

MAY 2, 2020 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 15, 2020

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 2, 2020 to elect the following:*

Mayor & Council Member Place 5

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. **House Bill # 305** "An Act relating to the requirement that certain political subdivisions with authority to impose a tax post certain information on an internet website" (go to www.riveroakstx.com under Resources and click on HB 305)
2. **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.

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 reporting expert! Instructions for filing this form are enclosed in CD "Texas Ethics 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,

A handwritten signature in blue ink, appearing to read "Paula Luck", written over a horizontal line.

Paula Luck
City Secretary/City of River Oaks

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE _____ 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

☐ FULL

☐ 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)

LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN

Home:

IN STATE

IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED³

Work:

_____ year (s)

_____ year (s)

Cell:

_____ month(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."

X

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me at _____, this the _____ day of _____.

SEAL

Signature of Officer Administering Oath⁴

Title of Officer Administering Oath

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:

(See Section 1.007)

Date Received

Signature of Secretary

Voter Registration Status Verified ☐

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/hib484-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 _____ 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

☐ TÉRMINO COMPLETO

☐ 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

/ /

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

EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A³

Tel. celular:

____ año(s)
____ mes(es)

____ año(s)
____ mes(es)

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".

X

FIRMA DEL CANDIDATO

Jurado y suscrito ante mí en _____, este día _____ de _____, _____.

SELLO

Firma del oficial que administra el juramento*

Título del oficial que administra el juramento

DO NOT BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:

(See Section 1.007)

Date Received

Signature of Secretary

Voter Registration Status Verified ☐

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>

Esto 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	
	NICKNAME LAST SUFFIX		
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	Filer ID #	
		Date Received	
4 CANDIDATE PHONE	AREA CODE PHONE NUMBER EXTENSION	Date Hand-delivered or Postmarked	
	()	Receipt # Amount \$	Date Processed
5 OFFICE HELD (if any)		Date Imaged	
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>		

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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 \$900 in political contributions or
make more than \$900 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:
<http://204.65.203.6/filinginfo/QuickFileAReport.php>



Search This

Texas Ethics Commission

Promoting Public Confidence in Government



Forms & Instructions

TEXAS ETHICS COMMISSION (/data/forms/coh/CTA_ins.pdf)

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

Revised January 15, 2020

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GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA (/data/forms/coh/cta.pdf)). 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.

REQUIREMENTS 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 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 (</data/forms/coh/jcta.pdf>) 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* (/data/resources/guides/pac_guide.pdf) 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" (/forms/coh/COH_ins.php#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 Texas Ethics Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Ethics Commission's website at <https://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirements.

GUIDES. All candidates should review the applicable Ethics Commission's campaign finance guide (/resources/guides). Guides are available on the commission's website at <https://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 (/forms/coh/CTA_ins.php#page1).

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.

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 \$900 in political contributions or make more than \$900 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 \$900 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 \$900 maximums apply to each election within the cycle. In other words, you are limited to \$900 in contributions and expenditures in connection with the primary, an additional \$900 in contributions and expenditures in connection with the general election, and an additional \$900 in contributions and expenditures in connection with a runoff.

Exceeding \$900 in contributions or expenditures. If you exceed \$900 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 \$900 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 Ethics Commission's campaign finance guide (/resources/guides) that applies to you.

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AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM ACTA
PG 1

