

City Council Candidate Packet

General Officers' Election

May 7, 2022



**Introduction
City of Fairfield
General Officers' Election
2022**

Dear Candidate:

We appreciate your interest in municipal government and trust this period will be a positive and exciting experience for you and your supporters.

The City of Fairfield presently operates as a Type A General Law City with the Mayor-Council form of government.

A General Election will be called for the following positions: Council Positions, Mayor, Place One (1) and Place Two (2). These are Two (2) year terms. January 19, 2022 will be the first day to file an application for a place on the ballot. The last day to file an application for place on the ballot is February 18, 2022 by 5:00 p.m.

Qualifications for Office

1. Be a United States Citizen
2. Be 21 of age or older on first day of term to be filled at election
3. Have resided continuously within Texas and the City limits of Fairfield for at least 12 months preceding Election Day.
4. Have been a registered voter (possess current voter registration certificate) for at least one (1) year.
5. Have not been convicted of a felony or an offense involving moral turpitude for which the person has not been pardoned or otherwise released from the resulting disabilities.
6. Have not been determined mentally incompetent by final judgement of a court.

Note: These forms, instructions and laws are part of the regulations and filings you will need as a candidate and officeholder. Please note that this is not all encompassing and it is the responsibility of the individual, and not the city to be knowledgeable and timely for all filing requirements.

It is the candidate's responsibility to become familiar with the laws applicable to campaigns for office. While Candidates may certainly expect the City Secretary's Office to be able to advise them when reports are due, **the duty of the City Secretary is limited to serving as a notary, accepting and filing the various applications, affidavits and statements by noting the date and time of filing thereon.** Please remember that these documents are public records and open for inspection by any person.

PLEASE CAREFULLY REVIEW THE CALENDAR DEADLINES

The State Legislature has made some significant changes in the election process in qualifying voters. Please be sure you have proper identification at the polls for your vote to count.

If you have any questions regarding the election process or our form of government, please let us know.

Sincerely,

A handwritten signature in cursive script that reads "Misty L. Richardson".

Misty L Richardson

City Secretary

(903) 389-2633

misty.richardson@fairfieldtexas.gov

Filing methods of Candidate Application

Filing in person: The elections division recommends that political subdivisions take steps to have someone available for at least a few hours most days during the candidate filing period to accept filings. The election division also strongly recommends having someone available at the place of business on the filing deadline, especially from 2:00 p.m. to 5:00 p.m.

City of Fairfield

425 W Commerce St

Fairfield, Texas 75840

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

City of Fairfield

P.O. Box 1149

Fairfield, Texas 75840

Filing by fax or email: A signed, sworn, scanned candidate application (and petition, if applicable) may be submitted by fax or email. Please be advised that the application must be notarized prior to filing via fax or email.

Fax number: (903) 389-2958

Email: misty.richardson@fairfieldtexas.gov

Please submit the following when filing for place on ballot for the City of Fairfield:

Form CTA-Appointment of a Campaign Treasurer by a Candidate

Form 2-21 – Application for Place on the Ballot

Form CFCP – Fair Campaign Practices Act

Voter Registration Certificate

NOTICE OF DEADLINE TO FILE AN APPLICATION FOR PLACE ON THE BALLOT

(AVISO DE FECHA LÍMITE PARA PRESENTAR UNA SOLICITUD PARA UN LUGAR EN LA BOLETA)

Notice is hereby given that an application for a place on the City of Fairfield
(name of political subdivision/party)

Regular/Special/Primary Election ballot may be filed during the following time: 8:00 a.m. to 5:00 p.m.
(Circle one)

(Se da aviso por la presente que una solicitud para un lugar en la boleta de la Elección

Regular/Especial/Primaria de City of Fairfield se pueden presentar
(marcar una con círculo) (nombre de la subdivisión política/partido)

durante el siguiente horario: 8:00 a.m. to 5:00 p.m.)

Filing Dates and Times:

(Fechas y Horario para Entregar Solicitudes)

Start Date: January 19, 2022

(Fecha Inicio)

End Date: February 18, 2022

(Fecha Límite)

Office Hours: 8:00 A.M. to 5:00 P.M.

(Horario de la Oficina)

Physical address for filing an application in person for place on the ballot:

(Dirección a física para presentar una solicitud en persona para un lugar en la boleta)

City of Fairfield 425 W Commerce St. Fairfield, Texas 75840

Address to mail an application for place on the ballot (if filing by mail):

(Dirección a donde enviar una solicitud para un lugar en la boleta (en caso de presentar por correo))

City of Fairfield, P.O. Box 1149 Fairfield, Texas 75840

Email or Fax Number to send an application for place on the ballot:

(Dirección de correo electrónico o número de fax para enviar una solicitud para un lugar en la boleta)

misty.richardson@fairfieldtexas.gov

Misty L. Richardson

Signature of Filing Officer

(Nombre en letra de molde del Oficial de Archivos)

Misty L Richardson

Printed Name of Filing Officer

(Firma del Oficial de Archivos)

December 13, 2021

Date Posted

(Fecha archivada)

