

TO: Candidates for Elections

FROM: Sara Copeland, City Secretary

SUBJECT: 2018 Election Information and Forms

DATE: January 2, 2019

Thank you for your interest in becoming a candidate for the City Council of the City of Andrews. This year we will be electing three (3) citizens, to serve as City Council Members. All places on the City Council are at-large and can be held by any qualified candidate. Each member elected will serve a two-year term, from May 2019 to May 2021.

Running for office encompasses a broad range of activities. The Secretary of State and the Texas Ethics Commission each regulate portions of the election process at the local level. It is your responsibility to familiarize yourself with the laws applicable to running for elective office. Their websites are: <https://www.sos.state.tx.us> and <https://www.ethics.state.tx.us>

Attached is a "Candidate Packet" designed to assist you in completing your candidacy filing for the upcoming election.

1. A list of Important Election Dates.
2. Application and Instructions for a Place on the City of Andrews's General Election Ballot. This form can be filed in my office between January 16, 2019 and February 15, 2019. Form must be signed in the presence of a notary. We have several at City Hall to assist you.
3. Texas Ethics Commission Form CTA – Appointment of a Campaign Treasurer by a Candidate. This form is to be filed in my office at the same time as the Application. Must be filed before accepting contributions or making expenditures. A candidate that does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures should sign Page 2 of the form declaring "Modified Reporting" thereby eliminating the pre-elections reporting requirements. **NOTE:** If you select "Modified Reporting" and later exceed \$500 in political contributions or expenditures, you must file Form C/OH Campaign Finance Reports according to the regular filing schedule. The CTA Instruction Guide is also included.
4. Texas Ethics Commission Form CFCP – Code of Fair Campaign Practices. Voluntary Filing. Although not required, all candidates are encouraged to subscribe to the Code of Fair Campaign Practices.

5. Texas Ethics Commission's "*First Steps for Candidates Running for a City Office*". A quick start guide for persons seeking a city office.
6. Texas Ethics Commission's "*Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities*". This document explains the filing requirements and deadlines for campaign finance reports. This is for information only.
7. Texas Ethics Commission's *Political Advertising Guide*. This explains the proper use of political advertising. If you will be using Political Signs, the City does enforce sign regulations and, if placed improperly, signs could be removed by City personnel.
8. Texas Ethics Commission's *Guide to Political Fundraising*. Summarizes the rules regarding campaign fundraising.
9. Texas Ethics Commission Form C/OH - Candidate/Officeholder Campaign Finance Report. Pre-election reports must be filed with the City Secretary if the candidate did not select "Modified Reporting" or "Final Report" on Form CTA. Once the election is over, all candidates should file Form C/OH as a final report.

As City Secretary, I will be happy to answer general questions regarding filing your application and due dates for reporting and filings. The Office of the City Secretary is specifically limited by law to the acceptance and filing of various applications, affidavits, statements and reports, and noting the date and time of all such filings. These documents become public records upon filing and are available for public inspection.

You may direct specific legal questions to the office of the Secretary of State and/or to the Texas Ethics Commission.

Good luck with your campaign!

Sara Copeland, TRMC  
City Secretary