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## **Congratulations on your decision to file for office!**

Thank you for your consideration to offer your services to the citizens of Manvel by becoming a candidate for this year's municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. I urge you to read this letter and the enclosed material prior to filling out the specific forms. Please note that the packet is not all-inclusive. *It is the responsibility of the candidate to become familiar with the laws applicable to campaigning for office. You may direct questions about election laws to the Secretary of State at 1-800-252-8683, or go online at [www.sos.state.tx.us](http://www.sos.state.tx.us).* The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements and noting the date of filing thereon. These documents are public records and open for public inspection.

This packet contains the information you will need to comply with the Texas Ethics Commission's Title 15 regulations of campaign fund reporting; and information you may need regarding political advertising and sign regulations.

Election Forms – Please be aware that Section 254.036 of the Election Code requires that all forms regarding financial reporting **be written in black ink or typed with black typewriter ribbon** unless the report is a computer printout. If the report is a computer printout, the printout must conform to the same format and paper size as the form prescribed by the commission.

### **1) Guide to a Local Filing Authority's Duties under the Campaign Finance Law**

### **2) 2021 Schedule for Elections Held on Uniform Election Dates**

### **3) Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities**

### **4) Political Advertising: What You Need to Know, Brochure**

Please note, requirements relating to disclosure statements and internet websites as used for political advertising have been updated. Please review this informational guideline.

### **5) Form ACTA - Amended Appointment of a Campaign Treasurer by a Candidate**

### **6) Form ACTA – Instruction Guide**

### **7) Form C/OH - Candidate/Officeholder Campaign Finance Report**

#### ***Candidate/Officeholder Campaign Finance Report (Form C/OH) & Form C/OH***

**Instruction Guide** – The candidate and/or the candidate's campaign treasurer must complete financial reports. All financial reports are filed with the City Secretary. It cannot be emphasized enough the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and subject to review by the general public, reporters and opponents alike.

Included in this packet are blank forms for submission of your campaign treasurer and campaign finance and contribution reports. These forms may be photocopied if additional copies are needed, or you may locate them online at <http://www.ethics.state.tx.us> under forms by filer type, Non-judicial Candidate/Officeholder, Form C/OH. You may want to maintain a copy of each report submitted for your records.

Form C/OH is to be completed by the candidate or the candidate's campaign treasurer (but signed only by the candidate). This is to be filed in the City Secretaries Office on the dates specified on the form and on the election calendar.

Form C/OH-FR, Campaign/Officeholder Report: Designation of Final Report is the last page attached to form C/OH. This form is to be filed when you are no longer receiving or spending political contributions. A complete form C/OH (Candidate/Officeholder Campaign Finance Report) must be filed when you file the Designation of Final Report. The instructions on how to file the Final Report are in the Instruction Guide for form C/OH.

Listed below are due dates for various reports:

- 1) First Report due – (if applicable, please see 15 days after appointment of a Campaign Treasurer instructions on form CTA, bottom of page 5).
- 2) First Report of C/OH due 30th day before election – April 1, 2021.
- 3) Second Report of C/OH due 8th day before election – April 23, 2021.

**All questions regarding reporting procedures, contributions, or expenditures should be referred to the Texas Ethics Commission at 512.463.5800.**

**8) Form C/OH – Instruction Guide**

**9) Form STA – Appointment of a Campaign Treasurer by a Specific –Purpose Committee**

**10) Form STA – Instruction Guide**

**11) Form ASTA - Amended Appointment of a Campaign Treasurer by a Specific-Purpose Committee**

**12) Form ASTA – Instruction Guide**

**13) Form SPAC - Specific-Purpose Committee Campaign Finance Report**

**14) Form SPAC – Instruction Guide**

**15) Form C/OH-UC - Candidate/Officeholder Report of Unexpended Contributions**

**16) Form C/OH-UC – Instruction Guide**

**17) Form COR-C/OH – Correction Affidavit for Candidate/Officeholder**

**18) Form COR-PAC – Correction Affidavit for Political Committee**

**19) Form CIS – Local Government Officer Conflicts Disclosure Statement**

**20) Form CIQ – Conflict of Interest Questionnaire**

**21) Title 15 of the Election Code**

**22) Texas Ethics Commission Rules**

\*\* The Texas Ethics Commission adopted Forms CIS and CIQ pursuant to HB 914, 79th Legislature. Please note that the Texas Ethics Commission does NOT have jurisdiction to interpret or enforce Chapter 176 of the Government Code; that responsibility rests with the local filing authority. Also, please note that these forms are filed with the local filing authority and NOT with the Texas Ethics Commission.

**23) A copy of relevant sections of Chapter 53 of the Code of Ordinances, City of Manvel, Texas, regarding political signs, (PDF Attached)**

**24) Tex Dot Rules for posting campaign signs (PDF Attached)**

**25) A copy of the Sign Application that needs to be filled out and returned to City Hall, prior to any signs being displayed. (PDF Attached)**

Political signs are expensive to purchase and time-consuming to place. The City has a sign ordinance, and it will be enforced. Improperly placed signs will be removed by City personnel. Signs must be removed 72 hours after the election. If you have a question about signs, please contact city staff.

**Please see these websites for more information:**

**Secretary of State of Texas** at <http://www.sos.state.tx.us/elections/index.shtml>

**Texas Ethics Commission** at <http://www.ethics.state.tx.us/>

It is the duty of the candidate to become familiar with the laws applicable to campaign contributions and expenditures. I cannot over-emphasize the importance of adhering to the financial reporting procedures since campaign reports are considered open records, thus open to the scrutiny of media and opponents. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission office at 1-800-325-8506 for assistance.

We appreciate your interest in municipal government and trust that this will be a positive and exciting experience for you and your supporters. Please call me if you have any further questions.

Best Regards,

Tammy Bell  
City Secretary