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

APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board _____ (name of election)					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)				INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED	
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.)		OCCUPATION (Do not leave blank)	DATE OF BIRTH ____/____/____	VOTER REGISTRATION VOID NUMBER ² (Optional)	
TELEPHONE CONTACT INFORMATION (Optional)					
Home: _____		Office: _____		Cell: _____	
FELONY CONVICTION STATUS (You MUST check one)			LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN		
<input type="checkbox"/> I have not been finally convicted of a felony. <input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³			IN THE STATE OF TEXAS _____ year(s) _____ month(s)		IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED _____ year(s) _____ month(s)
<p>*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 or contain a title, 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. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.</p> <p>Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:</p> <p>"I, (name of candidate) _____, 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 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 am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."</p> <p style="text-align: center;">X</p> <p style="text-align: center;">_____ SIGNATURE OF CANDIDATE</p>					
Sworn to and subscribed before me this the _____ day of _____, by _____, (name of candidate)					
Signature of Officer Authorized to Administer Oath ⁴			Printed Name of Officer Authorized to Administer Oath		
Title of Officer Authorized to Administer Oath			Notarial or Official Seal		
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified					
_____/_____/_____ Date Received		_____/_____/_____ Date Accepted		(See Section 1.007) _____ Signature of Filing Officer or Designee	

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, 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 of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

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. When a candidate signs the application, it is an acknowledgment that the candidate is aware 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 the officer, or to any other member of the governing body or court on which the officer 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 an election other than 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.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

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. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹ El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DE					
Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación.			(nombre de la elección)		
CARGO SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si lo hay.)			INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO		
NOMBRE COMPLETO (Primer Nombre, Segundo Nombre, Apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA*		
DIRECCIÓN DE RESIDENCIA PERMANENTE (No incluya un apartado postal o una ruta rural. Si usted no tiene una dirección de residencia, describa la ubicación de la residencia.)			DIRECCIÓN DE CORREO PÚBLICO (Opcional) (Dirección en la que recibe la correspondencia relacionada con la campaña, si está disponible.)		
CUIDAD	ESTADO	CÓDIGO POSTAL	CUIDAD	ESTADO	CÓDIGO POSTAL
DIRECCIÓN DE CORREO ELECTRÓNICO PÚBLICO (Opcional) (Dirección donde recibe correo electrónico relacionado con la campaña, si está disponible.)		Ocupación (No deje este espacio en blanco)	FECHA DE NACIMIENTO ____ / ____ / ____	VUID – NÚMERO ÚNICO DE IDENTIFICACIÓN DE VOTANTE ² (Opcional)	
INFORMACIÓN DE CONTACTO TELEFÓNICO (Opcional) Hogar: _____ Trabajo: _____ Celular: _____					
ESTADO DE CONDENA POR DELITO GRAVE (DEBE marcar una)			DURACIÓN DE RESIDENCIA CONTINUA A PARTIR DE LA FECHA EN QUE ESTA SOLICITUD FUE JURADA		
<input type="checkbox"/> No he sido finalmente condenado por un delito grave. <input type="checkbox"/> He sido finalmente condenado por un delito grave, pero he sido indultado o liberado de otro modo de las discapacidades resultantes de esa condena por delito grave y he proporcionado prueba de este hecho con la presentación de esta solicitud. ³			EN EL ESTADO DE TEXAS ____ año(s) ____ mes(es)		EN EL TERRITORIO/DISTRITO/PRECINTO DEL CUAL SE ELIGE EL CARGO BUSCADO ____ año(s) ____ mes(es)
<p>*Si usa un apodo como parte de su nombre para aparecer en la boleta, también está firmando y jurando las siguientes declaraciones: Juro además que mi apodo no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto a las reglas sobre cómo se pueden incluir los nombres en la boleta oficial.</p> <p>Ante mí, la autoridad abajo firmante, en este día apareció personalmente (nombre del candidato) _____, quien estando a mi lado aquí y ahora debidamente juramentado, bajo juramento dice:</p> <p>"Yo, (nombre del candidato) _____, del condado de _____,</p> <p>Texas, siendo candidato para el cargo de _____, juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy un ciudadano de los Estados Unidos elegible para ocupar dicho cargo según la Constitución y las leyes de este estado. No se me ha determinado por un fallo final de una corte que ejerce la jurisdicción testamentaria que esté totalmente incapacitado mentalmente o parcialmente incapacitado sin derecho a voto. Soy consciente de la ley de nepotismo según el Capítulo 573 del Código de Gobierno. Soy consciente de que debo divulgar cualquier condena previa de un delito grave y, si he sido condenado, debo proporcionar prueba de que he sido indultado o liberado de otro modo de las discapacidades resultantes de dicha condena final por delito grave. Soy consciente de que proporcionar a sabiendas información falsa en la solicitud con respecto a mi posible estado de condena por delito grave constituye un delito menor de Clase B. Juro además que las declaraciones anteriores incluidas en mi solicitud son, en todos los aspectos, verdaderas y correctas."</p>					
X					
FIRMA DEL CANDIDATO					
Jurado y suscrito ante mí este día ____ de ____ del ____ por ____.					
Firma del oficial autorizado para administrar el juramento ⁴					
Nombre del oficial autorizado para administrar juramentos en letra de molde					
Título del oficial autorizado para administrar el juramento					
Notarial o sello oficial					
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE.					
This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified					
(See Section 1.007)					
Date Received	Date Accepted	Signature of Filing Officer or Designee			

INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78º día antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente 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 es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la División de Elecciones de la Secretaría de Estado para obtener información adicional. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.

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 #	
4 CANDIDATE PHONE	AREA CODE PHONE NUMBER EXTENSION ()			Date Received	
5 OFFICE HELD (if any)		Date Hand-delivered or Postmarked			
6 OFFICE SOUGHT (if known)		Receipt # Amount \$			
7 CAMPAIGN TREASURER NAME	MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX	Date Processed			
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS; APT / SUITE #; CITY; STATE; ZIP CODE	Date Imaged			
9 CAMPAIGN TREASURER PHONE	AREA CODE PHONE NUMBER EXTENSION ()				
10 CANDIDATE SIGNATURE	<p>I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.</p> <p>I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.</p> <p>I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p> <p>_____ Signature of Candidate</p> <p>_____ Date Signed</p>				
GO TO PAGE 2					

**CANDIDATE MODIFIED
REPORTING DECLARATION**

**FORM CTA
PG 2**

**11 CANDIDATE
NAME**

**12 MODIFIED
REPORTING
DECLARATION**

**COMPLETE THIS SECTION ONLY IF YOU ARE
CHOOSING MODIFIED REPORTING**

**•• This declaration must be filed no later than the 30th day before
the first election to which the declaration applies. ••**

•• The modified reporting option is valid for one election cycle only. ••
(An election cycle includes a primary election, a general election, and any related runoffs.)