1 CANDIDATE NAME	2 FILER ID#	3 Total pages filed:
<p>See ACTA Instruction Guide for detailed instructions.</p> <p>Use this form for changes to existing information <i>only</i>. Do not provide information previously disclosed.</p>		
4 CANDIDATE NAME	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW MS / MRS / MR FIRST MI </div> <div style="border-top: 1px solid black; padding-top: 5px; font-size: x-small;"> <div style="display: flex; justify-content: space-between;"> NICKNAME LAST SUFFIX </div> </div>	<div style="border: 1px solid black; padding: 2px; text-align: center; font-weight: bold; font-size: small;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px; font-size: x-small;">Date Received</div> <div style="border: 1px solid black; padding: 2px; font-size: x-small;">Date Hand-delivered or Postmarked</div> <div style="display: flex; border: 1px solid black; padding: 2px; font-size: x-small;"> <div style="flex: 1; border-right: 1px solid black; padding: 2px;">Receipt #</div> <div style="flex: 1; padding: 2px;">Amount \$</div> </div> <div style="border: 1px solid black; padding: 2px; font-size: x-small;">Date Processed</div> <div style="border: 1px solid black; padding: 2px; font-size: x-small;">Date Imaged</div>
5 CANDIDATE MAILING ADDRESS	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE </div> <div style="border-top: 1px solid black; height: 40px;"></div>	
6 CANDIDATE PHONE	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW AREA CODE PHONE NUMBER EXTENSION </div> <div style="border-top: 1px solid black; padding-top: 10px; font-size: 2em; text-align: center;">()</div>	
7 OFFICE HELD <small>(if any)</small>	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW </div> <div style="border-top: 1px solid black; height: 30px;"></div>	
8 OFFICE SOUGHT <small>(if known)</small>	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW </div> <div style="border-top: 1px solid black; height: 30px;"></div>	
9 CAMPAIGN TREASURER NAME	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW MS / MRS / MR FIRST MI NICKNAME LAST SUFFIX </div> <div style="border-top: 1px solid black; height: 40px;"></div>	
10 CAMPAIGN TREASURER STREET ADDRESS <small>(residence or business)</small>	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE </div> <div style="border-top: 1px solid black; height: 60px;"></div>	
11 CAMPAIGN TREASURER PHONE	<div style="display: flex; justify-content: space-between; font-size: small;"> NEW AREA CODE PHONE NUMBER EXTENSION </div> <div style="border-top: 1px solid black; padding-top: 10px; font-size: 2em; text-align: center;">()</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="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Candidate </div> <div style="width: 45%; text-align: center;"> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date Signed </div> </div>	

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 \$900 in political contributions
or make more than \$900 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:
<http://204.65.203.6/filinginfo/QuickFileAREport.php>



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Texas Ethics Commission

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Forms & Instructions

TEXAS ETHICS COMMISSION (/data/forms/coh/ACTA_ins.pdf)

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE FORM ACTA - INSTRUCTION GUIDE

Revised January 15, 2020

GENERAL INSTRUCTIONS

These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA (/data/forms/coh/acta.pdf)). 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 (ACTA) to report the changes. Do not use the APPOINTMENT 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 account number (/forms/coh/ACTA_ins.php#Section2), if you file with the Ethics 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 (/forms/coh/ACTA_ins.php#Section4).

2. ACCOUNT #: If you are filing with the Ethics 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 "ACCOUNT #." 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 (CTA).

PAGE 2

13. CANDIDATE NAME: Enter your name as you did on Page 1, Section 1 (/forms/coh/ACTA_ins.php#Section1).

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 \$900 in political contributions or make more than \$900 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 \$900 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 \$900 maximums apply to each election within the cycle. In other words, you are limited to \$900 in contributions and expenditures in connection with the primary, an additional \$900 in contributions and expenditures in connection with the general election, and an additional \$900 in contributions and expenditures in connection with a runoff.

Exceeding \$900 in contributions or expenditures. If you exceed \$900 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 \$900 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 Ethics Commission's campaign finance guide (/resources/guides) that

applies to you.

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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

Important 2020 Election Dates

May 2, 2020 - Uniform Election Date

First Day to Apply for Ballot by Mail	Wednesday, January 1, 2020* *First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2020 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.
First Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only)	Wednesday, January 15, 2020
Last Day to Order General Election or Special Election on a Measure	Friday, February 14, 2020
Last Day to File for a Place on the General Election Ballot (Local Political Subdivisions Only)	Friday, February 14, 2020 at 5:00 p.m.
Last Day to File a Declaration of Write-in Candidacy (Local Political Subdivisions Only)	Tuesday, February 18, 2020
Last Day to Register to Vote	Thursday, April 2, 2020
First Day of Early Voting by Personal Appearance	Monday, April 20, 2020
Last Day to Apply for Ballot by Mail (Received , not Postmarked)	Monday, April 20, 2020 (deadline falls on San Jacinto Day, moves to preceding business day)
Last Day of Early Voting by Personal Appearance	Tuesday, April 28, 2020
General Election Day	Saturday, May 2, 2020. Polls are open from 7:00 A.M. until 7:00 P.M.
Last day to Receive Ballot by Mail	Saturday, May 2, 2020 (Election Day) at 7:00 p.m. if carrier envelope is not postmarked, OR Monday, May 4, 2020 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply)