

MAY 1, 2021 MUNICIPAL ELECTION CANDIDATE FILING PACKET

(Para asistencia en español, favor de llamar al telefono Maria Tueme al tel. 817-626-5421 ext 332.)
(Để dịch sang tiếng Việt, vui lòng gọi 817-626-5421 Ext. 324)



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Due to the volume of paper, the instruction guides for Campaign Finance Reporting along with Title 15 Election Code are available electronically on the enclosed CD "Texas Ethics Commission Forms & Instructions".

If you have questions concerning the election please contact:

RIVER OAKS CITY SECRETARY
817-626-5421, EXTENSION 326

THE SECRETARY OF STATE
1-800-252-8683 or (512) 463-5650
www.sos.state.tx.us

If you have questions concerning campaign contributions and expenditures contact:

THE TEXAS ETHICS COMMISSION
1-800-325-8506 or (512) 463-5800
www.ethics.state.tx.us

Office of the City Secretary
4900 River Oaks Blvd.
River Oaks, Texas 76114
817-626-5421, extension 326



January 13, 2021

COVER LETTER OF CANDIDATE INFORMATION FROM THE CITY SECRETARY

Dear Prospective Candidate:

Thank you for your interest in serving the citizens of River Oaks. Should you decide to become a candidate, your candidacy requires compliance with certain state statutes and of the city charter and local city ordinances. To assist you, I have prepared this **Candidate Filing Packet** with necessary forms and pertinent instructions in order for the perspective candidate to file for a place on the ballot. I encourage you to read this letter and the enclosed material prior to filling out the specific forms. *The City of River Oaks will conduct a General Election on May 1, 2021 to elect the following:*

City Council Member Place 2 & Council Member Place 4

The term of office for these two places is for 3-years. The eligibility Requirements for a candidate to run for Public Office is in accordance to *Section 141.001 Election Code and Section 3.07 of the City Charter as follows:*

- (1) be at least twenty-one (21) years of age on the date of the election or date of appointment;
- (2) be a citizen of the United States;
- (3) be a qualified vote[r] of the city;
- (4) reside and have resided continuously in the state for 12-months immediately preceding the deadline for filing an application for a place on the ballot and within the corporate limits of the city 12-months preceding the election day in which he or she is elected;
- (5) No candidate may file for more than one office or position number per election.
- (6) Not have been determined by a final judgment of a court exercising probate jurisdiction to be:
 - (A) *Totally mentally incapacitated; or*
 - (B) *Partially mentally incapacitated without the right to vote;*
- (7) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;

WHAT'S NEW THIS YEAR?

1. **NEW LAW:** Section 145.098, as amended by House Bill 1067 (2019), states if a candidate dies on or before the deadline for filing an application for a place on the ballot, the authority responsible for preparing the ballots MAY choose to omit the candidate. If the authority does choose to omit the candidate, the deadline for filing an application for a place on the ballot, is extended to the fifth day after the filing deadline, Wednesday, February 17th. This extended deadline only applies to the regular filing deadline. It **DOES NOT** apply to the write-in deadline.
2. **NEW LAW:** Section 145.098, as amended by House Bill 1067 (2019), states if a candidate dies on or before the deadline for filing an application for a place on the ballot, the authority responsible for preparing the ballots MAY choose to omit the candidate. If the authority does choose to omit the candidate, the deadline for filing an application for a place on the ballot, is extended to the fifth day after the filing deadline, February 17th. This extended deadline only applies to the regular filing deadline. It does NOT apply to the write-in deadline.

3. **Hart Voting System:** Starting in November 2019 Tarrant County Voters will vote using the Hart InterCivic Verity Voting System, a hybrid system that provides a paper trail for every voter, combined with the latest advancement in digital security. On August 13, 2019, Tarrant County selected HART InterCivic to replace our old voting technology with their brand-new Hybrid System.

It provides a paper trail ensuring voters would have the possibility of confirming their selections before they were recorded. Early Voters will now also have a paper ballot to verify; there will no longer be different voting experiences between early and election-day voting, and the voter will be able to vote at any Tarrant County official polling site even on Election Day.

4. **NEW LAW:** Every application that comes in before the 37th day before election day has to be mailed by the 30th day before election day. Any application that comes in after the 37th day before election day will follow the 7-day timeline in Sec. 86.004. (H.B. 273, 86th Legislature, 2019).

NEPOTISM: Chapter 573, Government Code: A nepotism prohibition prescribed by Section 573.041 or by a municipal charter or ordinance does not apply to an appointment, confirmation of an appointment, or vote for an appointment or confirmation of an appointment of an individual to a position if:

- (1) the individual is employed in the position immediately before the election or appointment of the public official to whom the individual is related in a prohibited degree; and
- (2) that prior employment of the individual is continuous for at least:
 - (A) 30 days, if the public official is appointed;
 - (B) **six months, if the public official is elected at an election other than the general election for state and county officers.**

FORMS IN THE CANDIDATE FILING PACKET: Includes the Application for place on the ballot, Form CTA (*Appointment of Campaign Treasurer*) including instructions, Form ACTA (*Amendment to Campaign Treasurer*) including instructions, Form CFCP (*Code of Fair Campaign Practices*), Form CO/H (*Candidate/Office Holder Campaign Finance Report*). Instructions to completing CO/H campaign finance forms are included in separate CD "Texas Ethics Commission Forms & Instructions".

APPLICATION FOR A PLACE ON THE BALLOT AND INSTRUCTIONS

- An Application for a Place on the Ballot, and Appointment of Candidate's Campaign Treasurer must be filed with the City Secretary before a candidate may accept political contributions or make political expenditures. Additionally, an incomplete or defective application is required to be returned to the applicant as rejected. **The first business day for filing is Wednesday, January 15, 2020 at 8:00 A.M. with the last day to file being Friday, February 14, 2020 at 5:00 p.m.**
- The City Secretary must review each application to determine whether it complies with the requirements as to form, content and procedure. The City Secretary will review each candidate's application to verify that the candidate meets the corresponding eligibility requirements.
- The City Secretary will review the application and list every defect in the rejection notice instead of stopping the review with the first-discovered ground for rejection, unless the application reveals that the applicant is ineligible or is filed too late for the timely filing of another application.
- The review must be completed no later than the 5th day after the application is received unless it is accompanied with a petition of voters, in which case the petition is considered a part of the application and the review must be completed as soon as practicable after the date of receipt.
-

- Delivery of a rejection notice will be by personal delivery, mail or other method of transmission. In addition, the City Secretary may also telephone the candidate. If the candidate whose application has been rejected files another application before the filing deadline, the city secretary will review the second or any subsequent application in the same manner as the first. **Late applications received after the deadline of the filing date will be refused.**

EMAIL ADDRESS: The Application for a place on the ballot contains an area for the inclusion of an E-Mail Address. *Please be advised that completion of this area is optional and if completed, the E-Mail Address will become part of the public record and is subject to the Public Information Act.* **If you are a current officeholder do not include your city e-mail address on application. If you plan to include an E-Mail Address on the Application, it must be your own personal E-Mail Address.**

FORM CTA - APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE & INSTRUCTION GUIDE

This form must be submitted with your application or shortly thereafter but **must be on file** with your application **prior to making campaign expenditures or accepting campaign contributions.** If you do not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures, please sign and submit **Form CTA PG 2 - Candidate Modified Reporting Declaration.** If during your campaign you are about to **exceed \$500**, you will need to file additional contribution reports as outlined in the Campaign Finance Guide for Candidates and Officeholder. *Instructions for filling this form are enclosed in the Candidate Election Packet.*

FORM ACTA - AN AMENDMENT TO APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE AND INSTRUCTION GUIDE

If for any reason you wish to amend the appointment of your Campaign Treasurer, please use Form ACTA as attached. *Instructions for filling this form are enclosed in the Candidate Election Packet.*

FORM CFCP - CODE OF FAIR CAMPAIGN PRACTICES AND CHAPTER 258, ELECTION CODE FAIR CAMPAIGN PRACTICES ACT: Every candidate is encouraged to subscribe to the Code of Fair Campaign Practices. This form may be submitted along with the Application for a Place on the Ballot and Appointment of Campaign Treasurer forms. Please note that while the Texas State Ethics Commission encourages all candidates to subscribe to this Code, it is on a voluntary basis.

TEXAS ETHICS COMMISSION - CAMPAIGN FINANCE GUIDE FOR CANDIDATES AND OFFICE HOLDERS WHO FILE WITH LOCAL FILING AUTHORITIES.

Form C/OH (Pages 1, 2 & 3): Campaign Finance Report: Instructions and Filing Schedules are provided in the Texas Ethics Commission “CD” enclosed herein. *(Note: Those candidates that file modified reporting is not required to file this form.)*

Form C/OH-UC Candidate/officeholder report of unexpended contributions: This form is for filing either annual report of unexpected contributions or report of the final disposition of unexpected contributions. *Instructions for filling this form are enclosed in CD “Texas Ethics Commission Forms and Instructions”.*

Form C/OH – FR Designation of Final Report

- This form must be submitted to the City Secretary if, after your campaign, you do not expect any further political contributions or expenditures. Designating a report as a **final report** terminates your campaign treasurer appointment, and no further campaign contribution reports need to be filed.
- The candidate or the candidate’s campaign treasurer must complete all applicable financial reports; however, the candidate is responsible for filing all reports. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties. Please note that while the City Secretary is the local filing authority, he/she is not a financial

Commission Forms and Instructions". Should you have questions concerning these reporting procedures, please contact the Ethics Commission at 1-800-325-8506 or (512) 463-5800.