**•• Candidates for the office of state chair of a political party
may NOT choose modified reporting. ••**

I do not intend to accept more than \$940 in political contributions
or make more than \$940 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
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May Election Calendar

Updated Nov. 22, 2021

For a City's General Election on May 7, 2022

This calendar includes all major actions for which the Election Code prescribes a specific date or deadline for performance, but it does not include actions for which the beginning date for performance can vary from one city to another (for example, preparation of voting equipment and forms). Each city secretary should use the chart in §1.62 of the *Texas Municipal Election Law Manual* (6th edition) [abbreviated as M] together with this calendar to fill in those dates on the city secretary's personal election calendar. The city secretary's personal calendar should reflect dates that the city secretary prefers in place of the discretionary dates recommended in this calendar.

All dates in column 1 are 2022 unless noted otherwise. Column 5 indicates the time interval between the date of the action and election day. For example, the notation 50th in the entry for March 18 means that the day for beginning mandatory office hours is the 50th day before election day; the notation "+10" in the entry for May 17 means that the last day for the presiding judge of the early voting ballot board to mail to voters notices of rejected mail ballots is the 10th day after election day. An asterisk (*) in Column 5 indicates the time stated is not required by statute.

Major steps are in ALL CAPS. *Steps for early voting are in ITALICS.* A dashed line in the table indicates separate deadlines or events that fall on the same day. Always verify that the latest version of the calendar on the TMCA's website (under resources).

In general, when there is a statutory provision prescribing the **last day** for the performance of an act, the number in Column 5 reflects that day. If the statutory day must be moved because of a Saturday, Sunday, or state or national holiday, the resulting date is designated in Columns 1 and 2, and Column 5 indicates, in parentheses and italics, the actual number of days measured from election day. Sometimes, early compliance is recommended and noted in the columns.

In preparing a personal calendar, the city secretary should remember the rule in Election Code §1.006 that if the **last** day for performance of an action falls on a Saturday, Sunday, or a state or national holiday, the deadline date is usually extended to the next regular business day whether the day is a city holiday or not [see M §1.52(b)]. When a deadline is extended for this reason, the extended date is used for determining other dates that are calculated in relation to the event of the extended date. Exceptions are noted in this calendar. When reading a section of the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities.

To prepare a calendar for a runoff election, see M §§12.01-.02; for a special election to fill a vacancy in office, see M §12.03; for a special election on a measure, see generally M §12.12.

Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri May 7, 2021	One-year deadline for website posting regarding candidacy and other information. [Endnote 1] Note: New secretary of state candidate forms.	City Secretary	2.14(d)	365th
Mon Dec 20, 2021	LAST DAY to post on bulletin board the notice of the dates of the filing period for the general election (30 days before first day to file application for a place on the ballot). Note: Notice must contain location where applications will be received and an email address for filing.	City Secretary	2.14(d)	138th
Thu Jan 6, 2022	Obtain a supply of the following forms: candidate's application for place on ballot; appointment of campaign treasurer (candidate and specific-purpose committee); report of contributions and expenditures (candidate-officeholder and specific-purpose committee); application for mail ballot, and a set of administrative forms if ordered from a supply house. (Set up schedule for ordering precinct sets and other forms if they are to be ordered later.)	City Secretary	5.31 31.17(a)	*121st
Thu Jan 6- Fri Jan 28	Review recommendation for following steps listed in M §1.62 for possible needed or desired action: Steps 1 through 5 (revising election precincts; designating polling places; changing method of voting if equipment is available but not adopted for use or if acquisition of equipment by city is desired; and contracting, if any); Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	1.62	*121st thru *99th
Fri Jan 7	<i>First day voters may apply for a ballot by (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i>	City Secretary	9.44(a)	120th
Tue Jan 18	Last day for timely filing of semi-annual report of contributions and expenditures. Note: Because Jan 15 is a Sat and Mon is Martin Luther King Day, the deadline is extended to Tue.	City Secretary	3.12(b) 3.16	Jan 15
Wed Jan 19	GENERAL ELECTION FIRST DAY FOR FILING APPLICATION for place on ballot. This is the 30th day before filing deadline.	City Secretary	2.14(a)	108th
Wed Jan 19	FIRST DAY FOR FILING DECLARATION OF WRITE-IN CANDIDACY.	City Secretary	2.19(b)	108th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Jan 24- Fri Feb 18	Recommended period and statutory deadline for ORDERING ELECTION. Note: Sometimes the phrase "calling" election is used.	Mayor [endnote 3]	6.03	*103rd thru 78th
Mon Feb 7	LAST DAY for small city in small county to provide secretary of state notice of intent to use exception to accessibility requirements or show undue burden, if required. 90th day is on Sun. This action is extended to Mon.	City Secretary	5.25(c)	(89th)
Tue Feb 15	If the candidate dies on or before Feb 15 (day before the 2nd day before filing deadline, in other words, the 3rd day before the filing deadline), the City Secretary MUST remove candidate's name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4.	City Secretary	6.23(c)	81st
Fri Feb 18	GENERAL ELECTION STATUTORY LAST DAY FOR ORDERING ELECTION [endnote 2].	Mayor [endnote 3]	6.03	78th
Feb 18	LAST DAY FOR FILING APPLICATION FOR PLACE ON BALLOT (must be received by 5 p.m.). City Secretary's office should stay open until 5 p.m. Note: If a candidate dies after February 15 but on or before the filing deadline, see endnote 4.	City Secretary	2.14 6.23(c)	78th
Feb 18	Recommended LAST DAY FOR NOTICE DESIGNATING ELECTION PRECINCTS AND POLLING PLACES.	City Council	5.42(d)	*78th
Feb 18	Recommended first day to provide 4-DAY NOTICE OF DRAWING to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline.	City Secretary	6.22(a)(2)	*78th
Mon Feb 21	Recommended beginning date for preliminary work on appointment of election judges. Note: When this date falls on Presidents' Day, a state holiday (3rd Mon in Feb), these recommended actions may be taken if the city secretary's office is open.	City Secretary	7.01	*75th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Feb 21	Recommended first day to POST public's 72-HOUR NOTICE OF DRAWING for order of names on ballot. Must be posted at least 72 hours preceding the time of the drawing. Note: See prior note for this date.	City Secretary	6.22(a)	*75th
Tue Feb 22	LAST DAY FOR A WRITE-IN CANDIDATE to declare candidacy in the GENERAL election.	City Secretary	2.19(b)	74th
Wed Feb 23	If no candidate has an opponent in an election considered to be a separate election, deliver the certification of unopposed candidates to the city council.	City Secretary	6.12	*73rd
Feb 23	Last day for filing application for place on the ballot if a candidate died after February 15 but on or before the Feb 18 filing deadline and the City Secretary chose to remove the candidate's name from the ballot [see endnote 4].	City Secretary	2.14(b)	73rd (5th day after filing deadline)
Thu Feb 24- Mon Feb 28	Recommended period to CONDUCT DRAWING FOR ORDER OF NAMES ON BALLOT. Prepare ballot format and send it to printer.	City Secretary	6.22(b)	*72nd thru *68th
Fri Feb 25	LAST DAY for a ballot candidate in general election to withdraw and have name omitted from the ballot (withdrawal request must be received by 5 p.m.). EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published.	City Secretary	6.23(c) 3.02(b)	71st
Feb 25	LAST DAY for a write-in candidate to withdraw in general election and have name omitted from write-in list. The statute does not state a time, but the SOS considers 5 p.m. the deadline.	City Secretary	3.02(b) 3.02(c)	71st
Feb 25	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. City secretary's office should stay open until 5 p.m.	City Secretary	3.04(d)	71st
Sat Feb 26	LAST DAY to order a SPECIAL ELECTION to fill a vacancy so that the filing deadline will be the 62nd day before election day. This date remains on Sat because it is not the last day to order a special election.	City Council City Secretary	12.03(f)	70th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Mar 7	If a SPECIAL ELECTION to fill a vacancy was ordered on or before the 70th day before the election, this is the LAST DAY to file an application for a place on the ballot and the LAST DAY to file a declaration of write-in candidacy in the SPECIAL ELECTION . 62nd day is on Sunday. This action is extended to Mon. Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.	City Secretary	12.03(f)	62nd (61st)
Tues Mar 8	If an allegation is filed with the Texas Ethics Commission, this is the first day of the period TEC will defer an investigation until after election (or runoff).	City Secretary Texas Ethics Commission	3.01	60th
Mar 8	Recommended day to contact the county clerk or elections administrator concerning availability of the initial list of voters who have submitted annual applications for ballot by mail (ABBM). Note: If the deadline falls on Texas Independence Day, which is not the case this year, these actions don't move as they are not statutory deadlines.	City Secretary	9.43	*60th
Mar 8	LAST DAY TO DELIVER NOTICE OF THE ELECTION TO THE COUNTY CLERK AND VOTER REGISTRAR (or elections administrator) of each county in which the election will be held. Note: The notice must identify the main early voting place as such and include the early voting clerk's mailing address, physical address if different from the mailing address, fax, phone, email, and website. If the deadline falls on Texas Independence Day, which is not the case this year, the deadline moves forward.	City Council (City Secretary)	6.54(c)	60th
Fri Mar 11	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 18 (must be received by 5 p.m.).	City Secretary	2.14(b)	57th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mar 11	<p>If a SPECIAL ELECTION to fill a vacancy was called on or before the 70th day before the election this is the:</p> <ol style="list-style-type: none"> LAST DAY for a candidate in the special election to withdraw (withdrawal request must be received by 5 p.m.); and LAST DAY that a declaration of ineligibility causes omission of candidate's name from the ballot. <p>EXCEPTION: a withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published.</p> <p>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p>	City Secretary	6.23 12.03(f)	57th
Mon Mar 14- Fri Mar 25	Recommended period for APPOINTING ELECTION JUDGES [endnote 2]. (Schedule for first council meeting after period if no meeting during period.)	City Council [endnote 3]	7.42(a)(2)	*54th thru *43rd
Thu Mar 17	RECOMMENDED DATE TO PRINT BALLOTS that have been prepared earlier.	City Secretary	6.25	*51st
Fri Mar 18	Beginning date of period for mandatory office hours. City Secretary must keep office open for at least 3 hours a day during regular office hours on regular business days.	City Secretary	6.80(a)	50th
Mar 18	<p>Last day for a challenge of a candidate application based on form, content, procedure.</p> <p>Note: Old law was 46th day.</p>	City Secretary	2.17(d)	50th
Tue Mar 22	Last day to order a SPECIAL ELECTION to fill a vacancy.	City Secretary	12.03(e) 12.03(f)	46th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Wed Mar 23	<p><i>DEADLINE for mailing ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the United States. If it is not possible to mail these ballots by this deadline, the city secretary must notify the secretary of state within 24 hours of knowing the deadline will not be met.</i></p> <p>Note: Information on the roster for a person who votes early voting in person or by mail must be available for public inspection and on the website of the early voting clerk by 11 a.m. on the day after the information is entered on the roster (for voters voting in person) or by 11 a.m. on the day after the early voting clerk receives the ballot (for voters voting by mail). If the entity does not maintain a website, the information must be on the bulletin board used for posting notices.</p>	City Secretary	9.49(b) 9.82	45th
Mon Mar 28	<p>If a SPECIAL ELECTION to fill a vacancy was ordered after the 70th day before the election but on or before the 46th day before election day, this is the LAST DAY for filing an application for a place on the ballot OR to file a declaration of write-in candidacy in the SPECIAL ELECTION.</p> <p>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p>	City Council	12.03(f)	40th
Sat Apr 2	<p>LAST DAY for a candidate in a SPECIAL ELECTION with a filing deadline of the 40th day, to withdraw or be declared ineligible and have name omitted from the ballot. The 35th day is Sat, Apr 2. EC 1.006 does not apply to this deadline, and this deadline is not moved [EC §145.092(e)].</p> <p>EXCEPTION: A withdrawal submitted after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published.</p> <p>Note: For information on removal of deceased candidate's name from the special election ballot, and extended filing and withdrawal deadlines, see endnote 4.</p>	City Secretary	12.03(g)	35th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Thu Apr 7	Due date for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates by 5 p.m. or midnight if filed electronically. City secretary's office should stay open until 5 p.m. See endnote 5 for current threshold dollar amounts.	City Secretary	3.13(b)	30th
Apr 7	Last day for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	4.07(f) 4.23(d)	30th
Apr 7	<i>LAST DAY TO MAIL BALLOTING MATERIALS for early voting by mail to persons whose applications were accepted before the 37th day. The clerk must mail ballots out to voters by the 30th day before election day if the clerk accepted the application by the 37th day before election day (old law was the 45th day). In any case, ballots should be mailed as soon as possible.</i>	City Secretary	9.44(a)	30th
Apr 7- Wed Apr 27	PERIOD FOR PUBLISHING NOTICE OF ELECTION. Must be published at least once in a newspaper during this period. Note: If the deadline falls on Apr 21, San Jacinto Day, which is not the case this year, it is recommended that the notice be published before Apr 21.	Mayor [endnote 3]	6.52(a)	30th thru 10th
Apr 7	Minimum 10th day to begin posting continuous notice if signature verification committee meets Apr 17. Note: The city council makes the appointments not later than 5 days after the city secretary calls for appointment.	City Secretary	7.34 6.70(a) 7.33	*30th
Apr 7	Recommended last day to notify presiding judges of duty to hold election.	Mayor	7.42(a)(2)	*30th
Apr 7	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	4.34(a)	*30th
Apr 7	Recommended day to begin posting the Notice of Voting Order Priority for voters with mobility issues on the city's website if the city maintains one.	City Secretary	10.23(d)	*30th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Sat Apr 16 (Apr 14 recom- mended)	<p>LAST DAY for POSTING (1) notice of election on bulletin board used for posting notices of city council meetings, and (2) date, location of each polling place, and each candidate and measure on the ballot on the city's website.</p> <p>Note: The 21st day is Sat, meaning the notice can be delayed until Mon, Apr 18. The better practice is to post no later than Fri. However, this year, Easter falls on Sun, Apr 17, and some offices may be closed Good Friday. Accordingly, Thu, Apr 14 is recommended.</p>	City Secretary [endnote 3]	6.52(b)	21st (22nd)
Apr 16- Sat May 7	For cities conducting bond elections, additional posting requirements are due. Note that additional publication requirements also apply. Consult bond counsel.	City Secretary	6.70(a)	21st thru Election Day
Sun Apr 17	<p>Type B cities: LAST DAY TO POST notice of election in three public places.</p> <p>Note: EC §1.006 does not apply to a deadline like this one from the LGC.</p>	City Secretary	6.52(b)(3)	20th
Apr 17	<p><i>First day a signature verification committee (SVC) may begin work.</i></p> <p>Note: EC §1.006 does not apply to the starting date. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification.</p>	City Secretary	6.70(a) 6.72	20th
Mon Apr 18	<i>Last day for unregistered applicant to submit a federal postcard application and be eligible to vote a full ballot. (The 20th day before the election is Sun, Apr 17. The deadline is extended so that if the application is placed in the mail by Mon, Apr 18, it is timely.)</i>	City Secretary	9.61(a)	20th (19th)
Tue Apr 19	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 22. (Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins.)</i>	City Secretary	6.63(d)(2) 6.64(c)	18th
Apr 19	<i>Last day early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions.</i>	City Secretary	9.46(b)	18th
Wed Apr 20	<i>Last day to begin posting continuous notice of schedule for branch early voting polling places. (5th day before beginning of early voting by personal appearance.)</i>	City Secretary	9.14(c)	17th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Fri Apr 22	<i>Last day to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered but meets the requirements to be registered under EC Title 2.</i>	City Secretary	9.66(b)	15th
Apr 22	<i>Last day for conducting first test of automatic tabulating and DRE equipment to be used for early voting (at least 48 hours before it is used).</i>	City Secretary	6.63(d) 6.64(c)	15th
Apr 22	STATUTORY DEADLINE FOR NOTIFYING JUDGES OF DUTY TO HOLD THE ELECTION.	Mayor	7.44(a)	15th
Apr 22	Last day to challenge write-in candidate for form, content, and procedure.	City Secretary	2.19(f)	15th
Sun Apr 24	<i>First day a city holding joint election with a county with a population of 100,000 or more may convene the early voting ballot board to process mail ballots.</i> Note: 24-hour notice must be posted for each delivery of voting materials made before election day. The board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. (9th day before end of early voting by personal appearance). The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency. EC §1.006 does not apply to the first day.	City Secretary	9.57(a)(2) 10.03	13th
Mon Apr 25	FIRST DAY FOR EARLY VOTING BY PERSONAL APPEARANCE. <i>If voting will be conducted on Sat or Sun, Apr 30 or May 1, notice of schedule must be posted at least 72 hours before first hour of the weekend voting.</i>	City Secretary	9.14	12th
Apr 25	<i>First day for new illness or disability allowing late application for late (emergency) early voting.</i>	Voter	9.73	12th
Apr 25- Thu Apr 28	<i>Possible period for posting notice amending notice of branch early voting polling places after early voting by personal appearance starts.</i>	City Secretary	9.14(d)	12th thru 9th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Tue Apr 26	<i>Regardless of method of delivery, last day to accept application by mail for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i> Note: If the deadline falls on a Sat, Sun, or legal holiday, then personal delivery must be the first regular business day preceding that day.	City Secretary	9.44(b)(1) 9.45(b)	11th
Apr 26	<i>Last day to accept an FPCA from a registered voter.</i>	City Secretary	9.61	11th
Apr 26	<i>Last day for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	9.43(a)(2)	11th
Wed Apr 27	LAST DAY FOR PUBLICATION OF NOTICE OF ELECTION. Note: In some years, this deadline is April 21, San Jacinto Day, but it is highly recommended that the notice be published no later than the 10th day before election day.	Mayor [endnote 3]	6.52(a)(1)	10th
Apr 27	<i>Last day to post notice if early voting will be conducted on Sat, Apr 24.</i>	City Secretary	9.12(a)(2)	10th
Thu Apr 28	<i>Last day to post notice if early voting will be conducted on Sun, Apr 25.</i>	City Secretary	9.12(a)(2)	9th
Fri Apr 29	Due date for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filed electronically. See endnote 5.	City Secretary	3.15	8th
Mon May 2	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>polling place</u> if the first test is on May 4. (48 hours before test begins.) Note: Testing must occur 48 hours before equipment is to be used (starting at 7 a.m. on Election Day).	City Secretary	6.64(c)	*5th
May 2	Last day for publication of notice of first test of DRE equipment to be used at a <u>polling place</u> if the first test is on May 4. Note: Notice must be published at least 48 hours before test begins for DRE's.	City Secretary	6.63(d)(1)	*5th
May 2	Last day for publication of notice of first test of automatic tabulating equipment to be used at a <u>central counting station</u> if the first test is on May 4 (48 hours before test begins).	City Secretary	6.64(b)	5th
May 2	<i>Last day for early voting clerk to receive mailed ABBM when voter submitted ABBM via email or fax on Tue, April 26.</i>	City Secretary	9.45(c)	5th

