

Prospective Candidate Information:

❖ **What Positions are Up for Election:**

Seats in the 2023 General Election (Term 2024-2027):

Mayor- Frank Moran (incumbent)
Post 1 – Teresa Philyaw (incumbent)
Post 2 – Kathy Bookout (incumbent)

(All seats are at large and non-partisan)

❖ **Who Can Run:**

City of Hiram Charter, Section 2.1:

(e)No person shall be eligible to serve as mayor or council member unless that person shall have been a resident of the city for 12 months prior to the date of election, be at least twenty-one (21) years of age at the time of election, and be a qualified voter of the city. Each person elected shall continue to reside in the city during that member's period of service, and he or she shall continue to be registered and qualified to vote in municipal elections of the City throughout the term of office.

❖ **When is the Qualification Deadline:**

Per O.C.G.A. § 21-2-132, qualifying dates will be from:

Tuesday, **August 22**, 2023 - Thursday, **August 24**, 2023

Office Hours:

8:30am - 4:30pm

(Please note that the office is closed for lunch between 12:30pm to 1:30pm)

❖ **Where to Pay Qualification Fee:**

As required by O.C.G.A. § 21-2-131, Qualification Fee for:

Mayor - \$300.00
Councilmember - \$150.00.

Pay your fee, alongside the submission of your Qualification paperwork, to the Qualifying Officer (City Clerk, Melissa Chosewood) at City Hall located at 217 Main Street, Hiram, GA 30141.

❖ **MANDATORY Training:**

NOTICE is given that if you are elected to a position on the City of Hiram's governing authority, you are required 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 2023 Newly Elected Officials Institute classes have been scheduled as follows:

- March 1-3, 2023, UGA Center for Continuing Education and Hotel Athens

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.

❖ **How To Apply For Candidacy:**

Please read through the following information to fully prepare yourself for the procedures and requirements of Candidates and Elected Officials.

1. [City of Hiram Charter](#)
2. [Proper Conduct](#) and [Restricted Activity](#) at Polling Places (must open with Google Chrome)
3. [Campaign Finance Filer Information \(Including filing schedule\)](#)
4. [Campaign Finance Terms and Forms Explanation](#)

NEXT: Turn in the following documents to the Qualifying Officer/Local Filing Officer, Melissa Chosewood (City Clerk), during the Qualifying Period, along with the Qualifying Fee in the form of cash, check or money order/cashier's check.

1. [Notice of Candidacy and Affidavit \(required\)](#)
2. [Declaration of Intent \(required\)](#)
3. [Campaign Contribution Disclosure Report](#) (file if candidate is spending or receiving more than \$2,500.00, as listed in the [filing schedule](#))
4. [Affidavit Not to Exceed \\$2,500](#) (file if candidate does not plan to spend or receive over \$2,500.00)
5. [Personal Financial Disclosure](#) (**Must** be filed within 15 days of qualifying, unless you currently hold office and filed it already this year.)

*****All documents listed above are accessible via their hyperlink, or for a paper copy, please visit City Hall*****

❖ **Other Helpful & Important Information & Resources:**

- **Election Date:** November 7, 2023, 7am-7pm, The Events Place, 855 Hiram Douglasville Hwy, Hiram, GA 30141
- **Early/Advance Voting Dates:** Monday thru Friday, October 16-November 3, 8am-5pm, The Events Place, 855 Hiram Douglasville Hwy, Hiram, GA 30141
(Saturday Voting Available: October 21)
- **Absentee Ballot Information:** To receive an application call (770) 443-7503
- **Obtaining Voters List:** Contact the Registrar at (770)443-7503
- **City of Hiram Georgia [Website](#)**
- **City of Hiram's [Sign Ordinance](#)**
- **Campaign Finance Commission Information:** <http://ethics.ga.gov>
- **Georgia Secretary of State's Election Website:** <https://sos.ga.gov/index.php/elections>

For any questions, contact your Qualifying Officer/Local Filing Officer, Melissa Chosewood (City Clerk) at (770) 943-3726, ext. 2025 or by email mchosewood@hiram-ga.gov