

CITY OF ROCKDALE



To: Candidates for City of Rockdale General Election
From: Shanna Johnson, City Secretary
Date: 12/18/2023
Re: Election Information – Complete Candidate's Packet

Congratulations on your decision to file for office!

The City Secretary's Office has prepared this "Candidate's Packet" to acquaint you with applicable City regulations, as well as the legal requirements pertaining to campaign contributions, expenditures, and responsibilities set forth in the State Election Code. This packet is an attempt to provide you with as much information as possible but is not all-inclusive of what you may be required to do. Therefore, reading of all the material is recommended as points of contact are referenced throughout the material. Please note that this office serves as your filing authority.

The General Election is scheduled for Saturday, May 4, 2024, for the purpose of electing one Council Member – West Ward, and one Council Member – East Ward.

Filing begins on Wednesday, January 17, 2024, and ends at 5:00 p.m. on Friday, February 17, 2023. Once forms are filed, they become public information. There is no filing fee. Drawing for the order of names on the ballot will be held at 4:00 p.m. on Tuesday, February 16, 2024, at City Hall, 505 W. Cameron Ave., Rockdale, Texas. You are encouraged to attend or send a representative to draw on your behalf.

The enclosed material contains the following information and forms for the May 2024 General Election in the City of Rockdale:

Tab 1

- An election calendar showing relevant dates
- City Charter pertaining to Mayor and Council Member qualifications, how nominated and elected

Tab 2

- Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities. This pertains to the filing requirements of campaign expenditure reports. **Please read carefully.**
- Form ACTA-Instruction Guide and one copy of Amendment: Appointment of a Campaign Treasurer by a Candidate. This form must be filed if any of the information changes on your original appointment of a campaign treasurer.
- Form C/OH-Instruction Guide and one copy of Candidate/Officeholder Report of Contributions, Expenditures, and Loans. This form is to be filed in my office on dates specified on the form. You will need to make copies so that you have one for each filing required. There is a modified reporting statement for those candidates not planning to spend more than \$940.
- Form COR-C/OH Guide and one copy of Correction/Amendment Affidavit for Candidate/Officeholder. This form must be filed if a corrected report is filed.
- Form C/OH-UC Instruction Guide and one copy of Candidate/Officeholder Report of Unexpended Contributions. This form is to be filed in my office for either an annual report of unexpended contributions or a report of the final disposition of unexpended contributions.
- A copy of C/OH Report: Designation of Final Report to be filed when you are no longer receiving or spending political contributions.

Tab 3

- Chapter 258, Election Code, Fair Campaign Practices Act and one copy of Code of Fair Campaign Practices. Subscription to the Code of Fair Campaign Practices is voluntary; however, you are encouraged to do so. This form may be filed upon submission of the campaign treasurer appointment form.
- A copy of "Political Advertising – What you Need to Know" from the Texas Ethics Commission.


Tab 4

- Poll Watchers Guide.
- One copy of the Appointment of Poll Watcher by Candidate if you wish to use a poll watcher.

It is the duty of the candidate to become familiar with the laws applicable to campaign contributions and expenditures. I cannot over-emphasize the importance of adhering to the financial reporting procedures since campaign reports are considered open records, thus open to the scrutiny of media and opponents. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission office at 1-800-325-8506 for assistance. While the candidates may certainly expect the City Secretary to be able to advise them when reports are due, **the duty of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements, and noting the date and time of filing thereon.** The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed. These documents are public records and are open for inspection by any person.

We appreciate your interest in municipal government and trust that this period will be a positive and exciting experience for you and your supporters. If you have further questions, please do not hesitate to contact this office. Good luck!

Sincerely,



Shanna Johnson, City Secretary

First Steps for Candidates Running for a City Office

This quick-start guide for candidates seeking a city office is not intended to provide comprehensive information. For more details, including information on political advertising requirements, fundraising rules, and filing schedules, see the Texas Ethics Commission's (TEC) website at www.ethics.state.tx.us.

1. All candidates must file a Campaign Treasurer Appointment (Form CTA).

All candidates must file [Form CTA](#) even if you do not intend to raise or spend any money. [Form CTA](#) is required to be filed before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. File [Form CTA](#) with the city clerk or city secretary, as applicable.

2. Opposed Candidates: Will you accept or spend more than **\$1,010*** for the election?

• YES:

- You do not qualify to file on the modified reporting schedule.
- You are **required** to file pre-election campaign finance reports using [Form C/OH](#) if you have an opponent on the ballot. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.
- Pre-election reports are due 30 days and 8 days prior to each election. To be timely filed, pre-election reports must be received by the city clerk or city secretary no later than the due date.

• NO:

- You can elect to file on the modified reporting schedule by completing the *Modified Reporting Declaration* on page two of [Form CTA](#). File [Form CTA](#) with the city clerk or city secretary.
- If you elect to file on the modified reporting schedule, you do not have to file pre-election campaign finance reports due 30 days and 8 days prior to the election.
- Exceed \$1,010*: If you elect to file on the modified reporting schedule but later exceed \$1,010 in either contributions or expenditures, what reports you will be required to file depends upon when you exceed \$1,010*.
 - If you exceed \$1,010* on or before the 30th day before the election, you are **required** to file pre-election campaign finance reports due 30 days and 8 days prior to an election using [Form C/OH](#). To be timely filed, pre-election reports must be received by the city clerk or city secretary no later than the due date. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.
 - If you exceed \$1,010* after the 30th day before the election, you are **required** to file an Exceeded Modified Reporting Limit report using [Form C/OH](#). To be timely filed, this report must be filed with the city clerk or city secretary within 48 hours of exceeding \$1,010.* You must also file the pre-election report due 8 days prior to an election. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage. If you exceed \$1,010* on or before the 8th day before the election, you are **required** to file a pre-election campaign finance report due 8 days prior to an election using [Form C/OH](#). To be timely filed, the pre-election

report must be received by the city clerk or city secretary no later than the due date. Find [Form C/OH](#) and its instructions on our “[Local Filers Non-Judicial Candidate/Officeholder](#)” webpage.

3. Unopposed Candidates.

If you do not have an opponent whose name will appear on the ballot in the election, you are an unopposed candidate and are not required to file pre-election campaign finance reports prior to that election.

4. All candidates must file semiannual campaign finance reports ([Form C/OH](#)).

All candidates are **required** to file semiannual reports using [Form C/OH](#) even if you have no campaign activity or were unsuccessful in the election. Semiannual reports are due on January 15th and July 15th and must be filed with the city clerk or city secretary. To end your filing obligations, you must cease campaign activity and file a Final report using [Form C/OH](#) and attaching Form C/OH-FR (Designation of Final Report). Form C/OH-FR is found on the last page of [Form C/OH](#). Find [Form C/OH](#) and its instructions on our “[Local Filers Non-Judicial Candidate/Officeholder](#)” webpage. For more information, see “[Ending Your Campaign](#)” for local filers.

5. All candidates can use the TEC’s Filing Application to prepare campaign finance reports ([Form C/OH](#)).

You can use the TEC’s [Filing Application](#) to prepare a PDF version of your campaign finance report ([Form C/OH](#)). Select “Local Authority” and follow the steps to set up an account and login to the application. Once you have completed your report, print out a copy, add your treasurer information, get it notarized, and file it with the city clerk or city secretary by the appropriate deadline.