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 2	<i>First day for death in family to qualify for late (emergency) early voting.</i>	City Secretary	9.73(a)	5th
Tue May 3	LAST DAY OF REGULAR EARLY VOTING BY PERSONAL APPEARANCE.	City Secretary	9.11(b)	4th
May 3- Sat May 7	<i>As soon as early voting by personal appearance is over until 7 p.m. on May 7, early voting materials may be delivered to the early voting ballot board for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station.</i> Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. See below. Post notice of delivery continuously 24 hours before each delivery. Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.	City Secretary	9.57(a)(1) 9.57(a)(3)	4th thru close of polls
May 3	<i>First day the early voting ballot board may begin counting ballots in an election held jointly with a county having a population of 100,000 or more.</i> Note: Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.	Early Voting Ballot Board	9.57(a)(2)	4th at close of polls
Wed May 4	LAST DAY for first test of automatic tabulating equipment to be used at a polling place or central counting station and DRE equipment to be used at a polling place. If tests are conducted on this day, make sure all notices have been published. See entries for May 2 for deadlines for notice publication.	City Secretary	6.63(d)(2) 6.64(b) 6.64(c)	3rd
May 4	<i>Last day to receive an application to cancel mail ballot that has not arrived at the early voting clerk's address as listed on the carrier envelope.</i>	City Secretary	9.54(a)	3rd
May 4	Last day for conducting first test of automatic tabulating equipment to be used at a <u>polling place</u> (at least 48 hours before used for counting on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before date of test.	City Secretary	6.64(c)	3rd