Form COR-CO/H: This form is for corrections to the Candidate /Office Holder Report (C/OH). This form and instructions to complete this form are included in the CD "Texas Ethics Commission Forms and Instructions".

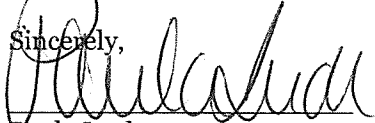
NOTE: *Financial reports have been determined to be open records and will be viewed as such by reporters and opponents alike. Therefore, the importance of adhering to the financial reporting procedures cannot be overemphasized.*

ELECTION DOCUMENTS ARE PUBLIC RECORDS: Election documents and public records are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Texas Secretary of State at toll free number 1-800-252-8683, or www.elections@sos.state.tx.us

FINALLY: For any questions regarding the **"Candidate Filing Packet"** please feel free to contact me at 817-626-5421, extension 326 or by email at pbagwell@riveroakstx.com . It is my pleasure to assist all candidates in making the election process as simple as possible.

I encourage all candidates to follow the Code for Campaign Practices and in doing so I feel we will have a competitive but respectful election process. Of course, I feel there really are no winners or losers in an election; the real winner to me is the City of River Oaks and its citizens. Thank you for your interest in our great city and I will be looking forward to working with you over the next few months during the election process.

Sincerely,



Paula Luck
City Secretary/City of River Oaks

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE <u> </u> CITY OF RIVER OAKS <u> </u> GENERAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board					
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 BALLOT¹		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER (Optional) ²
TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN			
		IN STATE year (s) month(s)		IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED³ 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 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.					
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:					
"I, (name) _____, 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 finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. 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 further swear that the foregoing statements included in my application are in all things true and correct."					
<div style="display: flex; align-items: center; justify-content: center;"><div style="font-size: 2em; margin-right: 10px;">X</div><div style="border-bottom: 1px solid black; width: 80%;"></div></div>					
SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the _____ day of _____.					
SEAL					
Signature of Officer Administering Oath ⁴			Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD: (See Section 1.007)					
Voter Registration Status Verified <input type="checkbox"/>			Date Received _____		Signature of Secretary _____

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election 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 **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

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. 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 himself, or to any other member of the governing body or court on which he 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 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.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the 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>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

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.

DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL

SOLICITUD PARA FIGURAR EN LA BOLETA DE <u>CITY OF RIVER OAKS</u> ELECCIÓN GENERAL					
A: Secretario(a) de la Ciudad/ Secretario del Consejo					
Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.					
PUESTO OFICIAL SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)				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 FIGURE EN LA BOLETA¹		
DIRECCIÓN RESIDENCIAL PERMANENTE (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)			DIRECCIÓN POSTAL PÚBLICA (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)		
CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
CORREO ELECTRÓNICO PÚBLICO (Si está disponible.)		EMPLEO (No deje este espacio en blanco.)	FECHA DE NACIMIENTO <div style="text-align: center; font-size: 1.5em;">/ /</div>		VUID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE (Opcional) ²
INFORMACIÓN DE CONTACTO (Opcional) Tel. residencial:		DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD			
Tel. laboral:		EN EL ESTADO ____ año(s) ____ mes(es)		EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A³ ____ año(s) ____ mes(es)	
Tel. celular:					
En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.					
Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara: “Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre el nepotismo según el Capítulo 573 del Código de Gobierno. Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas”.					
<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">X</div> <div style="border-top: 1px solid black; width: 100%;"></div> <div style="text-align: right; font-weight: bold; margin-top: 5px;">FIRMA DEL CANDIDATO</div>					
Jurado y suscrito ante mí en _____, este día ____ de _____, _____.					
SELLO					
Firma del oficial que administra el juramento ⁴ _____ Título del oficial que administra el juramento _____					
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
		Date Received _____		Signature of Secretary _____	
Voter Registration Status Verified <input type="checkbox"/>					

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período 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 se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad, y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.

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	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE		
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 (NO PO BOX PLEASE); 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 \$930 in political contributions
or make more than \$930 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

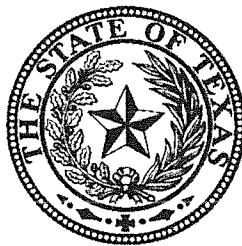
Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

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, 2021

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 communication;
- (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 expenditure from your 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.

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. Please do not enter a P.O. Box.
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 \$930 in political contributions or make more than \$930 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 \$930 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 (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$930 maximums apply to each election within the cycle. In other words, you are limited to \$930 in contributions and expenditures in connection with the primary, an additional \$930 in contributions and expenditures in connection with the general election, and an additional \$930 in contributions and expenditures in connection with a runoff.

EXCEEDING \$930 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed \$930 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 \$930 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.

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM ACTA
PG 1

1 CANDIDATE NAME	2 FILER ID #	3 Total pages filed:
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See ACTA Instruction Guide for detailed instructions.
Use this form for changes to existing information *only*. Do not provide information previously disclosed.

4 CANDIDATE NAME	NEW	MS / MRS / MR	FIRST	MI	OFFICE USE ONLY		
	<div style="border-bottom: 1px solid black; height: 20px;"></div>						
5 CANDIDATE MAILING ADDRESS	NEW	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE				Date Received	
	<div style="border-bottom: 1px solid black; height: 40px;"></div>					Date Hand-delivered or Postmarked	
6 CANDIDATE PHONE	NEW	AREA CODE	PHONE NUMBER	EXTENSION	Receipt #		Amount \$
	<div style="border-bottom: 1px solid black; height: 40px;"></div>				Date Processed		Date Imaged
7 OFFICE HELD (if any)	NEW						
8 OFFICE SOUGHT (if known)	NEW						
9 CAMPAIGN TREASURER NAME	NEW	MS / MRS / MR	FIRST	MI	NICKNAME	LAST	SUFFIX
	<div style="border-bottom: 1px solid black; height: 40px;"></div>						
10 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	NEW	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY;				STATE;	ZIP CODE
	<div style="border-bottom: 1px solid black; height: 60px;"></div>						
11 CAMPAIGN TREASURER PHONE	NEW	AREA CODE	PHONE NUMBER	EXTENSION			
	<div style="border-bottom: 1px solid black; height: 40px;"></div>						
12 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>						
	<div style="border-bottom: 1px solid black; width: 100%;"></div> <p style="text-align: center;">Signature of Candidate</p>				<div style="border-bottom: 1px solid black; width: 100%;"></div> <p style="text-align: center;">Date Signed</p>		

GO TO PAGE 2

AMENDMENT:
CANDIDATE MODIFIED REPORTING DECLARATION

FORM ACTA
PG 2

**13 CANDIDATE
NAME**

**14 MODIFIED
REPORTING
DECLARATION**

NEW

**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 \$930 in political
contributions or make more than \$930 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

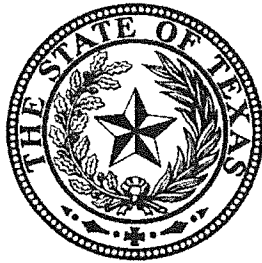
Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC

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

TEXAS ETHICS COMMISSION

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM ACTA—INSTRUCTION GUIDE



Revised January 1, 2021

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

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(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

FORM ACTA—AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA). Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA).

If any of the information required to be reported on your CAMPAIGN TREASURER APPOINTMENT changes, you should file an amendment. Use the AMENDMENT form (Form ACTA) to report the changes. Do not use the APPOINTMENT form (Form CTA).

You must also use the AMENDMENT form to renew your option to file under the modified schedule.

Except for your name at the top of the form (and your filer account number, if you file with the Texas Ethics Commission (Commission)), enter only the information that is *different* from what is on your current campaign treasurer appointment. Do not repeat information that has not changed. The “NEW” boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a “NEW” box will replace the existing information.

SPECIFIC INSTRUCTIONS

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

PAGE 1

- 1. CANDIDATE NAME:** Enter your name as it is on your current campaign treasurer appointment. Enter your name in the same way on Page 2, Section 13, of this form. If you are reporting a name change, enter your new name under Section 4.
- 2. FILER ID #:** If you are filing with the Commission, you were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see “FILER ID #.” If you do not file with the Ethics Commission, you are not required to enter an account number.
- 3. 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.