6. Need More Information?

See the [Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities](#), forms, instructions, examples on how to disclose contributions and expenditures, political advertising and fundraising guides, and other information you may find useful on our website at www.ethics.state.tx.us under the “Resources” and “Forms/Instructions” main menu items.

***NOTE:** *The \$1,010 threshold is specific to transactions made in 2023.*

**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

| | | | | | |
|--|-------|--|--|--|--|
| APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT | | | | | |
| TO: City Secretary/Secretary of Board (name of election) | | | | | |
| I request that my name be placed on the above-named official ballot as a candidate for the office indicated below. | | | | | |
| OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) | | | INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED | | |
| FULL NAME (First, Middle, Last) | | | PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* | | |
| PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) | | | PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.) | | |
| CITY | STATE | ZIP | CITY | STATE | ZIP |
| PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) | | OCCUPATION (Do not leave blank) | | DATE OF BIRTH / / | VOTER REGISTRATION VOID NUMBER ² (Optional) |
| TELEPHONE CONTACT INFORMATION (Optional) Home: Office: Cell: | | | | | |
| FELONY CONVICTION STATUS (You MUST check one) | | LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN | | | |
| <input type="checkbox"/> I have not been finally convicted of a felony. | | IN THE STATE OF TEXAS | | IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED | |
| <input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³ | | ____ year(s) ____ month(s) | | ____ year(s) ____ month(s) | |
| *If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot. | | | | | |
| Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: "I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct." | | | | | |
| X _____ SIGNATURE OF CANDIDATE | | | | | |
| Sworn to and subscribed before me this the ____ day of _____, _____, by _____. (day) (month) (year) (name of candidate) | | | | | |
| Signature of Officer Authorized to Administer Oath ⁴ | | | Printed Name of Officer Authorized to Administer Oath | | |
| _____ Title of Officer Authorized to Administer Oath | | | Notarial or Official Seal | | |
| TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified | | | | | |
| _____/_____/_____ Date Received | | _____/_____/_____ Date Accepted | | (See Section 1.007) _____ Signature of Filing Officer or Designee | |

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

**SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL
PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA**

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹ El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

| | | | | | |
|--|---------------|---|---|--|---|
| SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DE _____ | | | | | |
| Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo _____ (nombre de la elección) | | | | | |
| Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación. | | | | | |
| CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.) | | | INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO | | |
| NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido) | | | ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA* | | |
| DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.) | | | DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.) | | |
| CIUDAD | ESTADO | CÓDIGO POSTAL | CIUDAD | ESTADO | CÓDIGO POSTAL |
| DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.) | | OCUPACIÓN (No deje este espacio en blanco) | FECHA DE NACIMIENTO ____/____/____ | VOID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE² (Opcional) | |
| INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional) Hogar: _____ Trabajo: _____ Celular: _____ | | | | | |
| ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una) | | | DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA | | |
| <input type="checkbox"/> No he sido finalmente condenado por un delito grave. <input type="checkbox"/> He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ³ | | | EN EL ESTADO DE TEXAS ____ año(s) ____ mes(es) | | EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO ____ año(s) ____ mes(es) |
| [*] Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial. | | | | | |
| Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) _____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice: "Yo, (nombre del candidato) _____, del condado de _____, Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas." | | | | | |
| <div style="text-align: center;">X _____ FIRMA DEL CANDIDATO</div> | | | | | |
| Jurado y suscrito ante mí este día _____ de _____ del _____ por _____. (día) (mes) (año) (nombre de candidato) | | | | | |
| Firma del oficial autorizado para administrar el juramento ⁴ _____ | | | Nombre del oficial autorizado para administrar juramentos en letra de molde _____ Notarial o sello oficial | | |
| Título del oficial autorizado para administrar el juramento _____ | | | | | |
| TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified | | | | | |
| ____/____/____ Date Received | | ____/____/____ Date Accepted | | (See Section 1.007) _____ Signature of Filing Officer or Designee | |

INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78º día antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones de la Secretaría de Estado para obtener información adicional. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

DECLARATION OF WRITE-IN CANDIDACY FOR CITIES, SCHOOL DISTRICTS AND OTHER POLITICAL SUBDIVISIONS

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

| DECLARATION OF WRITE-IN CANDIDACY FOR _____ | | | | | |
|---|--------------|---|---|--|--|
| (Name of City, School District or Other Political Subdivision) | | | | | |
| TO: Filing Officer I declare that I am a write-in candidate for the office indicated below. | | | | | |
| OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) | | | | INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED | |
| FULL NAME (First, Middle, Last) | | | PRINT NAME AS YOU WANT IT TO APPEAR ON THE LIST OF DECLARED WRITE-IN CANDIDATES* | | |
| PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.) | | | PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.) | | |
| CITY | STATE | ZIP | CITY | STATE | ZIP |
| PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) | | OCCUPATION (Do not leave blank) | | DATE OF BIRTH / / | VOTER REGISTRATION VOID NUMBER² (Optional) |
| TELEPHONE CONTACT INFORMATION (Optional) Home: _____ Office: _____ Cell: _____ | | | | | |
| FELONY CONVICTION STATUS (You MUST check one) | | LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN | | | |
| <input type="checkbox"/> I have not been finally convicted of a felony. <input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³ | | IN THE STATE OF TEXAS ____ year(s) ____ month(s) | | IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED ____ year(s) ____ month(s) | |
| *If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot. | | | | | |
| Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: "I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct." | | | | | |
| X _____ SIGNATURE OF CANDIDATE | | | | | |
| Sworn to and subscribed before me this the _____ day of _____, _____, by _____. (day) (month) (year) (name of candidate) | | | | | |
| Signature of Officer Authorized to Administer Oath ⁴ | | | Printed Name of Officer Authorized to Administer Oath | | |
| Title of Officer Authorized to Administer Oath | | | Notarial or Official Seal | | |
| TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified | | | | | |
| ____/____/____ Date Received | | ____/____/____ Date Accepted | | _____ Signature of Filing Officer or Designee | |

INSTRUCTIONS

The Declaration of Write-In Candidacy is filed with the City Secretary, Secretary of Board of Trustees, Secretary of Board of Directors or other designated officer that represents the political subdivision.

The declaration must be received by the filing officer not later than 5:00 p.m. of the fifth day after the date an application for a place on the ballot is required to be filed. For an election to be held on a uniform election date, the day of the filing deadline is the 74th day before Election Day. Texas Election Code, Sections 144.006, 146.054.