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 4	Last day for conducting first test of DRE equipment to be used at a <u>polling place</u> or central counting station (at least 48 hours before voting begins on election day). To assure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before test begins for DREs.	City Secretary	6.63(d)(2)	3rd
May 4- Fri May 6	<i>Period to apply for late (emergency) early voting because of death in family May 2 or later. Requires absence from county on election day.</i>	City Secretary	9.73(a)	3rd
May 4- May 6	Recommended time to prepare list of registered voters for early voting ballot board if more than one early voting polling place. The early voting clerk must mark the names on the list of registered voters of persons who voted early before this list is delivered to the precinct election judges.	City Secretary	9.83	*3rd thru 1st
May 4- Sat May 7	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 25.</i>	City Secretary	9.72(b)	3rd thru Election Day, 5 p.m.
Thu May 5	Last day for first test of automatic tabulating equipment to be used at a <u>central counting station</u> . The equipment must be tested at least 48 hours before it is used to count votes. Notice must be published at least 48 hours before date of test.	Presiding Judge	4.31	2nd
Fri May 6	<i>Last day to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	9.83(e)	1st
May 6	Recommended date for delivery of equipment to polling places (statutory deadline is 6 a.m. on election day).	City Secretary	6.65(b)	*1st
May 6	RECOMMENDED DAY TO POST NOTICE OF COUNCIL MEETING to canvass the returns if canvass will be on 3rd day after election. Notice must be posted at least 72 hours before time of meeting.	City Secretary	11.13	*1st
May 6	<i>Last day to apply (by close of business) for and vote a ballot by personal appearance due to death in immediate family that occurred May 2 or later.</i>	City Secretary	9.73(b)	1st