4. **CANDIDATE NAME:** Complete this section only if your name has *changed*. If your name has changed, enter your complete new name, including nicknames and suffixes (e.g., Sr., Jr., III) if applicable.
5. **CANDIDATE MAILING ADDRESS:** Complete this section only if your mailing address has *changed*. If your mailing address has changed, enter your complete new address, including zip code. This information will allow your filing authority to correspond with you.
6. **CANDIDATE PHONE:** Complete this section only if your phone number has *changed*. If your phone number has changed, enter your new phone number, including the area code and extension, if applicable.
7. **OFFICE HELD:** If you are an officeholder, complete this section only if your office has *changed*. If your office has changed, please enter the new office held. Include the district, precinct, or other designation for the office, if applicable.
8. **OFFICE SOUGHT:** If you are a candidate, complete this section only if the office you seek has *changed*. If the office has changed, please enter the office you now seek, if known. Include the district, precinct, or other designation for the office, if applicable.

Note: Changing the office you are seeking may require you to file your reports with a different filing authority. See the Campaign Finance Guide for further information on filing with a different authority.

9. **CAMPAIGN TREASURER NAME:** Complete this section only if your campaign treasurer has *changed*. If your campaign treasurer has changed, enter the full name of your new campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

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.

10. **CAMPAIGN TREASURER STREET ADDRESS:** Complete this section only if your campaign treasurer's street address has *changed*. If your campaign treasurer's street address has changed, enter the complete new address of your campaign treasurer, including the zip code. You may enter either the treasurer's new business or residential street address. If you are your own treasurer, you may enter either your business or residential street address. Please do not enter a P.O. Box.
11. **CAMPAIGN TREASURER PHONE:** Complete this section only if your campaign treasurer's phone number has *changed*. If your campaign treasurer's phone number has

changed, enter the new phone number of your campaign treasurer, including the area code and extension, if applicable.

12. 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.

Note: The changes you have made on this form will replace the information on your previous APPOINTMENT form (Form CTA).

PAGE 2

13. CANDIDATE NAME: Enter your name as you did on Page 1, Section 1.

14. 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.

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 \$930 in political contributions or make more than \$930 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 \$930 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 semi-annual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$930 maximums apply to each election within the cycle. In other words, you are limited to \$930 in contributions and expenditures in connection with the primary, an additional \$930 in contributions and expenditures in connection with the general election, and an additional \$930 in contributions and expenditures in connection with a runoff.

Exceeding \$930 in contributions or expenditures. If you exceed \$930 in contributions or expenditures in connection with an election, you must file according to the regular 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 \$930 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 another amendment form (ACTA) to renew your option to file under the modified schedule.

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

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

1 ACCOUNT NUMBER
(Ethics Commission Filers)

2 TYPE OF FILER

CANDIDATE ☐

POLITICAL COMMITTEE ☐

*If filing as a candidate, complete boxes 3 - 6,
then read and sign page 2.*

*If filing for a political committee, complete
boxes 7 and 8, then read and sign page 2.*

3 NAME OF CANDIDATE
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

**4 TELEPHONE NUMBER
OF CANDIDATE**
(PLEASE TYPE OR PRINT)

AREA CODE

PHONE NUMBER

EXTENSION

()

5 ADDRESS OF CANDIDATE
(PLEASE TYPE OR PRINT)

STREET / PO BOX;

APT / SUITE #;

CITY;

STATE;

ZIP CODE

**6 OFFICE SOUGHT
BY CANDIDATE**
(PLEASE TYPE OR PRINT)

7 NAME OF COMMITTEE
(PLEASE TYPE OR PRINT)

**8 NAME OF CAMPAIGN
TREASURER**
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

GO TO PAGE 2

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature

Date

2021 ELECTION CALENDAR

January

Wednesday, January 13, 2021 (30th day before Friday, February 12, 2021, regular filing deadline for a place on the ballot)

First day to file an application for a place on the ballot or a declaration of write-in candidacy. (Secs. 143.007, 144.005 Election Code; Secs. 11.055 and 130.082(g) Educ. Code).

February

Friday, February 12, 2021 (78th day before election day)

5:00 p.m. - Last day for a candidate in a political subdivision (other than a county) to file an application for a place on the ballot for general election for officers for most political subdivisions, except as otherwise provided by the Texas Election Code. (Secs. 143.007(c), 144.005(d); Sec. 11.055, Education Code; Chapter 286, Health & Safety Code)

An application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority. (Secs. 143.007(b), 144.005(b)).

Tuesday, February 16, 2021 (74th day before election day)

5:00 p.m. - Deadline for write-in candidates to file Declarations of Write-In Candidacy (PDF) for regular officers for city, school district, library district, junior college district, hospital district, common school districts, Chapter 36 and 49 Water Code districts, and other political subdivision elections, unless otherwise provided by law. (Secs. 144.006(b), 146.054(b), 146.055, Election Code; Secs. 11.056, 11.304, 130.0825, Education Code; Secs. 326.0431, Local Government Code; Sec. 285.131, Health and Safety Code; and Secs. 36.059, 49.101, 63.0945, Water Code).

NOTE: An application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority. (Secs. 143.007(b), 144.005(b)).

Thursday, February 18, 2021 (72nd day before election day)

First day to post Notice of Drawing for Place on Ballot (PDF) if drawing is to be conducted on Monday, February 22, 2021. This notice must be posted for 72 hours immediately preceding the time of the drawing. (Sec. 52.094(c)).

For an election held at county or city expense, if a candidate gives the filing authority a written request, accompanied by a stamped, self-addressed envelope, the filing authority must mail the candidate a notice of ballot position drawing. (Sec. 52.094(d)).

Friday, February 19, 2021 (71st day before election day)

5:00 p.m. – Last day for a candidate to withdraw, by submission of a notarized Certificate of Withdrawal (PDF) or a notarized letter. **If a candidate withdraws or is declared ineligible by this date, his or her name is omitted from the ballot.** (Secs. 145.092(f), 145.094(a)(4); 145.096(a)(4)). For special circumstances regarding withdrawal of a candidate before ballots are prepared, please contact the Elections Division of the Office of the Texas Secretary of State.

5:00 p.m. – Last day to **withdraw** as a **write-in** candidate in the general election ordered by a political subdivision other than a county. (Secs. 144.006(c), 146.0301; 146.054(c)). (Candidates may use the Certificate of Withdrawal (PDF)).

Recommended first day that an election may be cancelled **if** all filing deadlines have passed, each candidate for an office listed on the ballot is unopposed (except as discussed below), and write-in votes may be counted only for names appearing on a list of write-in candidates. (Sec. 2.052). The Certification of Unopposed Candidates for Other Political Subdivisions may be used to certify candidates as unopposed. Also, see our [Sample Order of Cancellation \(PDF\)](#).

Monday, February 22, 2021 (68th day before election day)

Recommended date to conduct ballot position drawing. (Sec. 52.094).

March

Wednesday, March 3, 2021 (59th day before election day, extended from 60th day, as Tuesday, March 2, 2021 is Texas Independence Day)

Last day for the governing body of a political subdivision to deliver notice of the election to the county clerk/elections administrator and voter registrar of each county in which the political subdivision is wholly or partly located. (Sec. 4.008).

Friday, March 12, 2021 - Thursday, June 10, 2021 (50th day before election day – 40th day after election day)

Mandatory Office Hours: Each county clerk, city secretary, or secretary of a governing body (or the person performing duties of a secretary) must keep the office open for election duties for at least 3 hours each day, during regular office hours, on regular business days. (Sec. 31.122).

Wednesday, March 17, 2021 (45th day before election day)

For all voters requesting mail ballots with a standard application for ballot by mail (ABBM) who indicate that they are outside the United States, or voters requesting a mail ballot by FPCA, ballots must be mailed by this date or the 7th day after the clerk receives the application. (Sec. 86.004(b)).

Reminder: In regards to mail ballots for other voters (not military or overseas), the early voting clerk must mail a ballot not later than the 7th day after the later of: (1) the date the early voting clerk has accepted a voter's application for a ballot by mail or (2) the date the ballots become available for mailing. However, if the 7th day falls earlier than the 37th day before election day, the voter's mail ballot must be mailed no later than the 30th day before election day. (Sec. 86.004(a)).

April

Thursday, April 1, 2021 (30th day before election day)

Last day to register to vote or make a change of address effective for the May 1, 2021 election. (Secs. 13.143, 15.025).

A Federal Postcard Application (FPCA) also serves as an application for **permanent** registration under Texas law **unless the voter marked “my intent to return is uncertain” (2019 form), or “my return is uncertain” (2017 form)**. The early voting clerk should make a copy (for mailing ballots, keeping records, etc.), then should forward the original to the county voter registrar, as soon as practicable. (Sec. 101.055; 1 Tex. Admin. Code Sec. 81.40(a), (c)(2)).

First day of period during which notice of election must be published **if the method of giving notice is not specified by a law outside the Election Code**, and publication is the selected method of giving notice. (Sec. 4.003(a)(1)). The notice of election ordered by an authority of a city or school district must be given by publication in a newspaper in addition to any other method specified. (Secs. 4.003(c) and (d)). This notice may be combined with the other notices you are required to publish.

Cities, Schools, and Other Political Subdivisions: It is ***strongly recommended*** that the Notice of Voting Order Priority (PDF) for voters with mobility issues also be posted on the subdivision's website, if one is maintained by the political subdivision. (Secs. 63.0015 & 85.007(d)).