The application must be **received** by the filing deadline. A postmark is not sufficient. The declaration may not be filed earlier than 30 days before the deadline for filing the application. A declaration filed before that day is void.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

DECLARACIÓN DE CANDIDATURA POR ESCRITO PARA CIUDADES, DISTRITOS ESCOLARES Y OTRAS SUBDIVISIONES POLÍTICAS

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹

El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

| | | | | | |
|--|---------------|---|---|--|---|
| DECLARACIÓN DE CANDIDATURA POR ESCRITO PARA _____ Para: Oficial de Presentación (nombre de la ciudad, distrito escolar u otra subdivisión política) Por la presente declaro que soy un candidato por escrito para el cargo indicado a continuación. | | | | | |
| CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.) | | | INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO | | |
| NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido) | | | ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA LISTA DE CANDIDATOS DECLARADOS POR ESCRITO* | | |
| DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.) | | | DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.) | | |
| CIUDAD | ESTADO | CÓDIGO POSTAL | CIUDAD | ESTADO | CÓDIGO POSTAL |
| DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.) | | OCUPACIÓN (No deje este espacio en blanco) | FECHA DE NACIMIENTO / / | VOID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE² (Opcional) | |
| INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional) Hogar: Trabajo: Celular: | | | | | |
| ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una) | | | DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA | | |
| <input type="checkbox"/> No he sido finalmente condenado por un delito grave. <input type="checkbox"/> He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ³ | | | EN EL ESTADO DE TEXAS ____ año(s) ____ mes(es) | | EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO ____ año(s) ____ mes(es) |
| <p>*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.</p> <p>Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) _____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice:</p> <p>“Yo, (nombre del candidato) _____, del condado de _____, Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas.”</p> <p style="text-align: center;">X _____ FIRMA DEL CANDIDATO</p> | | | | | |
| Jurado y suscrito ante mí este día _____ de _____ del _____ por _____. (día) (mes) (año) (nombre de candidato) | | | | | |
| Firma del oficial autorizado para administrar el juramento ⁴ | | | Nombre del oficial autorizado para administrar juramentos en letra de molde Notarial o sello oficial | | |
| Título del oficial autorizado para administrar el juramento | | | | | |
| TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified | | | | | |
| ____/____/____ Date Received | | ____/____/____ Date Accepted | | (See Section 1.007) _____ Signature of Filing Officer or Designee | |

INSTRUCCIONES

La Declaración de Candidatura por Escrito se presenta ante el Secretario de la Ciudad, el Secretario de la Junta de Fideicomisarios, el Secretario de la Junta de Directores u otro oficial que representa a la subdivisión política.

La declaración debe ser recibida por el oficial encargado de la presentación a más tardar a las 5:00 p.m. del quinto día después de la fecha en que se requiere la presentación de la solicitud para un lugar en la boleta. Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 74° día antes del día de la elección. Secciones 144.006 y 146.054 del Código Electoral de Texas.

La solicitud debe **recibirse** antes de la fecha límite de presentación. Un matasellos no es suficiente. La declaración no puede presentarse antes de 30 días antes de la fecha límite para presentar la solicitud. Una declaración presentada antes de ese día es nula.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código del Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con el funcionario, o con cualquier otro miembro del órgano de gobierno o corte en el que sirve el funcionario cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones del Secretario de Estado para obtener información adicional. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

| | | | |
|---|--|--|--|
| See CTA Instruction Guide for detailed instructions. | | 1 Total pages filed: | |
| 2 CANDIDATE NAME | MS / MRS / MR FIRST MI | OFFICE USE ONLY Filer ID # Date Received Date Hand-delivered or Postmarked Receipt # Amount \$ Date Processed Date Imaged | |
| | NICKNAME LAST SUFFIX | | |
| | 3 CANDIDATE MAILING ADDRESS | | |
| 4 CANDIDATE PHONE | AREA CODE PHONE NUMBER EXTENSION () | | |
| 5 OFFICE HELD (if any) | | | |
| 6 OFFICE SOUGHT (if known) | | | |
| 7 CAMPAIGN TREASURER NAME | MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX | | |
| 8 CAMPAIGN TREASURER STREET ADDRESS (residence or business) | STREET ADDRESS; APT / SUITE #; CITY; STATE; ZIP CODE | | |
| 9 CAMPAIGN TREASURER PHONE | AREA CODE PHONE NUMBER EXTENSION () | | |
| 10 CANDIDATE SIGNATURE | <p>I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.</p> <p>I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.</p> <p>I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p> <p>_____ Signature of Candidate</p> <p>_____ Date Signed</p> | | |
| GO TO PAGE 2 | | | |

CANDIDATE MODIFIED REPORTING DECLARATION

FORM CTA
PG 2

11 CANDIDATE
NAME

12 MODIFIED
REPORTING
DECLARATION

COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING

•• This declaration must be filed no later than the 30th day before the first election to which the declaration applies. ••

•• The modified reporting option is valid for one election cycle only. ••
(An election cycle includes a primary election, a general election, and any related runoffs.)

•• Candidates for the office of state chair of a political party may NOT choose modified reporting. ••

I do not intend to accept more than \$1,010 in political contributions or make more than \$1,010 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report.

Year of election(s) or election cycle to
which declaration applies

Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us

or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

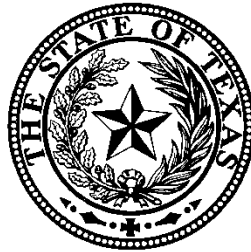
**Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC**

For more information about where to file go to:
<https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php>

TEXAS ETHICS COMMISSION

APPOINTMENT OF A CAMPAIGN TREASURER
BY A CANDIDATE

FORM CTA--INSTRUCTION GUIDE



Revised January 1, 2023

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711

www.ethics.state.tx.us

(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

FORM CTA—INSTRUCTION GUIDE

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APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.

DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate's campaign treasurer.

REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

- (A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;
- (B) the filing of an application for a place on the ballot;

- (C) the filing of an application for nomination by convention;
- (D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;
- (E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
- (F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of
- (G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and
- (H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT

The appropriate filing authority depends on the office sought or held.

a. Texas Ethics Commission. The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.*
- State Board of Education.

- A multi-county district judge* or multi-county district attorney.
- A single-county district judge.*
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.

* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

b. County Clerk. The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.

c. Local Filing Authority. If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment and a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.

FORMING A POLITICAL COMMITTEE

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

NOTE: *See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.*

CHANGING A CAMPAIGN TREASURER

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

AMENDING A CAMPAIGN TREASURER APPOINTMENT

If *any* of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

TERMINATING A CAMPAIGN TREASURER APPOINTMENT

You may terminate your campaign treasurer appointment at any time by:

- 1) filing a campaign treasurer appointment for a successor campaign treasurer, or
- 2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

FILING A FINAL REPORT

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make

any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (*See instructions for FORM C/OH - UC.*) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the “final” box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission’s website at <http://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirements.

GUIDES

All candidates should review the applicable Commission’s campaign finance guide. Guides are available on the Commission’s website at <http://www.ethics.state.tx.us>.

SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

PAGE 1

- 1. TOTAL PAGES FILED:** After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.
- 2. CANDIDATE NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.
- 3. CANDIDATE MAILING ADDRESS:** Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.
- 4. CANDIDATE PHONE:** Enter your phone number, including the area code and extension, if applicable.

5. **OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
6. **OFFICE SOUGHT:** If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.
7. **CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
8. **CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
9. **CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.
10. **CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.
 - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
 - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
 - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
 - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

PAGE 2

11. CANDIDATE NAME: Enter your name as you did on Page 1.

12. MODIFIED REPORTING DECLARATION: Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$1,010 in political contributions or make more than \$1,010 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$1,010 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$1,010 maximums apply to each election within the cycle. In other words, you are limited to \$1,010 in contributions and expenditures in connection with the primary, an additional \$1,010 in contributions and expenditures in connection with the general election, and an additional \$1,010 in contributions and expenditures in connection with a runoff.

EXCEEDING \$1,010 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed \$1,010 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the \$1,010 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

For more information, see the Commission's campaign finance guide that applies to you.

Summary of Important Dates May 4, 2024 – General Election

| | |
|---------------------------------------|--|
| January 17 th | First day for filing application for place on ballot |
| January 17 th | First day to declare as a write-in candidate |
| February 16 th | Last day for filing application for place on ballot. Must be received by 5:00 p.m. |
| February 20 th | Last day for a write-in candidate to declare candidacy. Must be received by 5:00 p.m. |
| February 20th | Drawing for order of names on ballot at 1:00 p.m. in the City Secretary's office, 911 Westlake Drive, West Lake Hills, Texas, 78746 |
| February 23 rd | Last day for ballot candidate to withdraw. Must be received by 5:00 p.m. |
| February 23 rd | Last day for a write-in candidate to withdraw. Must be received by 5:00 p.m. |
| April 4 th | Due Date for filing first report of campaign contributions and expenditures by opposed candidates. <i>Must be received by 5:00 p.m. to be considered timely filed.</i> <i>Exception: If you selected "Modified Reporting" and did not exceed \$1,010 in contributions or expenditures, you will not need to file this report.</i> |
| April 4th | Deadline to register to vote in the May 4th 2024 General Election |
| April 22 nd | First day of Early Voting by personal appearance. Early voting hours will be set by Travis County and posted on the City's website. |
| April 23 rd | Last day to receive application by mail for a ballot to be voted by mail. <i>Must be received by 5:00 p.m.</i> |
| April 26 th | Due Date for filing second report of campaign contributions and expenditures by opposed candidates. <i>Must be received by 5:00 p.m. to be considered timely filed.</i> <i>Exception: If you selected "Modified Reporting" and did not exceed \$1,010 in contributions or expenditures, you will not need to file this report.</i> |
| April 30 th | Last day of early voting by personal appearance |
| May 4th | ELECTION DAY – Polls open 7:00 a.m. to 7:00 p.m. Note: <u>Unofficial</u> results will be tabulated and posted at West Lake Hills City Hall, 911 Westlake Drive, West Lake Hills, Texas, 78746 as soon as possible after polls close. |
| May 7 th –15 th | <u>OFFICIAL CANVASS</u> of returns to be held at a called meeting of the City Council. Date and time to be announced later. |
| May 10 th | First day that an elected official may qualify and assume duties of office for a Type A General Law city (per LGC § 22.006). Officials may not take office until the official canvass has been completed unless the election is cancelled. |
| June 3 rd | Last day an elected official of a Type A General Law city may qualify and assume duties of office. If the candidate fails to qualify by this day, the office is considered vacant. |
| July 13 th | Last day for timely filing of semi-annual report of contributions and expenditures. <i>Exception: If you filed your C/OH-FR Final Report, you would not need to file this report.</i> |

Within 90 days of being elected, newly elected officials will need to complete the open government training on the Texas Open Meetings Act and the Public Information Act (available online at <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources>). Once completed, submit the completion certificates to the City Secretary.

TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



Election Calendar
For a City's General Election on May 4, 2024

(last updated November 17, 2023; subject to fourth called session)

Abbreviations in the calendar are the same as those in the *Texas Municipal Election Law Manual* (6th edition) [M]. This most recent edition has a green cover.

This calendar does not apply to all elections. For example, to prepare a calendar for a special election to fill a vacancy in office (even one on a uniform election date), see M §12.03; for a special election on a measure, see M §12.12. This calendar omits actions that vary from one city to another (for example, preparation of voting equipment). Each city secretary should use the chart at M §1.62 to create a personal election calendar. Always verify the latest version of this calendar on the TMCA's website (under "publications").

Dates in column 1 are 2024 unless noted otherwise. Actions in column 2 relate to general elections (those in *italics pertain to early voting*). These actions are typically taken by the city secretary, but deviations appear in column 3. Column 4 is a cross reference to the Elections Manual.

"ED Interval" in column 5 indicates the time between the date of the action and election day. For example, the notation "50th" in the entry for March 15 means mandatory office hours begin the 50th day before election day; the notation "+10" in the entry for May 14 means that the LAST DAY for the presiding judge of the early voting ballot board to mail voters notices of rejected mail ballots is the 10th day after election day. An asterisk (*) in this column indicates the time stated is not required by statute.

When a statutory provision prescribes the LAST DAY for the performance of an act, the number in column 5 reflects that day. If the statutory date is moved because of a Saturday, Sunday, or state or national holiday [M §1.52(b); endnote 6], the resulting date is designated in column 1, and column 5 indicates, in parentheses and italics, the actual number of days measured from election day. Not all due dates revolve around election day and are so noted.

The last column has been reserved to show completion of the event in column 2. A dashed line in the table between entries indicates separate events that fall on the same day.

When reading the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities.

Note that counties cannot order elections of their own in May of even-numbered years. They may decline to contract with cities.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--------------------------------|---|------------------------------------|--------------------|--|---|
| Fri May 5 2023 | One-year deadline for posting certain candidacy and other information on the city's website. Note: See endnote 1. | City Secretary | 2.13(d)(2) | 365th | |
| Mon Dec 18 2023 | LAST DAY to post on the city's bulletin board notice of the filing period for the general election (SOS Form 2-1). | City Secretary | 2.13(d)(1) | 138th (30 days before 1st day to file) | |
| Mon Jan 1 2024 | <i>FIRST DAY voters may apply for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i> Note: The first day does not move despite the New Year's Day holiday. See ED – 11 days for end of period. | City Secretary | 9.44(a) | 1st day of year | |
| Thu Jan 4 | Obtain forms: candidate's application for place on ballot, appointment of campaign treasurer (candidate and specific-purpose committee), report of contributions and expenditures (candidate-officeholder and specific-purpose committee), application for mail ballot, administrative forms, and precinct forms. | City Secretary | 5.31 | *121st | |
| Thu Jan 4- Fri Jan 26 | Review M §1.62 for possible action: Steps 1-5 (revising election precincts, designating polling places, changing method of voting, and contracting, if any) and Step 12 (establishing or changing terms of election judges). | City Secretary and City Council | 1.62 | *121st through *99th | |
| Tue Jan 16 | LAST DAY for timely filing of semi-annual report of contributions and expenditures. Note: See endnote 6. Because Jan 15 is Martin Luther King Day, the deadline is extended to Tue. | City Secretary | 3.12(b) 3.16 | Jan 15 | |
| Wed Jan 17 | FIRST DAY for filing application for place on general election ballot (SOS Form 2-49). Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Period ends at 5 p.m. ED – 78 days. | City Secretary | 2.13(a) 2.14(a) | 108th (30 days before filing dead-line) | |
| Jan 17 | FIRST DAY for filing declaration of write-in candidacy (SOS Form 2-55). Note: Periods ends at 5 p.m. ED – 74 days. | City Secretary | 2.19(b) | 108th | |