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 6	One-year deadline to post candidacy and election information for the next general election to be held on May 6, 2023.	City Secretary	2.14(d)	next May election - 365 days
Sat May 7	ELECTION DAY. Polls are open 7 a.m. to 7 p.m. Voting by sick or disabled voters at main early voting place, 7 a.m. to 7 p.m., where electronic voting systems are used at precinct polling place.	City Secretary	9.71	E Day
May 7	<i>7 a.m. to 7 p.m. early voting clerk's office must remain open for early voting activities.</i>	City Secretary	10.13(c)	E Day
May 7	<i>5 p.m. deadline for late applications for ballots from voters who became ill or disabled Apr 25 or later.</i>	City Secretary	9.72(b)	E Day
May 7	<i>Deliver early voting ballots, etc., to early voting ballot board. Second key to ballot box is delivered by chief of police or marshal.</i>	City Secretary	10.13(c)(1) 9.57(b)(1)	E Day
May 7	<i>7 p.m. deadline for receiving ballots from voters who became ill or disabled Apr 25 or later.</i>	City Secretary	9.72(b)	E Day
May 7	<i>7 p.m. first deadline for receiving early voting mail ballots, except overseas and armed forces ballots and certain ballots place for delivery before this deadline. After regular mail delivery, check mailbox for early voting mail ballots. See additional deadline on +1 day.</i>	City Secretary	9.50(a)	E Day
May 7	Receive precinct records, voted ballots, etc. (Chief of police or marshal receives keys to ballot boxes containing voted ballots.)	City Secretary Mayor	10.13(c) 10.32(d)	E Day
May 7	PREPARE UNOFFICIAL TABULATION OF RESULTS. Note: Presiding judge must notify city secretary if counting will not be complete by 2 a.m.	City Secretary	10.34 10.32(b)	E Day
Mon May 9	<i>Second deadline for receiving mail ballots if the delivery envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. (7 p.m. local time for the place of election). This second deadline occurs the day after the election. The day after the election is Sun. This deadline is extended to Mon, May 9.</i> Note: This applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the United States.	City Secretary	9.50(a)	+1 (+2)

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 9	<p><i>First day for public access to early voting by mail applications and for mailed early voting ballot materials, including those for annual ABBMs.</i></p> <p>Note: Information on the roster for a person who votes early voting in person or who votes early by mail to be available for public inspection and on the County or City's website (or bulletin board if there is no website) when information on voters voting in person is entered on the roster or when ballots by mail are received. See entry for Wed, Mar 23.</p>	City Secretary	11.70(d)(2)	+1 (+2)
May 9	<i>Last day to deliver provisional ballots to Voter Registrar of each county in which city is located.</i>	City Secretary	10.30(a)(2)	+1 (+2)
Tue May 10	<p>Recommended day to provide Official STATEMENT OF ELECTED OFFICER NOT APPOINTED BY THE GOVERNOR and OATH OF OFFICE to candidates who appear to have won or may win. These are now Secretary of State Forms 10-2 and 10-3. These are provided at this time for information. They must be signed after the canvass.</p>	City Secretary	11.20 11.21	+3
May 10 - Mon May 16	<i>Period during which early voting ballot board may meet to count ballots received from outside the United States if the early voting clerk certifies that all ballots mailed from outside the United States have been received.</i>	Early Voting Ballot Board	11.03	+3 thru +9
May 10 - Wed May 18	<p>PERIOD FOR OFFICIAL CANVASS. Mayor sets exact day and hour. City secretary records results in election register as soon as practicable after canvass.</p> <p>Note: Canvass may occur before 11th day only if all FPCA ballots have been received, the EVBB has completed the count of provisional ballots, and there are no deficiencies in mailed ballot carrier envelopes (certain deficiencies can be cured up to 6th day after election day).</p>	Mayor City Secretary City Council	11.12 6.72	+3 thru +11
May 10 - 18	<i>Completion before canvass of report of early votes cast for each candidate or measure, by election precinct.</i>	City Secretary	11.04(b)	+3 thru +11
May 10 - 18	AFTER CANVASS, ISSUE CERTIFICATES OF ELECTION, except that if a recount has been requested, the certificate of election for that office may not be issued until after the recount.	Mayor	11.20	+3 thru +11

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 10 - Tue May 31	Partial manual count of electronically counted ballots must begin not later than 72 hours after polls close and be completed by the +21st day. Note: Deadline falls on Sat, May 28 and Mon, May 30 is Memorial Day, so the deadline moves to Tue.	City Secretary	11.31	+3 thru +21 (+25)
Thu May 12	<i>Last day to receive a ballot from <u>outside</u> the United States, from a <u>non-military</u> voter, IF cancellation or receipt mark indicates ballot was placed for delivery by 7 p.m. on election day.</i>	City Secretary	9.50(b)(1)	+5
Fri May 13	<i>Last day to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member. <u>NO</u> cancellation or receipt mark showing date placed for delivery is required on these ballots.</i>	City Secretary	9.26(d)(3)	+6
May 13	Last day for provisional voter to present ID to voter registrar or execute required affidavit.	Voter Registrar	10.30(d)	+6
May 13	Last day for voter registrar to complete the review of provisional ballots.	Voter Registrar	10.30(d)	+6
May 13	Last day for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.	Voter	6.72	+6
May 13	Type A elected officials may qualify and assume duties of office [LGC §22.006]. The statute states 5th day after election, excluding Sundays. The resulting day is the 6th day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	11.23(a)	+6
Sun May 15 - Mon May 23	ORDERING OF RUNOFF ELECTION, if necessary, not later than 5th day after canvass.	City Council or Mayor [endnote 3]	12.01(c)(2)	+8 thru +16
Mon May 16	Last day for Voter Registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Time must occur before EVBB convenes. The +7 day is May 14, a Sat. This deadline is extended to Mon.	Voter Registrar	10.30(d)	+7 (+9)
May 16	Last day for general custodian of election records or presiding judge of the early voting ballot board to retrieve the provisional ballots from the voter registrar.	City Secretary or Judge of EVBB	10.30(d)	+9

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
May 16	First date a mailed ballot can be rejected if the carrier envelope was not properly executed, the signatures do not match, or is missing a statement of residence.	EVBB	6.72	+7 (+9)
May 16	Last day for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. See entries for May 9, 12, and 13. Note: This deadline is the 13th day in November of even-numbered years.	Early Voting Ballot Board	11.01(b)	+9
Tue May 17	Last day for presiding judge of EVBB to mail notices of rejected mail ballots to voters.	Presiding Judge of EVBB	11.03(a)	+10
Wed May 18	LAST DAY for conducting the official canvass of the election.	City Council	11.12	+11
Fri May 20 - Sat May 28 (May 27 recommended)	Period during which notice of disposition of provisional ballots must be mailed to voters. Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon, May 30, is Memorial Day, a legal national holiday. Accordingly, Fri, May 27 is recommended.	Presiding Judge of EVBB	11.01(f)	By 10th day after canvass
Mon May 23	Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. If the deadline is Sun, it moves to Mon.	City Secretary	11.70(c)	+15 (+16)
Mon May 30 - Tue July 5	POSSIBLE PERIOD FOR RUNOFF ELECTION, depending on date of official canvass, unless a charter provides for a later date. If 45th day is Sat, the deadline moves to Mon unless Mon is July 4 holiday. Note: EC §1.006 does not apply to the start of the period, but as a practical matter, an election is not likely to be held on May 30, Memorial Day. Also note the order of the names on the runoff ballot appear in the same order as on the general election ballot, so no ballot drawing is required for the runoff ballot.	City Secretary/ City Council	12.01(d) 12.02(e)	20th-45th (47th) day after canvass
Tue May 31	Last day for mailing results of manual count to secretary of state. Note: If +21st day is Sat, the deadline is extended to Mon, but May 30 is Memorial Day, a legal national holiday.	City Secretary	11.31(c)	+21 (+25)

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Date	Action	By or With Whom Taken	Manual Ref. §	Column 5
Mon Jun 6	Last day Type A elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant	Candidate with City Secretary	11.23(a)	+30
Thu Jun 16	LAST DAY OF MANDATORY OFFICE HOURS.	City Secretary	6.80(a)	+40
Thu July 7	First day for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	11.70(e)	+61
Fri July 15	Last day for timely filing of semiannual report of contributions and expenditures.	City Secretary	3.12(b)	July 15
Thu Mar 7, 2024	Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	11.71(c)	+22 months
Tues May 7, 2024	Last day of preservation period for candidate applications and certain petitions.	City Secretary	11.71(d)	+2 years

Endnotes

1. The following information must be posted on a city's website [M §2.14(d)], if the city maintains a website [M §1.53]: (1) the city's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the city; (3) the date and location of the next election for officers of the city; (4) the requirements and deadline for filing for candidacy of each elected office of the city for the next election (posted one year prior to the date of that election); (5) notice of city council meetings; and (6) minutes of city council meetings. A city with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6).
2. The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
3. Follow home-rule city's charter provision, if any.
4. If a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline for filing falls on a weekend or holiday, it is extended to the next business day.

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Withdrawal deadlines after the extended filing deadlines will also be impacted. In other words, the Monday, March 7 filing deadline for a special election to fill a vacancy ordered on or before the 70th day before election day would be extended to Monday, March 14, and the withdrawal deadline for that extended deadline would be Saturday, March 19 (the withdrawal deadline does NOT move to the next business day [EC §145.092(e)]). The Monday, March 28 filing deadline for a special election to fill a vacancy ordered after the 70th day but on or before the 46th day before election day would be extended to Monday, April 4, and the withdrawal deadline for that extended deadline would be Saturday, April 9 (the withdrawal deadline does NOT move to the next business day).

5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of 2022 threshold reporting dollar amounts. The following is a summary of the most common ones [M Ch. 3]:

Election Code §	Threshold Description	Original Amount	2021 Amount	2022 Amount
253.031(b)	<i>PAC: amount of contributions or expenditures permitted before appointment of treasurer is required.</i>	\$500	\$910	\$920
254.036	<i>Electronic Filing Exemption: amount at or below which a filer may qualify.</i>	\$20,000	\$28,420	\$28,800
254.095	<i>Local officeholders, contributions: amount over which reporting is required.</i>	\$500	\$930	\$940
254.181 254.182 254.183	<i>Candidate or specific-purpose PAC, modified reporting: contribution or expenditure amount at or below which filers may avoid pre-election reports.</i>	\$500	\$930	\$940

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