

QUALIFYING PACKAGE – 2017 CITY OF DORAVILLE MUNICIPAL ELECTION

2017 Candidates:

The City of Doraville welcomes you as a candidate for the 2017 Municipal Elections to be held on Tuesday, November 7, 2017, 7am-7pm at Doraville City Hall.

Thank you for your interest in Doraville city government. The City of Doraville is governed by a Mayor and six Council members, who each run to represent the district in which he/she lives, 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.

Elected officials take office at the first meeting in January following the election. Additionally, they may not hold other city office or city employment during any portion of the term for which they are elected.

The Mayor and City Council determine policies, enact legislation and provide leadership in the community. City Council meetings are held on the first and third Monday at 5:30 p.m. for Work Session and 6:30 p.m. Regular Business meeting, in the City Hall Council Chambers, 3725 Park Avenue Doraville, GA 30340. Additional, special called meetings may be held throughout each year.

Please review the materials provided for qualifying to run for office in the November 7, 2017 General Election. This November, municipal voters will elect three (3) City Council seats. These seats are currently held by Robert Patrick (Council District 1), Dawn O'Connor (Council District 2), and Sharon Spangler (Council District 3).

As City Clerk of Doraville, I am the Qualifying Officer for the City and will be the person to receive your Notice of Candidacy and Affidavit. The City of Doraville contracts with Dekalb County Board of Registration and Elections to conduct our municipal elections. You can contact them for additional election information. **Qualifying will be held at Doraville City Hall beginning Wednesday, August 23 through Friday, August 25 from 8:30am-4:30pm.** City Hall is the Polling Location for the Tuesday, November 7, 2017 Municipal Election. The qualifying fee for Office of City Council Member is \$252.00 which is 3% of the total gross Council member salary of the preceding year.

Qualifications to Hold Public Office in the City of Doraville:

- Must be a citizen of the City of Doraville for 1 year immediately preceding the date of the election, and a
- Resident of Georgia for at least 2 years
- Must be at least 21 years old
- Must file Notice of Candidacy and pay qualifying fee

Items to complete and return to the City DURING the qualifying period:

- Notice of Candidacy and Affidavit
- Payment of Qualifying fee (cash or check) *(A "bounced" check will disqualify a candidate from qualifying for an office according to O.C.G.A. § 21-2-6 (d), unless the bank, credit union, or other financial institution returning the check certifies in writing by an officer's or director's oath that the bank or credit union, or financial institution erred in returning the check*

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

- City of Doraville Code of Ethics Ordinance
- Campaign Sign Regulations memo, City of Doraville
- Campaigning at the Polls on Election Day memo, from Dekalb County Board of Registration & Elections
- A map of the City of Doraville to help you determine the city limit boundaries
- Newly Elected Officials training information (for successful candidates only)
- Personal Financial Disclosure Form (PFD) – **Complete and Return to City Clerk within 15 days of qualifying**
- Declaration of Intent to Accept Campaign Contributions (DOI) – **Complete and Return to City Clerk**

The State of Georgia Election Code and the City of Doraville require registration of certain Campaign Disclosure Forms with **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 Doraville “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 the Carl Vinson Institute of Government which can be found by going to www.gmanet.com/handbook.aspx.

The Following forms are required to be filed with Doraville’s Office of the City Clerk, on behalf of the Georgia Government Transparency and Campaign Commission (GGTCFC):

1. Intent to Receive Campaign Contributions
2. Financial Disclosure Statement
3. Campaign Contribution Disclosure Report

All Candidates, whether successful or unsuccessful, must file a final Campaign Contribution Disclosure Form with the Clerk’s Office, by December 31, 2017.

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 as required by the GGTCFC may result in monetary fines. For detailed information 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 the City Clerk prior to accepting contributions); **All candidates must file the DOI regardless of whether any money will be raised or spent;**

CCDR – (Campaign Contribution Disclosure Reports). In 2017, 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 between September 30th – October 6th**
- October 25 - CCDR must be filed between October 25th – November 1**
- December 31 - CCDR must be filed between December 31, 2017 – January 8, 2018**

* 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 City Clerk within 15 days of qualifying or significant fines will be imposed.

Once qualifying closes, 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.