Saturday, April 10, 2021 (21st day before election day)

Last day to post notice of election on bulletin board used for posting notices of meetings of governing body. (Sec. 4.003(b)). A Record of Posting Notice of Election (PDF) should be completed at the time of posting. (Secs. 1.006; 4.005).

All Political Subdivisions: The election notice shall be posted on the political subdivision's website, if the political subdivision maintains a website. The order and notice should include all days and hours for early voting by personal appearance including voting on **ANY** Saturday or Sunday. (Secs. 85.006 & 85.007). **Note for cities and counties**, the election notice **must** be subsequently amended to include voting later ordered for **ANY** Saturday or Sunday and **must** be posted on the political subdivision's website, if maintained.

Monday, April 12, 2021 (19th day before election day)

Deadline for a person who is not permanently registered to vote to submit a postmarked FPCA, in order to receive a ballot for any non-federal election held on May 1, 2021. A person submitting who is **not** permanently registered to vote and submits a postmarked FPCA after this date and before election day is not entitled to receive a ballot for any non-federal election. See Friday, April 16, 2021 entry for timeliness of an FPCA received without a postmark. (Secs. 1.006; 101.052(e)).

Last day for a voter to hand-deliver their application for a ballot by mail (Sec. 84.008)

Monday, April 19, 2021 (12th day before election day; day before the last day to apply for a ballot by mail)

First day to vote early in person. (Sec. 85.001(e))

Cities and counties: Early voting in person must be conducted on the weekdays of the early voting period and during the hours that the county clerk's or city secretary's main business office is regularly open for business. (Sec. 85.005(a)).

A voter who becomes sick or disabled on or after Monday, April 19, 2021 may vote a late ballot if the sickness or disability prevents the voter from appearing at the polling place without the likelihood of needing personal assistance or of injuring his or her health. (Sec. 102.001). See Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability (PDF). An application may be submitted after the last day of the period for early voting by personal appearance and before 5:00 p.m. on Election Day.

Tuesday, April 20, 2021 (11th day before election day)

Last day for early voting clerk to receive applications for a ballot to be voted by mail. (Sec. 84.007(c)). All applications to vote by mail must be received by the early voting clerk before the close of regular business or 12 noon, **whichever is later**. Applications to vote by mail must be submitted by mail, common or contract carrier, fax (if a fax machine is available in the office of the early voting clerk), or by electronic submission of a scanned application with an original signature. The early voting clerk's designated email address must be posted on the Secretary of State's website.

If an ABBM is faxed or emailed or if an FPCA is faxed, then the applicant must submit the ORIGINAL application BY MAIL to the early voting clerk so that the early voting clerk **receives the original no later than the 4th business day after receiving the emailed or faxed ABBM or faxed FPCA**. If the early voting clerk does not receive the original ABBM or FPCA by that deadline, then the emailed or faxed ABBM or faxed FPCA will be considered incomplete, and the early voting clerk may NOT send the applicant a ballot. The requirement to mail the original application does not apply to an **emailed** FPCA.

Monday, April 26, 2021 (5th day before election day, day before last day of early voting, 4th business day after the deadline to apply for a ballot by mail)

A voter is eligible to vote a late ballot if they will be out of the county on election day due to a death in the immediate family (related within 2nd degree of consanguinity or affinity) that occurs on or after this day. The voter may submit the Application for Emergency Early Ballot Due to Death in Family (PDF) starting Wednesday, April 28, 2021 (the day after early voting in person ends). (Secs. 103.001, 103.003(b)). An application may be submitted after the last day of the period for early voting by personal appearance before the close of business on the day before election day. (Sec. 103.003). Deadline for the early voting clerk to receive, by mail, the original of an ABBM that was faxed or emailed of an FPCA that was faxed on the deadline to apply for a ballot by mail, Tuesday, April 20, 2021.

A that a voter who faxed or emailed their ABBM or faxed their FPCA must mail the original to the early voting clerk so that the early voting clerk **receives the original no later than the 4th business day after receiving the emailed or faxed ABBM or faxed FPCA.**

Tuesday, April 27, 2021 (4th day before election day)

Last day to vote early by personal appearance. (Sec. 85.001(e)).

May

Saturday, May 1, 2021 - (Election Day)

7:00 a.m. – 7:00 p.m.	<p>Polls open. (Sec.41.031).</p> <p>Voter registrar's office is open. (Sec. 12.004(c)).</p> <p>Early voting clerk's office is open for early voting activities. (Sec. 83.011). A voter may hand deliver a marked ballot by mail to the early voting clerk's office while the polls are open on election day. Under Section 86.006 of the Election Code, as amended by S.B. 5 (85th Regular Session, 2017), the voter must provide an acceptable form of identification under Section 63.0101 upon delivery. (86.006). The identification procedure is the same as that used for personal appearance voting under SB 5 (85th Regular Session, 2017) (Secs. 63.0101; 86.006).</p> <p>Sick and disabled persons may vote at the main early voting polling place if electronic voting systems are used at regular polling place(s) on election day and the voter has a sickness or condition that prevents the voter from voting in the regular manner without personal assistance or likelihood of injury. (Sec. 104.001, 104.003). However, if the early voting ballots by mail are processed at a location other than the main early voting polling place, the early voting clerk may require the voting to be conducted at that location. (Sec. 104.003).</p>
5:00 p.m.	<p>Deadline for receiving <u>Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability</u> for late ballots to be voted by persons who became sick or disabled on or after Monday, April 19, 2021. (Sec. 102.003(b)).</p>
7:00 p.m.	<p>Regular deadline for receiving early voting ballots by mail.</p> <p>Deadline for receiving early voting ballots by mail and late ballots cast by voters who became sick or disabled on or after, Monday, April 19, 2021. (Secs. 86.007(a); 102.006(c)).</p>

Chapter 3. Governing Body

Sec. 3.01. Governing body.

The governing and lawmaking body of the City of River Oaks shall consist of a mayor and five councilpersons and said body shall be known as the city council of the City of River Oaks.

State law reference—References to municipal governing body and to members of municipal governing body, V.T.C.A., Local Government Code, sec. 21.002.

Sec. 3.02. Elective officers.

The members of the city council of the City of River Oaks, which includes the mayor and five councilpersons, shall be the only elective officers of the city and they shall be elected and hold office and be compensated as herein provided. Said mayor and councilmen shall be elected from the city at large.

Sec. 3.03. Duties and powers of mayor.

The Mayor shall preside at all council meetings and may participate in the discussion of all matters coming before the council. The mayor shall not be entitled to vote as a member thereof, on legislative or other matters, except in case of a tie, when the mayor shall have the right to cast the deciding vote. The Mayor is the recognized head of the city government for all ceremonial purposes and by the governor for purposes of military law, but has no regular administrative duties. (Sec. 3.03 amnd. by Resolution 965-2019, prop. B, adopted 5/14/19)

State law reference—Powers and duties of mayor of type A general-law municipality, V.T.C.A., Local Government Code, sec. 22.042.

Sec. 3.04. Councilmen's duties.

The city councilpersons shall have all powers necessary and incident to the proper discharge of the duties imposed upon them. The City Council is hereby invested with all powers necessary to carry out the terms and provisions of this Charter; it being intended that the mayor and city council shall have an [and] exercise all powers enumerated in this Charter or implied thereby and all powers that are now or hereafter made and granted to municipalities by the Constitution and laws of the State of Texas.

Sec. 3.05. Mayor pro tempore.

At the first meeting following each annual election of officers, or as soon thereafter as practicable, one of the councilpersons shall be elected mayor pro tempore, who shall hold that office for one year. In case of the failure, inability or refusal of the mayor to act, the mayor pro tempore shall perform the duties and receive the fees and compensation of the mayor.

Sec. 3.06. Compensation of mayor and councilmen.

(a) The mayor may receive \$10.00 for each regular meeting he attends; \$5.00 for each special meeting attended and \$10.00 for services in corporation court for each meeting over which he presides, with a maximum salary of \$100.00 per month.

(b) Each councilperson may receive \$5.00 for each regular meeting and \$2.50 for each special meeting attended with the maximum not to exceed \$40.00 per month.

State law references—Compensation of officers in home-rule municipality, V.T.C.A., Local Government Code, sec. 141.004

Sec. 3.07. Qualifications of elective officers.

(a) Qualification for elected officers. Each person who becomes a candidate for Mayor or councilmember shall meet the following qualifications:

- (1) be at least twenty-one (21) years of age on the date of the election or date of appointment;
- (2) be a citizen of the United States;
- (3) be a qualified voter of the city;
- (4) reside and have resided for at least twelve (12) months preceding the election day within the corporate limits of the city; and
- (5) no candidate may file for more than one office or position number per election.

(b) Forfeiture of office. The Mayor or a councilmember shall forfeit his or her office if during a term of office, the Mayor or councilmember:

- (1) lacks any qualification for the office prescribed by this charter or by other law; or
- (2) is convicted of a felony crime or is convicted of a crime involving moral turpitude.

