TO: Candidates – Special Election, May 2, 2020
FROM: Soco M. Gorjón, City Secretary
SUBJECT: Application for Special Election for May 2, 2020

Enclosed in this folder is a copy of:

APPLICATION FOR A PLACE ON THE CITY OF CONROE SPECIAL ELECTION BALLOT
- This application must be submitted within the filing dates of February 20, 2020 through March 3, 2020 (5 p.m.) in the Office of the City Secretary in order for your name to be included on the ballot. Instructions for completing the form are also included. Please pay close attention to information that is required and information that is optional. *Failure to complete the required information will cause the application to become invalid.*

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE
- This form designates a treasurer for your campaign finances. You may designate yourself as treasurer, but the form must still be completed and filed. Also, you *may not make expenditures or receive contributions until this form has been filed in the Office of the City Secretary.* The second page of the form has a provision for Modified Reporting. This indicates you will not be receiving nor spending more than $900 during the election cycle. In certain circumstances this will allow you to avoid having to file the report 30 days and 8 days before the election. Selection of Modified Reporting is optional. The enclosed instructions relating to appointment of a campaign treasurer also address Modified Reporting. This form may be filed at the same time as your application for a place on the ballot or earlier if you plan to make expenditures or receive contributions.

CODE OF FAIR CAMPAIGN PRACTICES & ELECTION CODE CHAPTER 258
- This is a voluntary form. The Election Code, Chapter 258, requires that I provide you with a copy of the form and a copy of Chapter 258, but the choice of whether or not to file it is the responsibility of the candidate. Chapter 258 will advise you on the requirements of the form.

Once the application for a place on the ballot has been completed and filed in the Office of the City Secretary, you will be provided with a complete campaign packet containing various informational items, along with all the forms for financial reporting you will need. It will also contain a letter from this office that will answer most of your questions regarding election do’s and don’ts. *Please make yourself familiar with this information.*

Should you have other questions or need further information, please do not hesitate to contact our office at 936.522.3011 or 3012.

*Ethics Commission – 512.463.5800  *Secretary of State – 800.252.8683 (VOTE)
512.463.5650
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.)

| PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT |
| ________________________________________________ |

FULL NAME (First, Middle, Last)

| PUBLIC MAILING ADDRESS (Campaign mailing address, if available.) |
| ___________________________________________________________ |

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 EMAIL ADDRESS (if available) |
| _______________________________ |

CITY ____________________ STATE ________ ZIP ___

CITY ____________________ STATE ________ ZIP ___

| OCCUPATION (Do not leave blank) |
| ________________________________ |

| DATE OF BIRTH |
| __/__/____ |

| VOTER REGISTRATION VOID NUMBER (Optional) |
| ________________________________________ |

| TELEPHONE CONTACT INFORMATION (Optional) |
| ________________________________________ |

WORK: _________________________

CELL: _________________________

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."

| SIGNATURE OF CANDIDATE |
| _________________________ |

Sworn to and subscribed before me at ______________________, this the ____ day of __________________, ________.

SEAL

| Signature of Officer Administering Oath |
| ______________________________________ |

| 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 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 ________________ 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 boleta*

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)**

INFORMACIÓN DE CONTACTO (Opcional)
Tel. residencial:

DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD
EN EL ESTADO

______ año(s)
______ mes(es)

EN EL TERRITORIO POR EL CUAL SERÍA ELECTO/A***

______ 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

TO 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 pagare 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 periodo 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 Inglés) 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.
Form Notes

Name of Form: Application for a Place on the ____________ General Election Ballot.

Form Number: 2-21.

Section Reference: Sections 141.031, Chapter 143 and 144, Texas Election Code.

Purpose: To place name on general election ballot for cities, schools and other political subdivisions.

Number of Copies Required: One per candidate.

Completed by: Candidate; officer administering oath; secretary.

Filing Date: Not later than 5:00 p.m. on the 78th day prior to election day for any uniform election date.

Filed with: City Secretary of Secretary of the Board.

Comments: None.

Printing Notes: None.

Version: Current form is 1/2017. Previous version dated 12/2015. Previous version (AW2-15) dated 7/2011 may be used. Previous version (AW2-17) dated 7/2011 may be used. Previous version (AW2-20) dated 7/2011 may be used.
### APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

[Form CTA]

See CTA Instruction Guide for detailed instructions.