Please feel free to call me with any questions, or email me at Sherry.Henderson@Doravillega.us

Respectfully,

Sherry D. Henderson
City Clerk/ Elections Superintendent
Certified Qualifying Officer

TO: Sherry D. Henderson, Superintendent of Elections
City of Doraville, State of Georgia

NOTICE OF CANDIDACY AND AFFIDAVIT

I, the undersigned, being first duly sworn on oath, do depose and say: that my name is _____;

That my residence address is _____;
(Number) (Street) (City)

(County) (State) (Zip Code)

that my telephone number(s) are: _____;
(home) (business/cellular)

that I am an elector of the City of Doraville, eligible to vote in the election in which I am a candidate; that the name of the office I am seeking is _____ (Council District number or Mayor); that my date of birth is _____; that I have been a legal resident of the State of Georgia for _____ years; that I have been a legal resident of the City of Doraville for _____ years; that I am a citizen of the United States; that I am eligible to hold such office; that I am a candidate for such office in the City of Doraville election to be held on the 7th day of November, 2017; that I have never been convicted and sentenced in any court of competent jurisdiction for fraudulent violation of primary or election laws, malfeasance in office, or felony involving moral turpitude and conviction of domestic violence under the laws of this State, any other State, or of the United States, or, if so convicted, that my civil rights have been restored; and at least ten years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude; and that I am not a defaulter for any federal, state, county, municipal, or school system taxes required of such office holder or candidate if such person has been finally adjudicated by a court of competent jurisdiction to own those taxes, but such ineligibility may be removed at any time by full payment thereof, or by making payments to the tax authority pursuant to a payment plan, or under such other conditions as the General Assembly may provide by general law (pursuant to GA. Constitution Art. II, Sec II paragraph III); and that I will not knowingly violate any provisions of the Georgia Election Code (O.C.G.A. Ch.21-2) or of the rules or regulations adopted there under.

1. I desire that my name appear on the ballot as follows: **(PLEASE PRINT CLEARLY)**

2. Check one:

(a) I hereby render cash / check in the amount of \$_____.

NAME OF BANK: _____ CHECK NUMBER: _____

(b) I hereby file a Pauper's Affidavit, accompanied by a qualifying petition as prescribed in O.C.G.A. Sec 21-2-132(g), in lieu of paying the qualifying fee.

I understand that any false statement knowingly made by me in this Notice of Candidacy and Affidavit will subject me to criminal penalties as provided by law and I hereby request you to cause my name to be placed on the ballots to be used in such election as a candidate for the office I am seeking.

(Signature of Candidate)

Karina Reyna, Deputy Clerk
Certified Municipality Election Qualifer

Sworn to and subscribed before me this _____ day of _____, 20____.

(Notary Public)

My Commission Expires: _____
(Required by OCGA 21-2-132)

Where Can Candidates Place a Sign?

Candidates can always place signs in private property with the owner or person in control of the property's permission. However, signs must not be placed in City of Doraville or DeKalb County right of ways. The relevant Code Sections are 14-8 (c) in the Doraville Code which provides in relevant part that the "following types of signs are prohibited throughout the City: ... (c) Signs on public rights-of-way other than publicly owned or maintained signs."

DeKalb County's law is similar it is in Section 702. It provides that "it shall be unlawful for any person within the territorial limits of DeKalb County to place political posters, signs and advertisements: (a) Within the right-of way of any public streets located within such county; (b) On any public building or property; and On any private property unless the owner thereof has given written permission to place such political campaign posters, signs and advertisements on such property."

Please keep an eye of where your signs are located. If they are accidentally placed in the right-of-way they may be removed.

Your cooperation is greatly appreciated.

For questions regarding sign permits please call City Hall, 770-451-8745

City of Doraville - Chapter 14 – Sign Ordinance

Sec. 14-8. - Prohibited signs.