(Sec. 3.07 amnd. by Resolution 667-09, prop. 4, adopted 11/12/09)

State law reference—Eligibility for public office, V.T.C.A., Election Code, sec. 141.001 et seq.; age and residence requirements for home-rule city office, V.T.C.A., Election Code, sec. 141.003; candidates for city office, V.T.C.A., Election Code, ch. 143.

Sec. 3.08. Officers [oath and bond].

All officers of the city, whether elective or appointive, shall qualify by taking the oath prescribed by the Constitution of this state and by executing such bond as may be required under the provisions of this Charter and ordinances and resolutions of the city.

State constitution reference—Oath of office, Texas Constitution, art. 16, sec. 1.

State law reference—Official bonds, V.T.C.A., Government Code, ch. 604.

Sec. 3.09. Term of office.

The members of the council shall hold office as herein provided:

(a) Place System. Each councilperson shall be elected to and occupy a place on the council, such places being numbered places 1 through 5. The mayor and each councilmember shall be elected at large by a majority of the voters voting at the election.

(b) Term. The mayor and each member of the council shall hold office for a three year term. Upon expiration of the terms of the current mayor and councilmembers, their successors shall be elected for terms as follows:

Place 1 and 3 shall be elected for a term of two (2) years at the regular municipal election held in May 2011.

Place 2 and Place 4 shall be elected for a term of two (2) years at the regular municipal election held in May 2010.

Upon the expiration of the above terms of the mayor and councilmembers, their successors shall be elected for terms of three (3) years.

(Sec. 3.09 amnd. by Resolution 667-09, prop. 2, adopted 11/12/09)

Sec. 3.10. Meetings of the city councilpersons.

(a) Meetings. The city council shall hold at least one (1) regular meeting each month, at a time to be fixed by it for such regular meetings, and as many additional meetings during the month as may be necessary for the transaction of the business of the city and its citizens. (Sec. 3.10 amnd. by Resolution 667-09, prop. 3, adopted 11/12/09)

(b) Quorum. Three (3) council place members shall constitute a quorum. The mayor's presence shall not be counted for determining a quorum. (Sec. 3.10(b) amnd. by Resolution 965-2019, prop. C, adopted 05/14/19)

Sec. 3.11. Rules of the city council.

The city council shall determine its own rules of procedure and may compel the attendance of its members.

Sec. 3.12. Legislature procedure.

The affirmative vote of at least three (3) of those attending any meeting at which there is a quorum present shall be necessary and sufficient to adopt any ordinance or resolution. All meetings of the city council shall be public, except when otherwise directed by the council, and minutes of all proceedings shall be kept, to which any citizen may have access at all reasonable times and which shall constitute one of the archives of the city. The vote upon the passage of all ordinances and resolutions shall be taken by the "ayes" and "nays" and entered upon the minutes, and every ordinance or resolution, upon its final passage, shall be authenticated by the signature of the presiding officer and the person performing the duties of city secretary. (Sec. 3.12 amnd. by Resolution 965-2019, prop. C, adopted 5/14/19)

Sec. 3.13. Vacancies.

(a) If a vacancy occurs in the office of the Mayor, the Mayor Pro Tem shall act as Mayor until a successor is qualified pursuant to subsection (b) below. Any other vacancy on the City Council, including a position vacated by the Mayor Pro Tem, shall be filled in accordance with this section.

(b) A vacancy on the Council for an office with a three year term must be filled by special election in accordance with the requirements of the Texas Constitution, except as provided herein. In the event a vacancy occurs on the council for an unexpired term of twelve (12) months or less, the council may within 120 days hold a special election or by a majority vote of the remaining council, appoint a replacement to fill the vacancy.

(Sec. 3.13 amnd. by Resolution 667-09, prop. 2, adopted 11/12/09; Sec. 3.13 amnd. by Resolution 965-2019, prop. A, adopted 5/14/19)

Sec. 3.14. Interference in administrative matters.

The city manager shall be the chief administrative officer and the head of the administrative branch of the city. Except for the purpose of inquiry or investigation, the council and its members shall deal with the administrative departments and personnel solely through the city manager, and no member of the council shall give orders to any subordinate of the city manager, either publicly or privately. (Sec. 3.14 added. by Resolution 965-2019, prop. B, adopted 5/14/19)

Chapter 7. Elections*

Sec. 7.01. City elections.

The regular city election shall be held annually on the first Saturday in May, or other date established by state law, at which time officers will be elected to fill those offices, the terms of which expire that year. The council shall fix the hours and place for holding such election. Notice of the election shall be published according to state law. In the order, ordinance, or resolution of the council calling any election, at which more than one (1) council member shall be elected, the council shall, in calling such election, provide for a separate place on the ballot for each vacancy to be

filled at such election, designating such places as Place No. One, Place No. Two, etc.; and in case an unexpired term is to be filled at such election, the place for the unexpired term shall be so designated.

State law references—Authority to order election by political subdivision, V.T.C.A., Election Code, sec. 3.004; date for election of officers, V.T.C.A., Local Government Code, sec. 26.042; election dates, V.T.C.A., Election Code, ch. 41.

Sec. 7.02. Special elections.

The council, by ordinance or resolution, may call such special elections as are authorized by the state law, this charter, or for any other reason the council deems necessary, fix the time and place of holding same, and provide all means for holding such special elections in accordance with state law.

State law references—Ordering elections, V.T.C.A., Election Code, ch. 3; notice of special elections, V.T.C.A., Election Code, ch. 4; election dates, V.T.C.A., Election Code, ch. 41.

Sec. 7.03. Regulation of elections.

All general and special elections shall be held in accordance with the laws of the State of Texas regulating the holding of municipal elections and in accordance with this charter and ordinances or resolutions adopted by the council for the conduct of elections. The council shall appoint the election judges and shall provide for the compensation of all election officials in the city elections and for all other expenses in holding said elections.

Sec. 7.04. Judge of election.

The city council shall be the judge of the election and qualification of its own members and the mayor, subject to review of the courts in case of contest.

Sec. 7.05. Exception of Election Code.

In the event there is a conflict between any of the provisions of this charter and the Texas Election Code or an omission of any elements or provisions necessary for the conduct of an election, then those provisions of the Texas Election Code then existing shall prevail.

Sec. 7.06. Filing for office/procedures.

- (a) Each candidate for an elective office shall meet the qualifications set forth in Section 3.07 of this charter.
- (b) Any person so qualified who desires to become a candidate for election shall file an application with the city secretary, in accordance with the Texas Election Code.

State law references—Age and residence requirements for home-rule city office, V.T.C.A., Election Code, sec. 141.003; candidates for city office, V.T.C.A., Election Code, ch. 143.

Sec. 7.07. Holding other office.

No person elected to the council shall, during the term for which he is elected to the council, hold or be appointed to any office, position, or employment in the service of the city, and no former member of the council shall hold any compensated, appointive city office or employment until one (1) year after the expiration of the term for which he is elected to the council. This section shall not prohibit a member of the council from serving on the board of an economic development corporation, crime control and prevention district, or other instrumentality of the city, nor shall it prohibit a member of the council from holding a non-compensated office or position in the service of the city if the city council determines by a majority vote of the entire council that holding the office or position will benefit the city. (Sec. 7.07 amnd. by Resolution 965-2019, prop. D, adopted 5/14/19)

Sec. 7.08. Official ballots.

- (a) Candidates' Names on Ballots: The names of all candidates who have filed for office shall be printed on the official ballots without party designation. The order on the ballot of the names of the candidates for each office or

position shall be determined by lot in a drawing to be held under the supervision of the city secretary, or as otherwise required by state law.

(b) Early Voting shall be governed by the Texas Election Code.

State law references—Ballot form, content and preparation, V.T.C.A., Election Code, ch. 52.

Sec. 7.09. Canvassing and election results.

Returns of every municipal election shall be delivered forthwith by the election judges to the city secretary with a copy of the returns being sent to the Mayor. The council shall canvass the returns, investigate the qualifications of the candidates and declare the official results of the election prior to the first regular council meeting following delivery of the votes to the city secretary all in accordance with the Texas Election Code. The results of every municipal election shall be recorded in the minutes of the council. The qualified person receiving a majority of the votes cast for any office shall thereupon be declared elected by said council. The decision of the council, as to qualifications of candidates, shall be conclusive and final for all purposes.

State law reference—Canvassing elections, V.T.C.A., Election Code, ch. 67.

Sec. 7.10. Runoff.

In the event no candidate receives a majority of the votes cast, there shall be a runoff election held in accordance with state law.

Sec. 7.11. Notification of city officers.

After canvass of the votes, the city secretary, with the concurrence of the council, shall promptly notify all persons elected to office. A candidate who is elected in a regular, or special city election shall, take office, and enter upon his duties at the next council meeting after the date of the election.

