qualified for each office.

For information on Chamblee's sign regulations, see City Charter Appendix A, Title 2, Chapter 260.

Sincerely,  
Cherron Bouie, Qualifying Officer

The following online resources and references are invaluable to candidates for public office:

**Georgia Governmental Transparency and Campaign Finance Commission or GGTCFC (formerly known as the State Ethics Commission)**

There are important documents and deadlines pertaining to all candidates for public office. Failure to adhere to the policies and filings as required by the GGTCFC may result in monetary fines. Candidates should familiarize themselves with all forms, publications, and the requirements of candidacy for public office. For detailed information, including upcoming training opportunities, visit [www.ethics.ga.gov](http://www.ethics.ga.gov). Some of the most common forms are explained below:

**Georgia Government Transparency and Campaign Finance Act & Rules, 2018 Edition**

This is provided in your packet. This contains information regarding filing, penalties, campaign contributions, financial disclosure statements, public officials conduct and lobbyist disclosure. Any questions regarding this information should be directed to the GGTCFC.

**Filing Schedules**

[http://media.ethics.ga.gov/schedules/ReportFilingScheduleCampaign\\_Locals\\_YearSelect.aspx](http://media.ethics.ga.gov/schedules/ReportFilingScheduleCampaign_Locals_YearSelect.aspx)

**Declaration Form – aka Form DOI (Declaration of Intent to Accept Campaign Contributions) – Copy in packet**

If you are currently not a public officer holding elective office and you plan to run for public office, you must file a DOI BEFORE accepting campaign contributions. The Form DOI is filed with the Local Filing Entity. This simply means a DOI is filed by a brand new candidate, not by someone already in office because they would have already filed a DOI when they were a new candidate. However, if a candidate is running for a different office then they are considered a new candidate for that office and a DOI is required. Any questions regarding this form should be directed to the GGTCFC.

**Form RC (Registration of Campaign Committee) – Copy in packet**

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 here 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. The Form RC is filed with the GGTCFC.

**PF (Personal Financial Disclosure Statement) – Copy in packet**

A Personal Financial Disclosure Statement, for incumbents only, must be filed with the Local Filing Entity, if not already submitted, within 15 days of a qualifying candidate for office.

**Affidavit of a Candidate's Intent not to Exceed \$2,500 in Contributions and/or Expenditures – Copy in packet**

This affidavit is filed with the Local Filing Entity if the candidate does not exceed \$2,500.00 in contributions and/or expenditures, then the candidate shall not have to file a report under O.C.G.A. §21-5-34(d)(1). See the link for "Filing Schedules" above.

**CCDR (Campaign Contribution Disclosure Report) – Copy in packet**

A Campaign Contribution Disclosure Report is filed with the Local Filing Entity. The frequency of filing is dependent on the contributions and/or expenditures. See the link for "Filing Schedules" above.

**Two Business Day Report of Contributions Received – Copy in Packet**

The Two Business Day Report must be filed if a candidate received contributions of \$1,000.00 or more between the date of the last Campaign Contribution Disclosure Report filing and the date of the election. Contributions of \$1,000.00 or more must be reported within two days of receipt of the contribution. This form is filed with the Local Filing Entity.

**Termination Statement – Copy in packet**

A Final Report and Termination Statement is a Campaign Contribution Disclosure Report (CCDR) form which also contains a Termination Statement for the campaign. In order to file the Final Report and Termination Statement form, the campaign must have a zero balance of contributions and zero indebtedness. Deadlines for filing can be found on the GGTCFC website (<http://ethics.ga.gov/who-files-final-report-and-termination-statement/>). This form is

filed with the Local Filing Entity.

### **Voter Registration List**

Requests can be emailed to: [voterreg@dekalbcountyga.gov](mailto:voterreg@dekalbcountyga.gov). A complete list can be obtained after the voter registration deadline of October 10, 2023.

### **City of Chamblee Code of Ordinances**

The Code of Ordinances for the City of Chamblee can be accessed at the following link:

[https://library.municode.com/ga/chamblee/codes/code\\_of\\_ordinances](https://library.municode.com/ga/chamblee/codes/code_of_ordinances)

### **Newly Elected Officials Institute Training Requirement**

State Law Training Requirement for Newly Elected Officials as stated on the Georgia Municipal Association website:

The Georgia Assembly passed legislation (O.C.G.A. 36-45-1) requiring all persons elected as members of a municipal governing authority who were not serving as members of a municipal governing authority on July 1, 1990 to attend and satisfactorily complete a training program specifically designed for newly elected officials.

The Newly Elected Officials Institute provides an opportunity for mayors and councilmembers to increase their knowledge and understanding of city government, especially as it relates to the role and responsibility of the elected official. The training provides information designed to increase the awareness of the legal, financial, and ethical responsibilities of city officials. Further, the course provides six hours of credit toward the voluntary training certificate program available through the Municipal Training Institute.

Newly Elected Officials Institute Training course will be offered in 2024 and **all** newly elected officials must make plans through the City Clerk's Office to attend the session:

- ❖ February 28-March 1, 2024 – Athens, Georgia
- ❖ March 20-22, 2024 – Tifton, Georgia

Registration forms are usually mailed to all city halls the first week in November. Elected officials that are presently in office and are running for another term, DO NOT have to take this training. Municipal elected officials that have served before and have been reelected are required to take the Newly Elected Officials Institute again if they have been out of office for more than four years.

**Agency Contact Information:**

**Georgia Government Transparency and Campaign Finance Commission**

200 Piedmont Avenue  
Suite 1402, West Tower  
Atlanta, GA 30334  
Phone: (404) 463-1980  
Fax: (404) 463-1988  
<https://www.ethics.ga.gov>

**Georgia Secretary of State Elections Office**

2 Martin Luther King Jr. Dr.  
Suite 802, Floyd West Tower  
Atlanta, GA 30334  
Phone: (404) 656-2871  
Fax: (404) 651-9531  
[http://sos.ga.gov/index.php/Elections/information\\_for\\_candidates](http://sos.ga.gov/index.php/Elections/information_for_candidates)

**DeKalb County Voter Registration and Elections**

4380 Memorial Drive  
Suite 300  
Decatur, GA 30032  
Phone: (404) 298-4020  
Fax: (404) 298-4038  
Email: [voterreg@dekalbcountyga.gov](mailto:voterreg@dekalbcountyga.gov)  
<https://www.dekalbcountyga.gov/voter-registration-elections/our-mission>

**City of Chamblee**

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