*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--------------------------|--|-----------------------|-----------------|--|---|
| Mon Jan 22 to Fri Feb 16 | Recommended* period and statutory deadline for ordering a general election (SOS Form 1-2). Note: Sometimes the phrase “calling” election is used. The deadline may be different for a special election. See endnote 2 for mock student elections. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners as soon as possible. | Mayor | 6.03 | *103rd through 78th | |
| Mon Feb 5 | LAST DAY for small city in small county to apply for exception to accessibility requirements (SOS Form 16-1). Note: Because the deadline falls on Sun, it moves to Mon. | City Secretary to SOS | 5.25(c) | 90th (89th) | |
| Tue Feb 13 midnight | Death and ballot preparation: If a candidate dies on or before this date, the City Secretary MUST remove the candidate’s name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4. | City Secretary | 6.23(c) | 81st [day before day before filing deadline (3rd day)] | |
| Fri Feb 16 | LAST DAY for ordering a general or special election for the uniform date in May (SOS Form 1-2). Note: See endnote 2 for student elections. Home-rule cities see endnote 3. | Mayor | 6.03 | 78th | |
| Feb 16 5 p.m. | LAST DAY for filing application for place on general election ballot (SOS Form 2-49). Note: City Secretary’s office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. If no candidate has filed in a city with 4-year terms, the filing deadline is extended to ED – 57 days (except in Nov. of even-numbered years when the exception does not apply). | City Secretary | 2.14 6.23(c) | 78th | |
| Feb 16 | Recommended* last day for notice designating election precincts and polling places. | City Council | 5.42(d) | *78th | |
| Feb 16 | Recommended* first day to provide 4-day notice of drawing to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline. Public notice must be posted (SOS Form 3-1) 72 hours before date of drawing. | City Secretary | 6.22(a)(2) | *78th | |

*An asterisk in Column 5 “ED Interval” is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--------------------------------------|--|------------------------------|-------------------------|---------------------------|----------|
| Mon Feb 19 | Recommended* first date for preliminary work to appoint election judges. | City Secretary | 7.01 | *75th | |
| Feb 19 | Recommended* first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-1). | City Secretary | 6.22(a) | *75th | |
| Tue Feb 20 5 p.m. | LAST DAY for a write-in candidate to declare candidacy in the general election (SOS Form 2-55). Note: City Secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. | City Secretary | 2.18(b) | 74th | |
| Wed Feb 21 | Recommended* date to deliver the certification of unopposed candidates to city council if a candidate does not have an opponent in an election considered to be a separate election (SOS Form 13-1). | City Secretary | 6.12 | *73rd | |
| Thu Feb 22 to Mon Feb 26 | Recommended* period to conduct drawing for order of names on ballot, prepare ballot format, and send information to the printer. Note: Notice of drawing (SOS Form 3-1) must be posted 72 hours before drawing. | City Secretary | 6.22(b) 6.25 6.26 | *72nd through *68th | |
| Fri Feb 23 5 p.m. | LAST DAY for a ballot or write-in candidate in general election to submit a certificate of withdrawal (SOS Form 2-66) and have name omitted from the ballot. Note: City Secretary's office should stay open until 5 p.m. A withdrawal after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published. Per EC §145.092(e), EC §1.006 does not apply to withdrawal deadlines. | City Secretary | 6.23(c) 2.31(b) | 71st | |
| Feb 23 5 p.m. | LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. Note: City Secretary's office should stay open until 5 p.m. | City Secretary | 2.33(d) | 71st | |
| Feb 23 | Recommended* first day to cancel (SOS Form 13-2). Note: Unopposed races must be cancelled if no opposed at-large race is on the ballot. | City Council | 6.13 | 71st | |
| Feb 29 | Happy Leap Day! | - | - | - | |

*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--------------------------------------|--|---|------------------------------------|------------------------|----------|
| Tue Mar 5 to Sat May 4 | Period the Texas Ethics Commission will defer an investigation of candidates until after election (or runoff). | City Secretary Texas Ethics Commission | 3.01(b)(2) | 60th through ED | |
| Mar 5 | LAST DAY to deliver notice of the election to the county clerk and voter registrar of each county where the city is located. Note: This is not the publication or posting deadline. For counties with elections administrators, notice goes to them. | City Council (City Secretary) | 6.54(a) | 60th | |
| Mar 5 | Recommended* day to contact the county concerning availability of the initial list of voters who submitted annual applications for ballot by mail (ABBM). | City Secretary | 9.43 | *60th | |
| Fri Mar 8 5 p.m. | Extended deadline to file for a place on the ballot in a city office having a 4-year term if no candidate files by ED – 78 days. Note: This extension is not applicable in Nov. of even-numbered years. | City Secretary | 2.13(b) | 57th | |
| Mon Mar 11 to Fri Mar 22 | Recommended* period for appointing election judges (SOS Forms 4-15, 4-16, 4-17) plus members of the EVBB (SOS Forms 4-19) and SVC (SOS Form 10-12, 10-13, 10-14). Note: Home-rule cities see endnote 3. The SVC cannot meet until ED – 20 days. The EVBB can meet any time after ballots are returned and no later than ED – 9 days. | City Council | 7.42(a)(2) 7.23-.24 7.33-.34 | *54th through *43rd | |
| Thu Mar 14 | Recommended* date to print ballots that have been prepared earlier. | City Secretary | 6.25 | *51st | |
| Fri Mar 15 | FIRST DAY of mandatory office hours. Note: City Secretary's office must be open at least 3 hours a day during regular office hours on regular business days. Period ends ED + 40 days. See endnote 6. | City Secretary | 6.80(a) | 50th | |
| Mar 15 | LAST DAY for a challenge of a candidate application based on form, content, procedure. | City Secretary | 2.16(d) | 50th | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|------------------------------|--|--------------------------------|-------------------------|-------------------------|---|
| Wed Mar 20 | <i>LAST DAY to mail ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the U.S.</i> Note: If it is not possible to mail these ballots by this deadline, the City Secretary must notify the SOS within 24 hours. SOS does not apply EC §1.006 to this deadline. Respond to FCPA applications received after this date within 7 days (the same as non-FCPA applications). Rosters must be posted to website by 11 a.m. on the following day (SOS Forms 5-7 & 6-55). | City Secretary | 9.49(b) 9.82 | 45th | |
| Thu Apr 4 5 p.m. | LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees. Note: City Secretary's office should stay open until 5 p.m. The deadline is extended to midnight for electronic filing. See endnote 5 for current threshold dollar amounts. | City Secretary | 3.13(b) | 30th | |
| Apr 4 | LAST DAY for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory. | Registrar | 4.07(f) 4.07(g) | 30th | |
| Apr 4 to Wed Apr 24 | Period for publishing notice of election (SOS Form 1-14). Note: Must be published once; perhaps more for a special election on a measure. Home-rule cities see endnote 3. | Mayor | 6.52(a) | 30th through 10th | |
| Apr 4 | Minimum 10th day to begin posting continuous notice if SVC meets on first available date (ED – 20 days). Note: The city council appoints (SOS Form 10-13) not later than 5 days after the City Secretary calls for appointment (SOS Forms 10-12). Post notice of appointment (SOS Form 10-14), notice of delivery (SOS Form 10-15), and notice of meeting (SOS Form 10-16). | City Secretary City Council | 6.70(a) 7.33 7.34 | *30th | |
| Apr 4 | Recommended* last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election. | City Secretary | 4.34(a) | *30th | |
| Apr 4 | Recommended* day to begin posting the notice of voting order priority for voters with mobility issues on the city's website (SOS Form 7-38). | City Secretary | 10.23(d) | *30th | |