FORM C/OH
COVER SHEET PG 1

Revised 8/17/2020

CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT

FORM C/OH
COVER SHEET PG 2

15 C/OH NAME

16 Filer ID (Ethics Commission Filers)

17 CONTRIBUTION TOTALS	1. TOTAL UNITEMIZED POLITICAL CONTRIBUTIONS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS, OR CONTRIBUTIONS MADE ELECTRONICALLY)	\$
	2. TOTAL POLITICAL CONTRIBUTIONS (OTHER THAN PLEDGES, LOANS, OR GUARANTEES OF LOANS)	\$
EXPENDITURE TOTALS	3. TOTAL UNITEMIZED POLITICAL EXPENDITURE.	\$
	4. TOTAL POLITICAL EXPENDITURES	\$
CONTRIBUTION BALANCE	5. TOTAL POLITICAL CONTRIBUTIONS MAINTAINED AS OF THE LAST DAY OF REPORTING PERIOD	\$
OUTSTANDING LOAN TOTALS	6. TOTAL PRINCIPAL AMOUNT OF ALL OUTSTANDING LOANS AS OF THE LAST DAY OF THE REPORTING PERIOD	\$

18 SIGNATURE I swear, or affirm, under penalty of perjury, that the accompanying report is true and correct and includes all information required to be reported by me under Title 15, Election Code.

Signature of Candidate or Officeholder

Please complete either option below:

(1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by _____ this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

(2) Unsworn Declaration

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

Executed in _____ County, State of _____, on the _____ day of _____, 20_____.
(month) (year)

Signature of Candidate/Officeholder (Declarant)

SUBTOTALS - C/OH

FORM C/OH
COVER SHEET PG 3

19 FILER NAME

20 Filer ID (Ethics Commission Filers)

21 SCHEDULE SUBTOTALS NAME OF SCHEDULE	SUBTOTAL AMOUNT
1. <input type="checkbox"/> SCHEDULE A1: MONETARY POLITICAL CONTRIBUTIONS	\$
2. <input type="checkbox"/> SCHEDULE A2: NON-MONETARY (IN-KIND) POLITICAL CONTRIBUTIONS	\$
3. <input type="checkbox"/> SCHEDULE B: PLEDGED CONTRIBUTIONS	\$
4. <input type="checkbox"/> SCHEDULE E: LOANS	\$
5. <input type="checkbox"/> SCHEDULE F1: POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS	\$
6. <input type="checkbox"/> SCHEDULE F2: UNPAID INCURRED OBLIGATIONS	\$
7. <input type="checkbox"/> SCHEDULE F3: PURCHASE OF INVESTMENTS MADE FROM POLITICAL CONTRIBUTIONS	\$
8. <input type="checkbox"/> SCHEDULE F4: EXPENDITURES MADE BY CREDIT CARD	\$
9. <input type="checkbox"/> SCHEDULE G: POLITICAL EXPENDITURES MADE FROM PERSONAL FUNDS	\$
10. <input type="checkbox"/> SCHEDULE H: PAYMENT MADE FROM POLITICAL CONTRIBUTIONS TO A BUSINESS OF C/OH	\$
11. <input type="checkbox"/> SCHEDULE I: NON-POLITICAL EXPENDITURES MADE FROM POLITICAL CONTRIBUTIONS	\$
12. <input type="checkbox"/> SCHEDULE K: INTEREST, CREDITS, GAINS, REFUNDS, AND CONTRIBUTIONS RETURNED TO FILER	\$

FORM C/OH: CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

These instructions are for the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH). A complete report includes the Form C/OH cover sheet, and any of the following schedules on which there is information to report: A1, A2, B, E, F1, F2, F3, F4, G, H, I, K, and T. A complete Final Report must also include Form C/OH-FR.

Note: Judicial candidates and officeholders must use a different form, Form JC/OH.

GENERAL INFORMATION

Use Form C/OH for filing the following reports:

- Semiannual reports (January 15 and July 15)
- Pre-election reports (30th day before election, 8th day before election)
- Runoff report (8th day before runoff election)
- Exceeded Modified Reporting Limit report
- 15th day after officeholder campaign treasurer appointment
- Final Report

See the instructions for sections 9 and 10 of the Cover Sheet for help in deciding which reports you are required to file.

OFFICEHOLDER ACTIVITY

An officeholder may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. However, an officeholder must have a campaign treasurer appointment on file before the officeholder may make campaign expenditures or accept campaign contributions.

DUTIES OF CANDIDATE OR OFFICEHOLDER

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

DUTIES OF CAMPAIGN TREASURER

State law does not impose any reporting or record-keeping obligations on a candidate's campaign treasurer.

WHERE TO FILE

This form is filed with the same filing authority with which you were required to file your Campaign Treasurer Appointment (Form CTA). If you are an officeholder who does not have a campaign treasurer appointment on file, file your reports with the same authority with which a candidate for your office must file the campaign treasurer appointment.

FILING A FINAL REPORT

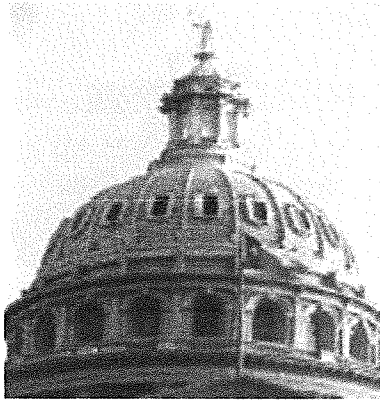
For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a Final Report of contributions and expenditures. A Final Report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports *as a candidate*. If you are an officeholder at the time of filing a Final Report, you may be required to file semiannual reports of contributions and expenditures as an officeholder. The only officeholders who are not required to file semiannual reports are officeholders who file locally, who do not have a campaign treasurer appointment on file, *and* who do not exceed \$900 in contributions or expenditures during the reporting period.

If you are not an officeholder at the time of filing a Final Report *and* if you have surplus funds or retain assets purchased with political funds, you will be required to file annual reports of Unexpended Contributions. (*See instructions for Form C/OH-UC.*)

To file a Final Report, you must complete the “C/OH CAMPAIGN FINANCE REPORT” (Form C/OH), check the “final” box in section 9 on the Cover Sheet, and complete and attach the “C/OH REPORT: DESIGNATION OF FINAL REPORT” (Form C/OH- FR).

POLITICAL ADVERTISING

What You Need to Know



The Texas Election Code requires certain disclosures and notices on political advertising. The law also prohibits certain types of misrepresentation in political advertising and campaign communications. This brochure explains what you need to know to insure that your political advertising and campaign communications comply with the law.

If you are not sure what the law requires, do the cautious thing. Use the political advertising disclosure statement whenever you think it might be necessary, and do not use any possibly misleading information in political advertising or a campaign communication. If you are using political advertising or campaign communications from a prior campaign, you should check to see if the law has changed since that campaign.

Candidates for federal office should check with the Federal Election Commission at (800) 424-9530 for information on federal political advertising laws.

NOTICE: This guide is intended only as a general overview of the disclosure statements that must appear on political advertising as required under Chapter 255 of the Election Code, which is distinct from political reporting requirements under Chapter 254 of the Election Code.

Texas Ethics Commission
P.O. Box 12070
Austin, Texas 78711-2070

(512) 463-5800

TDD (800) 735-2989

Visit us at www.ethics.state.tx.us.

Revised July 16, 2019

REQUIRED DISCLOSURE ON POLITICAL ADVERTISING

I. What Is Political Advertising?

The disclosure statement and notice requirements discussed in this section apply to “political advertising.” In the law, “political advertising” is a specifically defined term. Do not confuse this special term with your own common-sense understanding of advertising.

To figure out if a communication is political advertising, you must look at what it says and where it appears. If a communication fits in one of the categories listed in Part A (below) and if it fits in one of the categories listed in Part B (below), it is political advertising.

Part A. What Does It Say?

1. Political advertising includes communications supporting or opposing a candidate for nomination or election to either a public office or an office of a political party (including county and precinct chairs).
2. Political advertising includes communications supporting or opposing an officeholder, a political party, or a measure (a ballot proposition).

Part B. Where Does It Appear?

1. Political advertising includes communications that appear in pamphlets, circulars, fliers, billboards or other signs, bumper stickers, or similar forms of written communication.
2. Political advertising includes communications that are published in newspapers, magazines, or other periodicals in return for consideration.
3. Political advertising includes communications that are broadcast by radio or television in return for consideration.
4. Political advertising includes communications that appear on an Internet website.

II. When Is a Disclosure Statement Required?

The law provides that political advertising that contains express advocacy is required to include a disclosure statement. The person who causes the political advertising to be published, distributed, or broadcast is responsible for including the disclosure statement.

The law does not define the term “express advocacy.” However, the law does provide that political advertising is deemed to contain express advocacy if it is authorized by a candidate, an agent of a candidate, or a political committee filing campaign finance reports. Therefore, a disclosure statement is required any time a candidate, a candidate’s agent, or a political committee authorizes political advertising.