<table>
<thead>
<tr>
<th>1</th>
<th>Total pages filed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>CANDIDATE NAME</th>
<th>MS / MRS / MR</th>
<th>FIRST</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>CANDIDATE MAILING ADDRESS</td>
<td>ADDRESS / PO BOX:</td>
<td>APT / SUITE #:</td>
<td>CITY:</td>
</tr>
<tr>
<td>4</td>
<td>CANDIDATE PHONE</td>
<td>AREA CODE</td>
<td>PHONE NUMBER</td>
<td>EXTENSION</td>
</tr>
<tr>
<td>5</td>
<td>OFFICE HELD (if any)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>OFFICE SOUGHT (if known)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>CAMPAIGN TREASURER NAME</td>
<td>MS / MRS / MR</td>
<td>FIRST</td>
<td>MI</td>
</tr>
<tr>
<td>8</td>
<td>CAMPAIGN TREASURER STREET ADDRESS (residence or business)</td>
<td>STREET ADDRESS: (NO PO BOX PLEASE)</td>
<td>APT / SUITE #:</td>
<td>CITY:</td>
</tr>
<tr>
<td>9</td>
<td>CAMPAIGN TREASURER PHONE</td>
<td>AREA CODE</td>
<td>PHONE NUMBER</td>
<td>EXTENSION</td>
</tr>
<tr>
<td>10</td>
<td>CANDIDATE SIGNATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

__________________________
Signature of Candidate

__________________________
Date Signed

---

GO TO PAGE 2

---

Forms provided by Texas Ethics Commission
www.ethics.state.tx.us

Revised 1/1/2020
## 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: 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 15, 2020
TABLE OF CONTENTS

GENERAL INSTRUCTIONS ........................................................................................................ 1
   DUTIES OF A CANDIDATE OR OFFICEHOLDER ......................................................... 1
   QUALIFICATIONS OF CAMPAIGN TREASURER ...................................................... 1
   DUTIES OF A CAMPAIGN TREASURER ....................................................................... 1
   REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN .................................. 1
   WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT ................................ 2
   FILING WITH A DIFFERENT AUTHORITY .................................................................... 3
   FORMING A POLITICAL COMMITTEE ......................................................................... 4
   CHANGING A CAMPAIGN TREASURER .................................................................... 4
   AMENDING A CAMPAIGN TREASURER APPOINTMENT ........................................ 4
   REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS .............................. 4
   TERMINATING A CAMPAIGN TREASURER APPOINTMENT .................................... 4
   FILING A FINAL REPORT ......................................................................................... 5
   ELECTRONIC FILING ............................................................................................... 5
   GUIDES .................................................................................................................. 5

SPECIFIC INSTRUCTIONS .................................................................................................... 5
   PAGE 1 .................................................................................................................... 5
   PAGE 2 .................................................................................................................... 7
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 $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 Commission’s campaign finance guide that applies to you.
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.

<table>
<thead>
<tr>
<th>1 ACCOUNT NUMBER (Ethics Commission Filer)</th>
<th>2 TYPE OF FILER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CANDIDATE ☐</td>
</tr>
<tr>
<td></td>
<td>POLITICAL COMMITTEE ☐</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE (Dr., Mr., Ms., etc.)</td>
</tr>
<tr>
<td>NICKNAME</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4 TELEPHONE NUMBER OF CANDIDATE (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREA CODE</td>
</tr>
<tr>
<td>( )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5 ADDRESS OF CANDIDATE (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET / PO BOX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6 OFFICE SOUGHT BY CANDIDATE (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7 NAME OF COMMITTEE (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 NAME OF CAMPAIGN TREASURER (PLEASE TYPE OR PRINT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TITLE (Dr., Mr., Ms., etc.)</td>
</tr>
<tr>
<td>NICKNAME</td>
</tr>
</tbody>
</table>

GO TO PAGE 2

www.ethics.state.tx.us

Revised 11/23/2010
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 untrammeled 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

www.ethics.state.tx.us

Revised 11/23/2010
§ 257.003  
REGULATING POLITICAL FUNDS AND CAMPAIGNS  
§ 258.003

(b) The report must be filed with the commission and must include the information required under Section 254.031 as if the contributions or expenditures were political contributions or political expenditures.

(c) Sections 254.001, 254.032 and 254.037 apply to a report required by this section as if the party were a campaign treasurer of a political committee and as if the contributions or expenditures were political contributions or political expenditures.

(d) The commission shall prescribe by rule reporting schedules for each primary election held by the political party and for the general election for state and county officers.


Sec. 257.004. Restrictions on Contributions Before General Election.

(a) Beginning on the 60th day before the date of the general election for state and county officers and continuing through the day of the election, a political party may not knowingly accept a contribution authorized by Section 253.104 or make an expenditure from the account required by Section 257.002.

(b) A person who violates this section commits an offense. An offense under this section is a felony of the third degree.

