



Welcome to the 2025 Election Season! I am the City Clerk for the City of Cumming and also serve as the Candidate Qualifying Officer. The following checklist is designed to ensure you have everything you need to qualify for one of the open election seats this year.

All persons seeking to qualify for the November 4, 2025 City of Cumming Municipal General Election must qualify with me during the eligibility period. I will have all forms available for you to electronically complete when you come in to qualify. If you prefer to complete your documents in advance, the forms available on our website to review and download. Please note that several documents must be notarized. It is imperative that you not sign anything that requires a notary until you are in the presence of the notary and have provided proper identification. I will notarize your documents when you qualify with me. The Office of the City Clerk is located on the second floor of City Hall at 100 Main Street, Cumming, GA 30040.

The qualifying period will begin on Monday, August 18 at 8:30 am. Qualifying dates are as follows:

- Monday, August 18 from 8:00 am-4:30 pm
- Tuesday, August 19 from 8:00 am-4:30 pm
- Wednesday, August 20 from 8:00 am-4:30 pm

Should you have any questions, please feel free to contact me via email at [asmith@cityofcumming.net](mailto:asmith@cityofcumming.net) or by phone at 770-781-2010 ext. 2006.

I look forward to meeting you!

Sincerely,

*Alison B. Smith*

Alison B. Smith  
City Clerk, City of Cumming



# 2025 ELECTION QUALIFYING CHECKLIST

☐ **Valid Drivers License**

☐ **Notice of Candidacy and Affidavit**

This form is found on the City of Cumming's Elections Page. It can be completed when you come in or you can have it ready when you arrive. Please do not complete any signature lines that will require a notary signature and seal as the notary must see you sign the document in person. NOTE: the document may be notarized prior to coming to qualify.

☐ **Declaration of Intent to Accept Campaign Contributions**

This form is found on the City of Cumming's Elections Page. It is required of all new qualifiers. It can be completed in advance or in person.

☐ **Personal Financial Disclosure Statement (PFDS)**

This form is found on the City of Cumming's Elections Page. It can be completed when you come in or you can have it ready when you arrive. Please do not complete any signature lines that will require a notary signature and seal as the notary must see you sign the document in person. NOTE: the document may be notarized prior to coming to qualify.

☐ **Check or Money Order for Qualifying Fee**

The qualifying fee schedule is included in this packet. Check or money order can be made payable to City of Cumming. We do not accept credit cards for candidate qualifying at this time.

☐ **Campaign Contribution Disclosure Report (CCDR)**

This form is found on the City of Cumming's Elections Page. The CCDR is a compilation of contributions and expenses. The scheduling for submitting CCDRs for this election year is as follows:

- September 30,
- October 25, and
- December 31

☐ **Affidavit of a Candidate's Intent Not To Exceed \$2,500 in Contributions and/or Expenses**

This form is found on the City of Cumming's Elections Page. If you are not planning on exceeding \$2,500 in contributions or expenditures, filing an affidavit of exemption will exempt you from being required to file the CCDRs on the date listed above. If you exceed the \$2,500 threshold, you will be required to submit CCDRs following the schedule listed above.



## **RESIDENCY REQUIREMENTS & Qualifications**

- Must be at least twenty-one (21) years of age.
- Must be a resident of the City of Cumming (within the Cumming City Limits) for one year preceding the date of the next election.
- Must be a qualified voter of the City of Cumming.

## **QUALIFYING FEE NOTICE**

Pursuant to O.C.G.A. §21-2-131 (a)(1), the following qualifying fees were set by the City of Cumming Mayor and Council in their regular meeting held on January 21, 2025:

**Mayor**

**\$ 360.00**

**Council**

**Post #1 \$ 180.00**

**Post # 2 \$ 180.00**

Check or money order can be made payable to

**City of Cumming.**

We do not accept credit cards for election qualifications.