The precise language of political advertising authorized by someone other than a candidate, the candidate's agent, or a political committee will determine if the advertising contains express advocacy and is therefore required to include a disclosure statement. Generally, the question is whether the communication expressly advocates the election or defeat of an identified candidate, or expressly advocates the passage or defeat of a measure, such as a bond election. The inclusion of words such as "vote for," "elect," "support," "defeat," "reject," or "Smith for Senate" would clearly constitute express advocacy, but express advocacy is not limited to communications that use those words. Similar phrases, such as "Cast your ballot for X," would also constitute express advocacy. Additionally, in 2007, the United States Supreme Court held that an advertisement included express advocacy or its functional equivalent "if the ad is susceptible to no reasonable interpretation other than as an appeal to vote for or against a specific candidate." *FEC v. Wis. Right to Life, Inc.*, 551 U.S. 449 (2007). It is a question of fact whether a particular communication constitutes express advocacy. If you are not sure whether political advertising contains express advocacy, do the cautious thing and include the disclosure statement. That way, there is no need to worry about whether you have violated the law.

Remember: The concept of "express advocacy" is relevant in determining whether political advertising is required to include a disclosure statement. However, the political advertising laws governing the right-of-way notice, misrepresentation, and use of public funds by political subdivisions will apply to political advertising regardless of whether the advertising contains express advocacy.

III. What Should the Disclosure Statement Say?

A disclosure statement must include the following:

1. the words "political advertising" or a recognizable abbreviation such as "pol. adv."; and
2. the full name of one of the following: (a) the person who paid for the political advertising; (b) the political committee authorizing the political advertising; or (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate.

The disclosure statement must appear on the face of the political advertising or be clearly spoken if the political advertising is audio only and does not include written text.

The advertising should not be attributed to entities such as "Committee to Elect John Doe" unless a specific-purpose committee named "Committee to Elect John Doe" has filed a campaign treasurer appointment with the Ethics Commission or a local filing authority.

IV. Are There Any Exceptions to the Disclosure Statement Requirement?

The following types of political advertising do not need the disclosure statement:

1. t-shirts, balloons, buttons, emery boards, hats, lapel stickers, small magnets, pencils, pens, pins, wooden nickels, candy wrappers, and similar materials;
2. invitations or tickets to political fundraising events or to events held to establish support for a candidate or officeholder;

3. an envelope that is used to transmit political advertising, provided that the political advertising in the envelope includes the disclosure statement;
4. circulars or fliers that cost in the aggregate less than \$500 to publish and distribute;
5. political advertising printed on letterhead stationery, if the letterhead includes the name of one of the following: (a) the person who paid for the advertising, (b) the political committee authorizing the advertising, or, (c) the candidate or specific-purpose committee supporting the candidate, if the political advertising is authorized by the candidate. (Note: There is also an exception for holiday greeting cards sent by an officeholder, provided that the officeholder's name and address appear on the card or the envelope.)
6. postings or re-postings on an Internet website if the person posting or re-posting is not an officeholder, candidate, or political committee and did not make an expenditure exceeding \$100 in a reporting period for political advertising beyond the basic cost of hardware messaging software and bandwidth;
7. an Internet social media profile webpage of a candidate or officeholder, if the webpage clearly and conspicuously displays the full name of the candidate or officeholder; and
8. postings or re-postings on an Internet website if the advertising is posted with a link to a publicly viewable Internet webpage that either contains the disclosure statement or is an Internet social media profile webpage of a candidate or officeholder that clearly and conspicuously displays the candidate's or officeholder's full name.

V. What Should I Do If I Discover That My Political Advertising Does Not Contain a Disclosure Statement?

The law prohibits a person from using, causing or permitting to be used, or continuing to use political advertising containing express advocacy if the person knows it does not include the disclosure statement. A person is presumed to know that the use is prohibited if the Texas Ethics Commission notifies the person in writing that the use is prohibited. If you receive notice from the Texas Ethics Commission that your political advertising does not comply with the law, you should stop using it immediately.

If you learn that a political advertising sign designed to be seen from the road does not contain a disclosure statement or contains an inaccurate disclosure statement, you should make a good faith attempt to remove or correct those signs that have been distributed. You are not required to attempt to recover other types of political advertising that have been distributed with a missing or inaccurate disclosure statement.

VI. The Fair Campaign Practices Act.

The Fair Campaign Practices Act sets out basic rules of decency, honesty, and fair play to be followed by candidates and political committees during a campaign. A candidate or political committee may choose to subscribe to the voluntary code by signing a copy of the code and filing it with the authority with whom the candidate or committee is required to file its campaign

treasurer appointment. A person subscribing to the code may indicate that fact on political advertising by including the following or a substantially similar statement:

(Name of the candidate or political committee, as appropriate) subscribes to the Code of Fair Campaign Practices.

VII. Special Notice to Political Subdivisions and School Districts.

You may not use public funds or resources for political advertising. Please see our “Publications and Guides” section of our website for more information.

ROAD SIGNS

I. When Is the “Right-Of-Way” Notice Required?

All written political advertising that is meant to be seen from a road must carry a “right-of-way” notice. It is a criminal offense to omit the “right-of-way” notice in the following circumstances:

1. if you enter into a contract or agreement to print or make written political advertising meant to be seen from a road; or
2. if you instruct another person to place the written political advertising meant to be seen from a road.

II. What Should the “Right-Of-Way” Notice Say?

Section 259.001 of the Texas Election Code prescribes the exact language of the notice:

NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE) TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY.

III. Do Yard Signs Have to Have the “Right-Of-Way” Notice?

Yes. The “right-of-way” notice requirement applies to signs meant to be seen from any road. The notice requirement assures that a person responsible for placing signs is aware of the restriction on placing the sign in the right-of-way of a highway.

IV. What About Bumper Stickers?

Bumper stickers do not need the “right-of-way” notice. They do, however, need a political advertising disclosure statement.

V. Where May I Place My Signs and How Long May Signs Be Posted?

For information about exactly where you may or may not place signs, or for information regarding the length of time your signs may be posted, check with your city or county government or your homeowner’s association. The Texas Ethics Commission does not have

jurisdiction over matters involving the location of signs, and the length of time that they may be posted.

MISREPRESENTATION

I. Are There Restrictions on the Contents of Political Advertising?

Political advertising and campaign communications may not misrepresent a person's identity or official title, nor may they misrepresent the true source of the advertising or communication. The election law does not address other types of misrepresentation in political advertising or campaign communications.

Note that the misrepresentation rules apply to both political advertising and campaign communications. "Campaign communication" is a broader term than "political advertising."

A "campaign communication" means "a written or oral communication relating to a campaign for nomination or election to public office or office of a political party or to a campaign on a measure."

II. Misrepresentation of Office Title.

A candidate may not represent that he or she holds an office that he or she does not hold at the time of the representation. **If you are not the incumbent in the office you are seeking, you must make it clear that you are seeking election rather than reelection by using the word "for" to clarify that you don't hold that office.** The word "for" must be at least one-half the type size as the name of the office and should appear immediately before the name of the office. For example, a non-incumbent may use the following formats:

**Vote John Doe
for Attorney General**

**John Doe
For
Attorney General**

A non-incumbent may not be allowed to use the following verbiage:

**Elect John Doe
Attorney General**

**John Doe
Attorney General**

III. Misrepresentation of Identity or Source.

A person violates the law if, with intent to injure a candidate or influence the result of an election, the person misrepresents the source of political advertising or a campaign communication or if the person misrepresents his or her own identity or the identity of his or her agent in political advertising or in a campaign communication. (If someone else is doing something for you, that person is your agent.) For example, you may not take out an ad in favor of your opponent that purports to be sponsored by a notoriously unpopular group.

IV. Use of State Seal.

Only current officeholders may use the state seal in political advertising.

V. Criminal Offenses.

Be aware that many violations of the Election Code are criminal offenses. For example, unlawfully using public funds for political advertising can be a Class A misdemeanor. So can misrepresenting one's identity or office title in political advertising. For more details on these offenses and political advertising in general, see [Chapter 255 of the Election Code](#).

ORDINANCE NO. 1219-2019

AN ORDINANCE OF THE CITY OF RIVER OAKS; CLARIFYING THE SIGN CHAPTER'S MESSAGE SUBSTITUTION LANGUAGE; AMENDING THE LANGUAGE OF SECTION 3.12.135 REGARDING POLITICAL SIGNS TO MAKE CONSISTENT WITH STATE LAW; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of River Oaks, Texas is a home rule city acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City of River Oaks currently has regulations in place governing the placement of signs; and

WHEREAS, to comply with the First Amendment, the current ordinance has a provision to allow noncommercial messages to be on any sign in lieu of a commercial message; and

WHEREAS, the City Council deems it advisable to strengthen and clarify this provision to make clear it is also applied to allow substitution of any noncommercial message in the place of any other noncommercial message, and to make other clarifications; and

WHEREAS, the City Council finds that the amendment is in the best interest of the health, safety and welfare of the citizens of River Oaks.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIVER OAKS, TEXAS, THAT:

SECTION 1.

Section 3.12.009, "Noncommercial message," of Article 3.12 "Signs" of Chapter 3, "Building Regulations" is hereby amended to read as follows:

"Section 3.12.009 Noncommercial messages

"(a) Notwithstanding any other provision of this article, any sign that may display a commercial message may also display a noncommercial message, either in place of or in addition to the commercial message, so long as the sign complies with the other requirements of this ordinance and other city ordinances.