*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--|---|-----------------------|---------------------|----------------------|---|
| Sat Apr 13 (Fri Apr 12 recom- mended) | LAST DAY for posting (SOS Form 1-14) (1) notice of election on bulletin board used for posting notices of city council meetings and (2) date, location of each polling place, and each candidate and measure on the ballot on the city's website. Note: The 21st day is Sat, meaning the notice can be delayed until Mon. The better practice is to post by Fri through at least election day. For cities conducting bond elections, additional posting and publication requirements apply. Home-rule cities see endnote 3. | City Secretary | 6.52(b) 12.15(e) | 21st (22nd) | |
| Sun Apr 14 (Fri Apr 12 recom- mended) | Type B cities: LAST DAY to post notice of election in 3 public places (SOS Form 1-14). Note: EC §1.006 does not apply to this LGC deadline; the better practice is to post before the weekend. | City Secretary | 6.52(b)(3) | 20th | |
| Apr 14 | <i>FIRST DAY SVC may begin work.</i> Note: EC §1.006 does not apply to the starting date. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification (SOS Forms 10-28 to 10-32). | City Secretary | 6.70(a) 6.72 | 20th | |
| Mon Apr 15 | <i>LAST DAY for unregistered FCPA applicant to apply and be eligible to vote a full ballot.</i> Note: Because the deadline falls on Sun, it moves to Mon for postmarked FCPAs. | City Secretary | 9.61(a) | 20th (19th) | |
| Tue Apr 16 | <i>LAST DAY early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions (SOS Forms 6-2 to 6-3).</i> | City Secretary | 9.46(b) | 18th | |
| Apr 16 to Tue Apr 23 | <i>Period when unregistered FCPA applicants received a federal ballot only.</i> Note: This may mean no ballot is sent. | City Secretary | 9.61 9.68 | 18th thru 11th | |

*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|----------------|---|-----------------------|-------------------------------------|---|---|
| Apr 16 | <i>Recommended* last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting (SOS Forms 15-1 to 15-8). Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.</i> | City Secretary | 6.63(d)(1) 6.63(d)(2) 6.64(c) | *18th | |
| Fri Apr 19 | <i>LAST DAY to accept an FPCA without a postmark and mail the voter a full ballot.</i> | City Secretary | 9.66(b) | 15th | |
| Apr 19 | LAST DAY to notify judges of duty to hold the election (SOS Form 4-17). | Mayor | 7.44(a) | 15th | |
| Apr 19 | LAST DAY to challenge write-in candidate for form, content, and procedure. | City Secretary | 2.18(f) | 15th | |
| Sat. Apr 20 | <i>LAST DAY for conducting first test of automatic tabulating and DRE equipment to be used for early voting. Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.</i> | City Secretary | 6.63(d) 6.64(c) | 14th (2 days before early voting starts) | |
| Mon Apr 22 | <i>FIRST DAY for early voting by personal appearance. Note: If voting will be conducted on Sat or Sun, notice of same must be posted at least 72 hours before such voting begins (SOS Form 5-15). The EV period in Nov. is longer. Rosters (SOS Form 5-6) must be posted by 11 a.m. on the day after voting. Period ends ED – 4 days.</i> | City Secretary | 9.14 | 12th | |
| Apr 22 | <i>FIRST DAY for new illness or disability allowing late application for late (emergency) early voting (SOS Forms 5-32 & 5-33). Note: While the illness or disability occurs on or after this date, the application cannot be submitted until the day after the early voting period ends.</i> | Voter | 9.73 | 12th | |

*An asterisk in Column 5 “ED Interval” is a time not statutorily required; EC §1.006 does not apply.

| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|-------------------------------------|--|---------------------------|------------------------------------|-------------|---|
| Tue Apr 23 | <i>LAST DAY to accept application for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i> Note: If the deadline falls on a Sat, Sun, or legal holiday, then personal delivery must be the first regular business day preceding that day. Originals are due 4 days after fax or email (except emailed FCPA). | City Secretary | 9.44(b)(1) 9.45(b-c) 9.68(c) | 11th | |
| Apr 23 | <i>LAST DAY to accept an FPCA from a registered voter or from an unregistered FPCA voter.</i> Note: The unregistered FPCA voter may only get a federal ballot, which may mean no ballot. | City Secretary | 9.61(c) 9.68(a, c) | 11th | |
| Apr 23 | <i>LAST DAY for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i> | City Secretary | 9.43(a)(2) | 11th | |
| Wed Apr 24 | LAST DAY to publish notice of election (SOS Form 1-14). Note: Home-rule cities see endnote 3. | Mayor | 6.52(a)(1) | 10th | |
| Thu Apr 25 | <i>If the EVBB has not yet met, it must do so by this date.</i> Note: 24-hour notice must be posted for each delivery of voting materials made before election day (SOS Forms 10-3 & 10-4). The board may process the materials but may not count ballots until after the end of early voting by personal appearance. The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency (SOS Form 10-32). | Early Voting Ballot Board | 9.57(a)(2) 10.03 | 9th | |
| Fri Apr 26 5 p.m. or midnight | LAST DAY for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filing electronically. Note: Deadline extended to midnight for electronic filing. See endnote 5 for current monetary thresholds. Reports must be posted to the city's website no later than 10 business days after receipt. | City Secretary | 3.13(c) | 8th | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|--|---|------------------------------|--------------------------|-------------------------------------|---|
| Mon Apr 29 | <i>FIRST DAY for death in family to qualify for late (emergency) early voting (SOS Forms 5-28 & 5-29). Note: While the death occurs on or after the day before the last day of early voting by personal appearance, the application cannot be submitted until the day after early voting by personal appearance ends. Voting by this method ends close of business the day before election day.</i> | City Secretary | 9.73(a) | 5th | |
| Tue Apr 30 | <i>LAST DAY of “regular” early voting by personal appearance (versus special forms of early voting).</i> | City Secretary | 9.11(b) | 4th | |
| Apr 30 to Sat May 4 7 p.m. | <i>Once early voting by personal appearance is over until 7 p.m. on election day, early voting materials may be delivered to the EVBB for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station. Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. Post notice of delivery continuously 24 hours before each delivery (SOS Forms 10-3 & 10-4). Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i> | City Secretary | 9.57(a)(1) 9.57(a)(3) | 4th through close of polls | |
| Wed. May 1 | <i>LAST DAY to receive in the mail an application to cancel mail ballot (SOS Form 6-6). Note: SOS does not apply EC §1.006.</i> | City Secretary | 9.54(a) | 3rd | |
| May 1 | <i>LAST DAY for first test of automatic tabulating or DRE equipment to be used at a polling place. Note: To ensure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before date of test.</i> | City Secretary | 6.63(d)(2) 6.64(b-c) | 3rd | |
| May 1 | <i>FIRST DAY the EVBB may begin counting ballots in an election held jointly with a county having a population of 100,000 or more. Note: Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i> | Early Voting Ballot Board | 9.57(a)(2) 9.57(f)(1) | 3rd | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|----------------------------|---|--|---------------------------|------------------------------|---|
| May 1 to Fri May 3 | <i>Period to apply for late (emergency) early voting because of death in family that occurs on or after the day before the last day of early voting by personal appearance (SOS Form 5-28 & 5-29). Note: Requires absence from county on election day. Period ends the day before ED.</i> | City Secretary | 9.73 | 3rd through 1st | |
| May 1 to Sat May 6 5 p.m. | <i>Period to apply for late (emergency) early voting because of illness or disability originating on or after ED – 12 days (SOS Form 5-32). Note: Application deadline ends at 5 p.m., but ballot can be returned until 7 p.m.</i> | City Secretary | 9.72(b) | 3rd through ED | |
| Fri May 3 | <i>LAST DAY to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i> | City Secretary | 9.83(e) | 1st | |
| May 3 | One-year deadline to post certain information on the city's website for the next general election to be held on May 3, 2025. Note: See endnote 1. | City Secretary | 2.13(d)(2) | next May election - 365 days | |
| May 3 | Recommended* date for delivery of equipment to polling places. Note: Statutory deadline is 6 a.m. on election day. | City Secretary | 6.65(b) | *1st | |
| May 3 | Recommended* day to post notice of council meeting to canvass the returns if canvass will be on 3rd day after election. Note: Notice must be posted at least 72 hours before time of meeting. Due to late ballots that can be counted, a later canvass may be likely. | City Secretary | 11.13 | *1st | |
| Sat May 4 7 a.m. to 7 p.m. | ELECTION DAY. Note: <i>Early voting clerk's office must remain open for early voting activities.</i> Voting by sick or disabled voters may occur at the main early voting place where electronic voting systems are used at precinct polling place (SOS Form 6-57). | City Secretary | 10.13(c)(1) | ED | |
| May 4 | <i>Deliver early voting ballots, etc., to EVBB.</i> Note: Second key to ballot box is delivered by chief of police or marshal. | City Secretary Judge EVBB (sets time) | 10.13(c)(1) 9.57(b)(1) | ED | |
| May 4 5 p.m. | <i>LAST HOUR for late applications for ballots (SOS Form 5-32) from voters who became ill or disabled on or after ED – 12 days.</i> | City Secretary | 9.72(b) | ED | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|-------------------------------------|--|------------------------------|----------------------|---------------------|---|
| May 4 7 p.m. | <i>LAST HOUR for receiving ballots from voters who became ill or disabled ill or disabled on or after ED – 12 days.</i> | City Secretary | 9.72(b) | ED | |
| May 4 7 p.m. | <i>LAST HOUR to receive mailed ballots with no postmark, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline. Note: Check mailbox at 7 pm regardless of regular delivery schedule. See deadline ED +1 day.</i> | City Secretary | 9.50(a) | ED | |
| May 4 | Receive precinct records, voted ballots, etc. Note: Chief of police or marshal receives keys to ballot boxes containing voted ballots. | City Secretary Mayor | 10.13(c) 10.32(d) | ED | |
| May 4 | Prepare unofficial tabulation of results. Note: Presiding judge must notify City Secretary if counting will not be complete by 2 a.m. | City Secretary | 10.34 10.32(b) | ED | |
| Mon May 6 5 p.m. | <i>LAST DAY to receive mailed ballots if the carrier envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. local time for the place of election. Note: Because the deadline falls on Sun, it moves to Mon. This deadline applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the U.S. Check your mailbox at 5 p.m.</i> | City Secretary | 9.50(a) | +1 (+2) | |
| May 6 | <i>FIRST DAY for public access to early voting by mail applications, ballot materials, and annual ABBMs. Note: Because the deadline falls on Sun, it moves to Mon.</i> | City Secretary | 11.70(d)(2) | +1 (+2) | |
| May 6 | <i>LAST DAY to deliver provisional ballots to voter registrar of each county in which city is located. Note: Because the deadline falls on Sun, it moves to Mon.</i> | City Secretary | 10.30(a)(2) | +1 (+2) | |
| Tue May 7 to Mon May 13 | <i>Period during which EVBB may meet to count ballots received from outside the U.S. if the early voting clerk certifies that all ballots mailed from outside the U.S. have been received. Note: The ED interval is +13 in Nov. of even numbered years.</i> | Early Voting Ballot Board | 11.02 | +3 through +9 | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|---------------------|---|--|-----------------------------|----------------------|---|
| May 7 to Wed May 15 | <i>Recommended* period to complete report of early votes cast for each candidate or measure, by election precinct. Note: must occur before canvass.</i> | City Secretary | 11.04(b) | *+3 through *+11 | |
| May 7 to Wed May 15 | Period for official canvass. Note: Canvass may occur only if all FPCA ballots have been received, the EVBB has completed the count of provisional ballots, and there are no deficiencies in mailed ballot carrier envelopes (certain deficiencies can be cured up to 6th day after election day). The canvass period of even-numbered Novembers is 14 days long. QUORUM to canvass is 2. RECOUNTS: Petition is due 2 p.m. 1st day (expedited) or 5 p.m. 3rd day after canvass. NEW LAW (HB 5180, RS): Images of voted ballots or cast vote records must be made publicly available the day after the canvass. IF A RUNOFF (not a tie) is needed, order the runoff not later than 5 days after the canvass. It is recommended that the runoff be ordered and notice issued at the canvass meeting (which would require a normal quorum). | Mayor (sets time) City Secretary (records results) City Council (takes action) | 11.12 6.72 | +3 through +11 | |
| May 7 to Wed May 15 | After canvass, recommended* period to issue certificates of election (SOS Form 23-1), official statement of elected officer (SOS Form 23-3), and oath of office (SOS Form 23-2). Note: If a recount is requested documents are not issued until after the recount. | Mayor City Secretary | 11.20 11.21 | *+3 through *+11 | |
| May 7 to Tue May 28 | Period for partial manual count of electronically counted ballots to begin not later than 72 hours after polls close and be completed by ED +21st day. Note: Because the deadline falls on Sat and Mon is Memorial Day, the deadline moves to Tue. | City Secretary | 11.31 | +3 through +21 (+24) | |
| Thu May 9 | <i>LAST DAY to receive a ballot from military or non-military voters casting from outside the U.S. who submitted an ABBM, IF cancellation mark indicates ballot was placed for delivery by 7 p.m. on election day.</i> | City Secretary | 9.50(b)(1) 9.68 11.02 | +5 | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|---------------|---|----------------------------------|------------------------|--------------------------------|---|
| Fri May 10 | <i>LAST DAY to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.</i> | City Secretary | 9.50(b)(2) | +6 | |
| May 10 | LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit (SOS Form 9-5). | Voter Registrar | 10.30(d) 9.26(d)(3) | +6 | |
| May 10 | LAST DAY for voter registrar to complete the review of provisional ballots. Note: The period is one day longer for elections in Nov. of even-numbered years | Voter Registrar | 10.30(d) | +6 | |
| May 10 | <i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i> | Voter | 6.72 | +6 | |
| May 10 | Type A cites: FIRST DAY elected officials may qualify and assume duties of office. Note: LGC §22.006 states 5th day after election not counting Sun. The resulting day is the 6th day after. Officials may not take office until the canvass is complete unless the election was cancelled. | Candidate with City Secretary | 11.23(a) | +6 | |
| Mon May 13 | <i>FIRST DAY a mailed ballot can be rejected if the carrier envelope was not properly executed, the signatures do not match, or is missing a statement of residence.</i> | Early Voting Ballot Board | 6.72 | +7 (+9) | |
| May 13 | LAST DAY for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. Note: This deadline is the 13th day for elections in Nov. of even-numbered years. | Early Voting Ballot Board | 11.01(b) | +9 | |
| Tue May 14 | LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 6-2). | Judge of EVBB | 11.03(a) | +10 | |
| Wed May 15 | LAST DAY for conducting the official canvass of the election. | City Council | 11.12 | +11 | |
| Thu May 16 | LAST DAY to register to vote for the runoff of the May 4 election. | Voter Voter Registrar | 4.07(f) 4.07(g) | June 15 runoff – 30 days | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|---|---|---------------------------------|--------------------|---------------------------------------|---|
| May 16 to Wed June 5 | Period to publish notice of the runoff election. Note: The runoff must be ordered first. See note for the canvass period. | City Secretary | 6.52(a) | June 15 runoff – 30 days to – 10 days | |
| Fri May 17 to Sat May 25 (May 24 recommended) | Period during which notice of disposition of provisional ballots must be mailed to voters (SOS Form 9-9). Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon, May 27, is Memorial Day. Accordingly, Fri, May 24 is recommended. | Judge of EVBB or City Secretary | 11.01(f) | by 10th day after canvass | |
| Mon May 20 | LAST DAY to make election records available in an electronic format for a fee of not more than \$50.00. Note: Because the deadline is Sun, it moves to Mon. | City Secretary | 11.70(c) | +15 (+16) | |
| Tue May 28 | LAST DAY for mailing results of manual count to SOS. Note: The deadline is Sat and Mon, May 27 is Memorial Day. See endnote 6. | City Secretary | 11.31(c) | +21 (+25) | |
| Mon Jun 3 | FIRST DAY of early voting in person for the runoff. | Voter | 9.11 | June 15 runoff - 11 days | |
| Jun 3 | Type A cites: LAST DAY elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant. | Candidate with City Secretary | 11.23(a) | +30 | |
| Tue Jun 11 | LAST DAY of early voting in the runoff. | Voter | 9.44 | June 15 runoff – 4 days | |
| Thu Jun 13 | LAST DAY of mandatory office hours. | City Secretary | 6.80(a) | +40 | |
| Sat Jun 15 | RUNOFF ELECTION DAY. | Voter | 12.01(d) | set by SOS | |
| Thu July 4 | FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container and make original voted ballots available. Note: EC §1.006 does not apply to the first day. | City Secretary | 11.70(e) | +61 | |
| Mon July 15 | LAST DAY for timely filing of semiannual report of contributions and expenditures. | City Secretary | 3.12(b) 3.16(a) | July 15 | |

