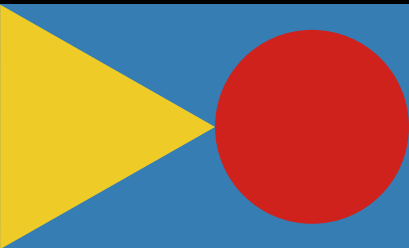


The background features a collage of geometric shapes in red, yellow, black, and blue. A large white circle is partially visible behind the text. The text 'Candidate Packets' is centered in a large, bold, black font.

Candidate Packets

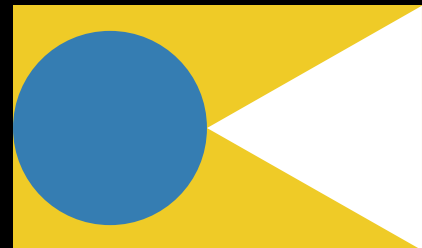
Leticia Brysch
City Secretary, Friendswood

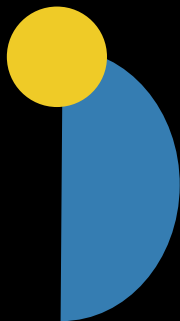
Lee Woodward, TRMC
City Secretary, La Porte



WHOA!

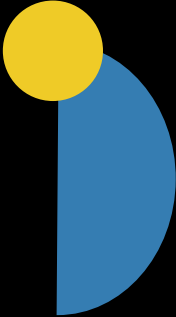

There are lots of attorneys at this conference, but we are not attorneys. Please do not construe anything in this presentation to be legal advice. It's not.





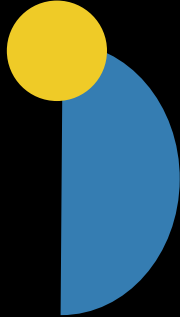

01. What's a candidate packet?

It's a way to provide information and forms to persons interested in running as a candidate (but can be a great teaching tool for anyone!).



02. What's the statutory reference for candidate packets?

There's not one. Candidate packets are not a requirement unless your entity itself requires them. There are no requirements for what to include.



02. What's the statutory reference for candidate packets?

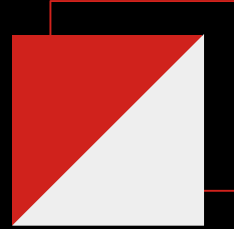
However, the Tx. Elec. Code 1.010 says authorities will furnish printed forms as needed, without charge. That's the only part the entity must do and the only time there is a requirement for printing.

So, why create a candidate packet?



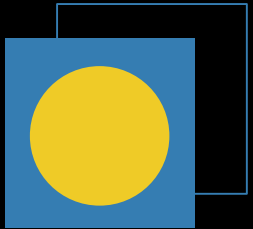
Communicate

Here, in writing, is a record of the information that has been provided to the recipient.



Communicate

A packet is an opportunity to set expectations and demonstrate transparency. It's a continuing educational opportunity.



Communicate

This may be a citizen's first interaction with your organization. Some candidates may be reluctant to ask questions, or not know what to ask.



Communicate

Your packet will be viewed by the public, and perhaps a future boss. Showcase your professional writing and organization skills. Use a packet to start a conversation.

What should be included?



Items
necessary
to file for
office

A blue triangle with the text "Jurisdiction - specific" written in white, bold, sans-serif font in the center.

**Jurisdiction
- specific**

Documents that
provide more
information on local
requirements and/or
restrictions



Campaign
finance-
related
materials

FILING BASICS

Campaign Treasurer Appointment (CTA)

- <https://www.ethics.state.tx.us/forms/COHindex.php>
- TEC vs. local filers; judicial vs. non-judicial filers
- filing fees are campaign expenses, file the CTA first
- candidates for certain races/population levels are also required to file tax returns and other personal financial information

Ballot Application

- <https://www.sos.texas.gov/elections/forms/pol-sub/index.shtml>
- entity type; general vs. special election; ballot vs. write-in candidacy

Filing Fee or Filing Petition (if any)

- Tx. Elec. Code—state/county 142; other entities Ch. 144
- home-rule cities w/ filing fees must offer petition options, generally, 143.005

Jurisdiction - specific materials

Additional candidate qualifications

- Basic qualifications are in state statute, but your entity may have others, particularly found in bylaws or a city charter

Entity requirements or restrictions

- sign placements – entities have right to reasonable limits
- Other – ex. Baytown's former filing for the Mayor's designee and Friendswood's additional requirements – *Recollections may differ!*

Educate early and set everyone up for success!

Texas Ethics Commission

Ethics.state.tx.us

- filing schedule, forms, and instructions for candidates, officeholders, political committees, political parties, and lobbyists
- guides for political fundraising and political advertising
- campaign reference guides (<https://www.ethics.state.tx.us/resources/guides/>)
- TEC advisory opinions on use of contributions
(https://www.ethics.state.tx.us/resources/cf/Personal_Use_Of_Contributions.php)


Other



- Welcome letter from you!
 - Election calendars – SoS and TMCA
 - Maps – wards/districts
 - Code of Fair Campaign Practices (in TEC forms - cannot require it)
 - Links to budget, ACFR, Popular ACFR, other key financial docs
 - Resources and links, especially to your entity's primary documents – bylaws, charter, rules of procedure, ethics policy – UPDATED!
-

Other



- Information on duties of the position, best practices
 - Forms to complete if your entity puts up a webpage with candidate information, bio, photo, etc.
 - Election education material on photo ID, serving as an election worker, student election worker, being a deputy voter registrar, etc.
 - What would you want to receive if you were a candidate?
- 
-

Samples



Cities with May elections will be posting updated packets soon.

Friendswood - <https://www.ci.friendswood.tx.us/702/2024-Candidate-Packet>

Irving - <https://www.cityofirving.org/DocumentCenter/View/56749/Candidate-Packet-English>



Questions?





thanks!

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