(Added by Acts 1991, 72nd Leg., ch. 304, § 5.19, eff. Jan. 1, 1992)

Sec. 257.005. Candidate for State or County Chair of Political Party.

(a) Except as provided by this section, the following are subject to the requirements of this title that apply to a candidate for public office:

(1) a candidate for state chair of a political party with a nominee on the ballot in the most recent gubernatorial general election; and

(2) a candidate for election to the office of county chair of a political party with a nominee on the ballot in the most recent gubernatorial general election if the county has a population of 350,000 or more.

(b) A political committee that supports or opposes a candidate covered by Subsection (a) is subject to the provisions of this title that apply to any other committee that supports or opposes candidates for public office, except as provided by this section.

(c) The reporting schedules for a candidate covered by Subsection (a) or a political committee supporting or opposing the candidate shall be prescribed by commission rule.

(d) Except as provided by this section, each contribution to and expenditure by a candidate covered by Subsection (a) is subject to the same requirements of this title as a political contribution to or a political expenditure by a candidate for public office. Each contribution to and expenditure by a political committee supporting or opposing a candidate covered by Subsection (a) is subject to the same requirements of this title as a political contribution to or political expenditure by any other specific-purpose committee.


Sec. 257.006. Criminal Penalty for Failure to Comply.

(a) Except as provided by Section 257.004, a person who knowingly uses a contribution in violation of Section 257.002 or who knowingly fails to otherwise comply with this chapter commits an offense.

(b) An offense under this section is a Class A misdemeanor.

(Added by Acts 1991, 72nd Leg., ch. 304, § 5.19, eff. Jan. 1, 1992)

Sec. 257.007. Rules.

The commission shall adopt rules to implement this chapter.

(Added by Acts 1991, 72nd Leg., ch. 304, § 5.19, eff. Jan. 1, 1992)

CHAPTER 258. FAIR CAMPAIGN PRACTICES

Sec. 258.001. Short Title.

This chapter may be cited as the Fair Campaign Practices Act.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.002. Purpose.

(a) The purpose of this chapter is to encourage every candidate and political committee to subscribe to the Code of Fair Campaign Practices.

(b) It is the intent of the legislature that every candidate and political committee that subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play to encourage healthy competition and open discussion of issues and candidate qualifications and to discourage practices that cloud the issues or unfairly attack opponents.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.003. Delivery of Copy of Code.

(a) When a candidate or political committee files its campaign treasurer appointment, the authority with whom the appointment is filed shall give the candidate or political committee a blank form of the Code of Fair Campaign Practices and a copy of this chapter.

(b) The authority shall inform each candidate or political committee that the candidate or committee may subscribe to and file the code with the authority and that subscription to the code is voluntary.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)
Sec. 258.004. Text of Code.

The Code of Fair Campaign Practices reads as follows:

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 untrammeled 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.

Date: _____________________________
Signature: _________________________

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.005. Forms.

The commission shall print copies of the Code of Fair Campaign Practices and shall supply the forms to the authorities with whom copies of the code may be filed in quantities and at times requested by the authorities.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.006. Acceptance and Preservation of Copies.

(a) An authority with whom a campaign treasurer appointment is filed shall accept each completed copy of the code submitted to the authority that is properly subscribed to by a candidate or the campaign treasurer of a political committee.

(b) Each copy of the code accepted under this section shall be preserved by the authority with whom it is filed for the period prescribed for the filer's campaign treasurer appointment.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.007. Subscription to Code Voluntary.

The subscription to the Code of Fair Campaign Practices by a candidate or a political committee is voluntary.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.008. Indication on Political Advertising.

A candidate or a political committee that has filed a copy of the Code of Fair Campaign Practices may so indicate on political advertising in a form to be determined by the commission.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

Sec. 258.009. Civil Cause of Action.

This chapter does not create a civil cause of action for recovery of damages or for enforcement of this chapter.

(Added by Acts 1997, 75th Leg., ch. 168, § 1, eff. Sept. 1, 1997)

CHAPTER 259. POLITICAL SIGNS

Sec. 259.001. Notice Requirement on Political Advertising Signs.

(a) The following notice must be written on each political advertising sign:

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

(b) A person commits an offense if the person:

(1) knowingly enters into a contract to print or make a political advertising sign that does not contain the notice required by Subsection (a); or

(2) instructs another person to place a political advertising sign that does not contain the notice required by Subsection (a).

(c) An offense under this section is a Class C misdemeanor.

(d) It is an exception to the application of Subsection (b) that the political advertising sign was printed or made before September 1, 1997, and complied with Subsection (b) as it existed immediately before that date.