



475 Grayson Parkway · Grayson, Georgia 30017  
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Email: [admin@cityofgrayson.org](mailto:admin@cityofgrayson.org)

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

FROM: Kaipo Awana, Election Superintendent

SUBJECT: Candidate Qualifying Packet – 2025 Municipal General Election

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The City of Grayson is governed by a Mayor and five (5) Council Members, 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 leadership in the community. There are normally two (2) scheduled monthly meetings on the third Monday of every month. The work session is normally held at 10:00 A.M. and the business meeting is normally held at 7:00 P.M. In addition to the regularly scheduled meetings, there are additional meetings and training courses of varying times and frequency.

For successful candidates, Newly Elected Official training is mandatory through the Georgia Municipal Association in conjunction with the Carl Vinson Institute of Government. This training is scheduled and can be attended either in February 2026 in Athens, Georgia, or in March 2026 in Tifton, Georgia.

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 (Mayor, Post 2, and Post 4). As City Administrator / Election Superintendent of the City of Grayson, I will serve as the Qualifying Officer and will be the person to receive your Notice of Candidacy and Affidavit.

**Residents seeking to qualify as candidates in the 2025 election must file a Notice of Candidacy and pay the qualifying fee in the city administrator's office at Grayson City Hall, 475 Grayson Parkway, between the hours of 8:30 A.M. - 12:00 P.M. and 1:00 P.M. - 4:30 P.M. on Monday, August 18, 2025, Tuesday, August 19, 2025, or Wednesday, August 20, 2025. The qualifying fee for the office of Mayor and office of Council Member is \$10.00.**

**Items to completed and returned to the city DURING the qualifying period:**

- Notice of Candidacy and Affidavit
- Payment of Qualifying Fee (cash, check or money order payable to **City of Grayson**).

Once qualifying closes at 4:30 pm on Wednesday, August 20, 2025, all candidate names, mailing addresses, email addresses, telephone numbers, and the post they are seeking will appear on the city's website and the front window of city hall. Please be aware that the media will generally request this information and publish it as well.

For your information, enclosed in this packet are the following reference materials:

- [City Charter](#)
- [City of Grayson Sign Ordinance](#) and [Ethics Ordinance](#)
- Copies of various forms that are described below

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**FOR YOUR REVIEW**

**Georgia Election Code**

This information is found through the Secretary of State's website via a link to Lexis Nexis. Georgia Election Code is Title 21, Chapter 2. [Georgia Election Code](#)

**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 to public office. Failure to adhere to the policies and filings as required by the State Ethics Commission may result in monetary fines. Detailed filing schedule information for Municipal-level Elected Officials and Candidates can be found at [State Ethics Commission's Filing Schedule](#).

Some of the most common forms are explained below. Please visit [State Ethics Commission's Forms and Publications](#) for more information

**Declaration of Intent (Form DOI)**

***File this document with the City Administrator***

[Declaration of Intent form \(DOI\)](#)

As a new candidate, or as an incumbent running for a new office, you are required to file a DOI prior to accepting campaign contributions. The information from the DOI is utilized to establish an account for the filer within the State Ethics Commission's database.

**Personal Financial Disclosure Statement (PFDS)**

***File this document with the City Administrator***

[Personal Financial Disclosure Statement \(PFDS\)](#)

If you have completed qualification for the November 4, 2025 General Election, you must complete and submit this form **within 15 days from the date that you qualified**.

**Affidavit of Candidate's Intent Not to Exceed \$2,500 in Contributions and/or Expenditures**

***File this document with the City Administrator***

[Affidavit of Candidate's Intent Not to Exceed \\$2,500 in Contributions and/or Expenditures form](#)

**Campaign Contribution Disclosure Report (CCDR)**

***File this document with the City Administrator***

[Campaign Contribution Disclosure Report form \(CCDR\)](#)

For qualified candidates of the November 4, 2025 general election, the following schedule should be followed:

- Exceeded \$5,000 in contributions/expenditures – CCDR must be filed on or before September 30<sup>th</sup>, on or before October 25<sup>th</sup>, and on or before December 31<sup>st</sup>.
- Filed an *Affidavit Not to Exceed \$2,500* and had contributions/expenditures totaling between \$2,500 - \$5,000 – CCDR must be filed on or before December 31<sup>st</sup>.
- Filed an *Affidavit Not to Exceed \$2,500* and did not have contributions/expenditures totaling more than \$2,500 – No CCDR needs to be filed.

**Two Business Days Report of Contribution Received (TBDR)**

***File this document with the City Administrator***

[Two Business Days Report of Contributions Received form](#)

**Registration of Candidate Campaign Committee (Form RC)**

***File this document with the State Ethics Commission (You will need to register for an account with the State Ethics Commission to file this report)***

[Registration Form for a Candidate Campaign Committee](#)

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 State Ethics Commission 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 State Ethics Commission (You will need to register for an account with the State Ethics Commission to file this report)***

**Choosing Option of Separate Accounting form**

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 Administrator***

**CCDR - Final Report and Termination Statement**

If you are unsuccessful in the election, you have until December 31, 2025 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.

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All candidates should familiarize themselves with the Constitution of the State of Georgia, City of Grayson 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 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 call me at 770-963-8017.

Please direct questions regarding the ***State Ethics Commission*** to [gaethics@ethics.ga.gov](mailto:gaethics@ethics.ga.gov) or by calling (404) 463-1980.

[INSERT NOTICE OF CANDIDACY AND AFFIDAVIT]

[INSERT CITY CHARTER]

[INSERT SIGN ORDINANCE & ETHICS ORDINANCE]

[INSERT FORMS PDF]