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| Date | Action | By or With Whom Taken | M § | ED Interval | ✓ |
|----------------------|--|----------------------------------|------------|----------------------------|----------|
| Thu Mar 5 2026 | Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications. | City Secretary | 11.71(c) | day after +22 months | |
| Tue May 5 2026 | Last day of preservation period for candidate applications and certain petitions. | City Secretary | 11.71(d) | day after +2 years | |

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Endnotes

1. The following information must be posted on a city's website [M §2.13(d)], if the city maintains a website [M §1.53]: (1) the city's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the city; (3) the date and location of the next election for officers of the city; (4) the requirements and deadline for filing for candidacy of each elected office of the city for the next election (posted one year prior to the date of that election); (5) notice of city council meetings; and (6) minutes of city council meetings. A city with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6). [GC §2051.201].
2. The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
3. Follow home-rule city's charter provision, if any.
4. If a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline for filing falls on a weekend or holiday, it moves to the next business day. Withdrawal deadlines after the extended filing deadlines will be impacted.
5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of threshold reporting dollar amounts. The following is a summary of the most common ones [M Ch. 3]:

| Election Code § | Threshold Description | Original Amount | 2023 Amount | 2024 Amount |
|-------------------------------|--|------------------------|--------------------|------------------------------|
| 253.031(b) | <i>PAC</i> : amount of contributions or expenditures permitted before appointment of treasurer is required. | \$500 | \$980 | TBD on or about Jan. 1 |
| 254.036 | <i>Electronic Filing Exemption</i> : amount at or below which a filer may qualify. | \$20,000 | \$30,820 | TBD |
| 254.095 | <i>Local officeholders, contributions</i> : amount over which reporting is required. | \$500 | \$1,010 | TBD |
| 254.181 254.182 254.183 | <i>Candidate or specific-purpose PAC, modified reporting</i> : contribution or expenditure amount at or below which filers may avoid pre-election reports. | \$500 | \$1,010 | TBD |

6. Election Code holidays unless noted otherwise in italics:

| Holidays in 2024 | Date |
|--|---------------------------|
| New Year's Day | January 1, 2024 |
| Martin Luther King Jr. Day. (3rd Monday in January) | January 15, 2024 |
| Confederate Heroes Day | January 19, 2024 |
| Presidents' Day/Washington's Birthday (3rd Monday in February) | February 19, 2024 |
| Texas Independence Day | March 2, 2024 |
| <i>Good Friday</i> | <i>March 29, 2024</i> |
| <i>Cesar Chavez Day</i> | <i>March 31, 2024</i> |
| San Jacinto Day | April 21, 2024 |
| Memorial Day (last Monday in May) | May 27, 2024 |
| Emancipation Day/Juneteenth | June 19, 2024 |
| Independence Day | July 4, 2024 |
| Lyndon Bains Johnson Day | August 27, 2024 |
| Labor Day (1st Monday in September) | September 2, 2024 |
| <i>National Voter Registration Day</i> | <i>September 17, 2024</i> |
| <i>Yom Kippur</i> | <i>October 11, 2024</i> |
| Columbus Day/Indigenous Peoples Day (2d Monday in October) | October 14, 2024 |
| Veteran's Day | November 11, 2024 |
| Thanksgiving Day (4th Thursday in November) | November 28, 2024 |
| Friday after Thanksgiving | November 29, 2024 |
| <i>Day before Christmas (not an Election Code holiday)</i> | <i>December 24, 2024</i> |
| Christmas Day | December 25, 2024 |
| <i>Day after Christmas (not an Election Code holiday)</i> | <i>December 26, 2024</i> |

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Election Candidate Public Access Form



Name of Candidate: _____

Address: _____

City/State/Zip: _____

Home/Cell Phone: _____

Work Phone: _____

Personal Email: _____

Public Email: _____

Are you a registered voter in the City of Rockdale? YES NO

GENERAL RELEASE

I, _____, agree to the disclosure of information as indicated below for publication and availability to the public. I understand that my application for candidacy (once filed) along with other informational forms are public information and may be accessed by the press, general public, and opponents.

Dated this ____ day of _____, 2024.

Signature of Affiant

SWORN to subscribe before me, this ____ day of _____, 2024.

ATTEST

Shanna Johnson, City Secretary

| Description of Information | Allow Public Access | |
|---|---------------------|----|
| | YES | NO |
| Home Address | | |
| Home/Cell Phone Numbers | | |
| Work Phone | | |
| Information that reveals if you have family members | | |
| Emergency Contact Information | | |

Section 552.024 of the Texas Government Code states that within fourteen (14) days of appointment or election, a public official may elect in writing to keep the above information confidential/private. This Public Access form will remain on file to meet pre- and post-election requirements. This form may be updated as necessary.