The following types of signs are prohibited throughout the City:

- a) Roof signs.
- b) Animated signs.
- c) Signs on public rights-of-way other than publicly owned or maintained signs.
- d) Window signs which exceed thirty (30) percent of the window area.
- e) Signs which contain words, pictures, or statements which are obscene, as defined by the O.C.G.A. § 16-12-80.
- f) Signs which simulate an official traffic control or warning sign or hides from view any traffic or street sign, signal or public service sign.
- g) Signs which emit or utilize in any manner any sound capable of being detected on any traveled road or highway by a person with normal hearing.
- h) Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic.
- i) Signs erected by nailing, fastening or affixing the sign in any manner to any tree, post, curb, utility pole, or other structure except as set forth herein.
- j) Signs which advertise any activity, service or product prohibited by the laws or regulations of the United States or the State of Georgia or by the ordinances or resolutions of the City.
- k) Flags other than official flags of a governmental entity, banners, pennants, balloons, or streamers, air- or gas-filled figures, or other devices requiring air, gas, wind or other natural means for operating or movement (a "promotional sign") except for a period not to exceed fourteen (14) days for the purpose of drawing attention to a particular event or activity. Such temporary devices may only be maintained following application to and approval by the City building official. In the event of the denial by the building official, the applicant may appeal to the City Council by filing an appeal with the City Clerk within ten (10) days of being denied approval. The appeal shall be heard by the City Council at a public hearing which shall be held within a reasonable time, but not more than thirty (30) days following such request. Said public hearing may be held in conjunction with a regular meeting of the City Council. The decision of the City Council following the hearing shall be final.
- l) "A" frame, "sandwich", sidewalk or curb-type signs.
- m) Portable displays or mobile signs, signs which are mounted on or painted upon, or otherwise attached to, automobiles, trucks, trailers or other vehicles for the purpose of transportation to and location on a site where an advertising message may be conveyed.
- n) The provisions of this section 14-8 shall not apply to signs displayed by the City.
- o) All LED signs except for one (1) window sign equal to or less than a total of four (4) square feet in area per store or office front.

Sec. 14-17. - Exemptions.

- a) Signs erected by a public officer in the performance of his duties, including but not limited to: public notices, safety signs, danger signs, traffic and street signs, memorial plaques, and historical markers shall be exempt from the provisions of this chapter.
- b) The following types of signs shall be exempt from the permit requirements of section 14-2 and in the case of commercial and industrial zoned parcels shall not count towards the maximum aggregate sign area limits provided in subsection 14-12(g):
 - 1) *Nonilluminated signs*, having a sign area not in excess of two and one-half (2½) square feet, provided they are not located in the public right-of-way. Such signs on commercial or industrial zoned parcels shall be limited to four (4) times a year for a period of ten (10) days at a time and each period of display shall be separated by at least thirty (30) days. This exemption shall not apply to portable signs.
 - 2) *Window signs* installed for purposes of viewing from outside the premises. However, such signs shall not exceed thirty (30) percent of the available window space.
 - 3) Numerals displayed for purposes of identifying property location.
 - 4) Seasonal displays located outside of the public right-of-way that are erected for a maximum period of thirty (30) days no more than twice a year.
- c) Every parcel may display no more than two (2) flags that shall not count toward the maximum aggregate sign area limits provided in subsection 14-12(g) without obtaining a permit. Flagpoles in residential zoned districts shall not exceed twenty-five (25) feet in height or the height of the primary structure, whichever is less. Flagpoles in commercial or industrial zoned districts shall not exceed sixty (60) feet in height or the height of the primary structure, whichever is less. The dimensions of any flag shall be proportional to the flagpole height such that the hoist side of the flag shall not exceed fifty (50) percent of the vertical height.

**State Mandated Training for Municipal Elected Officials
Newly Elected Officials Institute (6 hour Course)**

TO: Election Candidates
FROM: City Clerk
DATE: July 24, 2017

Georgia State law (O.C.G.A. 36-45-1) requires 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 municipal officials. The Georgia Municipal Association and the University of Georgia's Carl Vinson Institute of Government are pleased to provide this required training to Georgia's newly elected municipal officials.

The 2018 Newly Elected Officials Institute classes have been scheduled as follows:

- February 15 -17, 2018 Athens, GA or
- March 7-9, 2018 Tifton, GA

Municipal elected officials that have served before and have been reelected are required to take the Newly Elected Officials Institute again only if they have been out of office for more than four years.

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 for municipal elected officials.

Registration for both of the 2018 classes will open in November. Additional details, including a tentative agenda and lodging information will be available at that time. In the meantime, please contact the Clerk's Office with any questions.

Respectfully,

Sherry D. Henderson
City Clerk/ Elections Superintendent
Certified Qualifying Officer