(b) Notwithstanding any other provision of this article, or other ordinance, any sign that may display one type of noncommercial message

may also display any other type of noncommercial message, so long as the sign complies with the other requirements of this ordinance and other city ordinances."

SECTION 2.

Section 3.12.135, "Political signs," of Article 3.12 "Signs" of Chapter 3, "Building Regulations" is hereby amended to read as follows:

"Section 3.12.135 Political signs

(a) A person commits an offense if the person erects or displays a political sign more than two (2) weeks before the commencement of early voting for an election or more than ten (10) days after the election or the sign is:

- (1) More than eight feet in height;
- (2) Has an effective area greater than 36 feet;
- (3) Is illuminated; or
- (4) Has any moving elements."

SECTION 3. CUMULATIVE

This Ordinance shall be cumulative of all provisions of the City Code and other ordinances of the City of River Oaks, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of other ordinances, in which event the conflicting provisions of the other ordinances are hereby repealed.

SECTION 4. SEVERABLE

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if a phrase, clause, sentence, paragraph, or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect the remaining phrases, clauses, sentences, paragraphs, and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of the unconstitutional phrase, clause, sentence, paragraph, or section.

SECTION 5. SAVINGS

All rights and remedies of the City of River Oaks are expressly saved as to any and all violations of the provisions of the City Code or any other ordinances regulating signs that have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

SECTION 6. PENALTY

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined no more than Five Hundred Dollars (\$500.00). Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 7. PUBLICATION

The City Secretary of the City of River Oaks is hereby directed to publish the caption, penalty clause and effective date of this ordinance in the official newspaper of the City of River Oaks, as required by Section 5, Section 5.02(c) of the Charter of the City of River Oaks.

SECTION 8. EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.


PASSED AND APPROVED ON THIS 12th DAY OF FEBRUARY 2019.


MAYOR

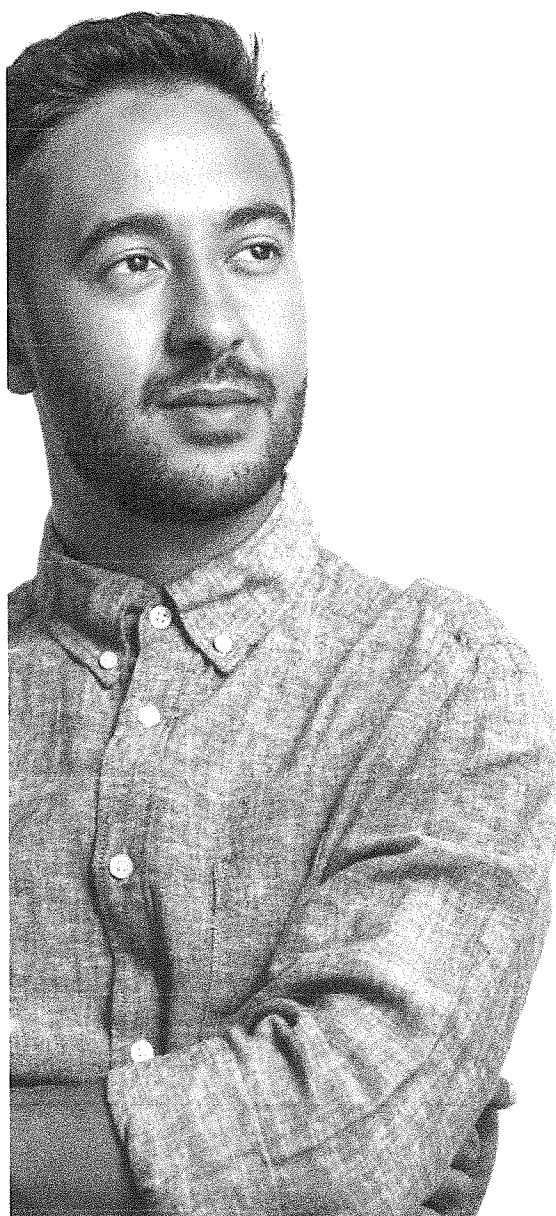
ATTEST:


CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:


CITY ATTORNEY

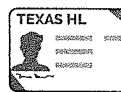
READY. CHECK. VOTE.



Take 1 of these 7 acceptable forms of ID to the ballot when you vote.



Texas Driver License*



Texas Handgun License*



Texas Election ID Certificate*



U.S. Citizenship Certificate with Photo



Texas Personal ID Card*



U.S. Military ID Card with Photo*



U.S. Passport* (Book or Card)

Do not possess and cannot reasonably obtain one of these acceptable forms of ID?

You may qualify for a Reasonable Impediment Declaration by showing a copy or original of one of the following approved IDs:

- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document with your name and an address including your Voter Registration Certificate

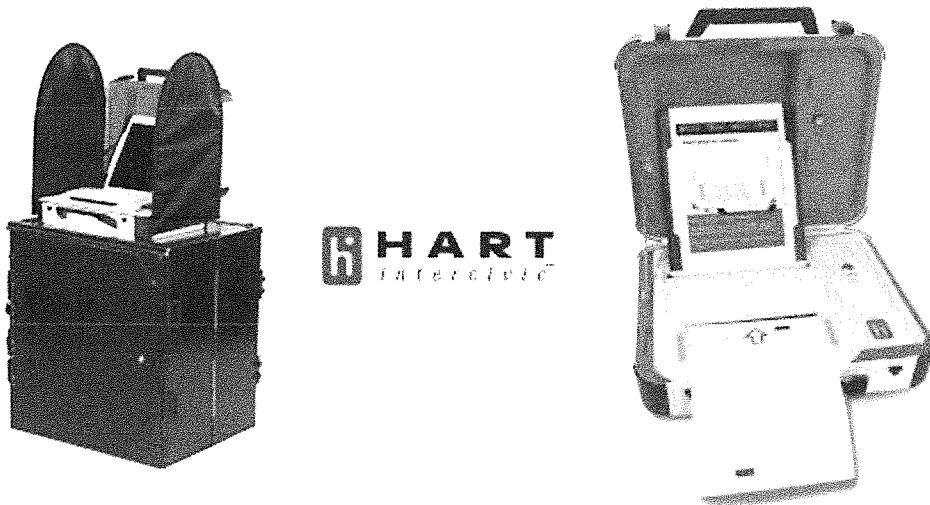
Exemptions might apply. Find out more at:

VOTETEXAS.GOV

POWERED BY THE *TEXAS SECRETARY OF STATE*

or call 1-800-252-VOTE (8683)

*For voters aged 18 – 69 years, photo ID can be expired for up to four years. For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.



Dear Tarrant County Voter:

Starting in November 2019 you will vote using the Hart InterCivic Verity Voting System, a hybrid system that provides a paper trail for every voter, combined with the latest advancement in digital security. Allow me to recap how we got here.

On September 18, 2018, the Commissioners Court was briefed on the types of voting equipment available on the market. After a lengthy discussion, the Court expressed the preference to find a solution that provided a paper trail for the voter to review, and to serve as an added layer of security and redundancy for audits. The Elections Department then set itself on a mission to find the best option available, and published an RFP inviting vendors to offer “Hybrid” technology solution.

A Hybrid voting system is one where the voter makes the selection on a digital terminal - a.k.a. DRE machine - but unlike the traditional DRE, these terminals do not record the voter’s selections. Instead, those choices are printed on a paper ballot for the voter to review and confirm. Once the voter is satisfied with the contents of the printed ballot, the ballot is inserted into a separate machine - an optical scanner - that counts the ballot and then deposits it in the ballot box.

On August 13, 2019, Tarrant County selected HART InterCivic to replace our old voting technology with their brand new Hybrid System. Here are some of the reasons we chose this technology:

It provides a paper trail. From the beginning, we knew we wanted to ensure that voters would have the possibility of confirming their selections before they were recorded. Early Voters will now also have a paper ballot to verify; there will no longer be different voting experiences between early and election-day voting.

It is digitally secure. This system incorporates the latest information security techniques and tools, on both the hardware and software levels. As required by law, it has been tested and

certified by both the Federal Government (Elections Assistance Commission) and the Texas Secretary of State.

It eliminates voter interpretation. Unlike the old hand-marked ballots, you will never have to wonder again if the scanner read your mark correctly. Except for absentee by mail voters, every voter in the County can now rest assured that if they read John Doe on their ballot, then it will be counted as a vote for John Doe. The days of ovals mismarked or names circled that only come up during a recount (if someone paid for one) are over.

It is accessible. With this new technology, voters with disabilities have the exact same experience every other voter has. There is no more “waiting for the DAU machine to be available”, because every voting machine at the location is now an accessible device. Voters will also be pleased to see they can tailor their experience - like changing the language on screen or the size of the text - without any help from the poll workers.

We are sure you will be as thrilled as we are when you vote in the next election. As always, if you have questions about our voting system or would like to find out more about becoming a poll worker, please call the Elections office at 817-831-VOTE (8683).

Sincerely,

Heider Garcia
Tarrant County Elections Administrator