

City of HEDWIG VILLAGE

www.hedwigtx.gov

January 6, 2017

Dear Prospective Candidate:

Thank you for your consideration to offer your services to the citizens of Hedwig Village by becoming a candidate in this year's municipal election. In an effort to inform you of dates that will be important to you and your obligation to comply with certain applicable state statutes and local ordinances, below are links to websites to necessary forms and pertinent instructions. I urge you to read this letter and review the referenced material prior to filling out the specific forms.

Positions for the **May 6, 2017 GENERAL ELECTION**:

MAYOR
COUNCILMEMBER, POSITION 1
COUNCILMEMBER, POSITION 5

**FILING TIME FOR PLACE ON BALLOT: Monday – Friday 7:30 AM – 4:00 PM
Jan. 18, 2017 – Feb. 17, 2017* (*open until 5:00 p.m.)**

- Ordinance Calling for holding an Election – to be approved on January 12, 2017
- Voter Qualifications <http://www.statutes.legis.state.tx.us/Docs/EL/htm/EL.11.htm#11.002>
- City's Sign Ordinance:
https://www.municode.com/library/tx/hedwig_village/codes/code_of_ordinances#
Search for "signs" Section 507(3)(b) Non Commercial Signs
- First Steps for Candidates Running for a City Office
<https://www.ethics.state.tx.us/main/CityCandidateGuide.pdf>
- Application for Place on Ballot (SOS) **The loyalty oath is included on this application and must be notarized.** <http://www.sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf>
- Declaration of Write-In Candidacy (SOS) <http://www.sos.state.tx.us/elections/forms/pol-sub/2-11f.pdf>
- Appointment of Poll Watcher (SOS) <http://www.sos.state.tx.us/elections/forms/pol-sub/4-16f.pdf>
- Political Advertising (TEC) <http://www.ethics.state.tx.us/guides/G11polad.pdf>

- Texas Ethics Commission 2017 Filing Schedule for Reports:
<http://www.ethics.state.tx.us/schedule/s17uniform.pdf>
- Chapter 258, Election Code Fair Campaign Practices Act - *Form CFCP* (TEC):
<https://www.ethics.state.tx.us/statutes/ch258.htm>
- Code of Fair Campaign Practices Application – *Form CFCP* (TEC):
<http://www.ethics.state.tx.us/forms/cfcp.pdf>
- Title 15, Election Code (TEC) <https://www.ethics.state.tx.us/statutes/title15.html>
- Campaign Finance Guide for Candidates and Officeholders who File with Local Filing Authorities: (TEC) http://www.ethics.state.tx.us/guides/coh_local_guide.pdf
- Appointment of Campaign Treasurer by a Candidate – *Form CTA* (TEC):
http://www.ethics.state.tx.us/forms/CTA_ins.pdf
- Appointment of Campaign Treasurer by a Candidate Application – *Form CTA* (TEC):
<http://www.ethics.state.tx.us/forms/cta.pdf>
- Amendment: Appointment of a Campaign Treasurer by a Candidate – *Form ACTA* (TEC):
http://www.ethics.state.tx.us/forms/ACTA_ins.pdf
- Amendment: Appointment of a Campaign Treasurers Application - *Form ACTA* (TEC):
<http://www.ethics.state.tx.us/forms/acta.pdf>
- Candidate/Officeholder Campaign Finance Report – *Form C/OH* (TEC):
http://www.ethics.state.tx.us/forms/COH_ins.pdf
- Candidate/Officeholder Campaign Finance Report Application – *Form C/OH* (TEC):
<http://www.ethics.state.tx.us/forms/coh.pdf>

Filing for a place on the ballot begins January 18, 2017 and ends at 5:00 p.m. February 17, 2017. Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content; so, please file your application as soon as practicable to allow sufficient time for this review.

Please make special note of the next two paragraphs of information.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included as referenced above) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in my office. **I cannot over emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.** Should you have any questions regarding the reporting procedures, contributions or expenditures, please call the Texas Ethics Commission, Disclosure Filings Division at (512) 463-5800 for assistance or go online to www.ethics.state.tx.us. The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon.

The Texas Election Law requires certain disclosures and notices on political advertising. Please review the political advertising guide and the City's current sign ordinance (both of which are also referenced). There is no permit required for political signs; however, they do not belong on utility poles, attached to trees or between the sidewalk and the curb (street right-of-way). We ask your discretion in the placing of such signs.

Interest in your municipal government is appreciated and I trust that this will be a positive and exciting experience for you and your supporters.

DRAWING FOR A PLACE ON THE BALLOT:

February 24, 2017 at 9:00 a.m. in City Secretary's Office
955 Piney Point Road
Houston, TX 77024

Additionally, you may want to make note of the following telephone numbers and addresses for further assistance.

Secretary of State of Texas
Election Division
P.O. Box 12060
Austin, TX 78711-2060
(800) 252-VOTE (8683)
www.sos.state.tx.us

Texas Ethics Commission
P.O. Box 12070
Capital Station
Austin, TX 78711-2070
(512) 463-5800
www.ethics.state.tx.us

Harris Co. Voter Registration
Ann Harris Bennett
1001 Preston, Suite 200
Houston, TX 77002
(713) 368-2200
www.tax.co.harris.tx.us/

Sincerely,

Kelly Johnson

Kelly Johnson
City Administrator/City Secr.-Treasurer