

January 1, 2023

Dear candidate:

Thank you for your interest in running for public office. The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Election Code of the State of Texas and Southlake's City Charter.

The purpose of this document is to provide candidates with the pertinent information necessary to run for elected office in Southlake. The City Charter provides that the governing body of the City shall consist of the Mayor and six Council members who shall be elected for terms of three years. All places, including the Mayor, will be elected at large. No person shall serve as Mayor or as a Council member for more than two successive elected terms.

Each person who becomes a candidate for Mayor or City Council shall meet the following qualifications:

1. Be at least 21 years of age;
2. Be a citizen of the United States;
3. Be a qualified voter of the City;
4. Reside and have resided for at least 12 months preceding the election within the corporate limits of the City;
5. No candidate may file for more than one office or position number per election; and,
6. No employee of the City shall continue in such position after becoming a candidate for an elective office.

A copy of the City Charter is located inside the front pocket of this binder. Located immediately behind this letter is a listing of election forms and resources that you may utilize during your campaign. Please note that the first three forms will need to be filed with the City Secretary in order to declare candidacy: (1) Application for a Place on the Ballot; (2) Appointment of a Campaign Treasurer by a Candidate (unless an appointment is on file); and (3) subscription to the Code of Fair Campaign Practices. Your subscription to the Code of Fair Campaign Practices is strictly voluntary.

Election Forms

✪ **Application for a place on the City of Southlake ballot.**

- This must be filed in the City Secretary's Office between the hours of 8:00 a.m. and 5:00 p.m. beginning **January 18, 2023** and ending **February 17, 2023**.
- Please note that the application has a section for your e-mail address. Listing your e-mail address is optional but keep in mind that candidate applications are made available to the public and will be uploaded to the City's website. If you provide your e-mail address on the form, the City will verify in writing that you authorize release of your e-mail information.

Application form is located behind introduction letter.

✪ **Appointment of a Campaign Treasurer by a Candidate-Form CTA.**

- This form is to be filed in the City Secretary's Office as soon as you become a candidate and before you make any expenditure(s) or accept any contribution(s).
- See *instruction guide—appointment of a campaign treasurer by a candidate—for completing form*. You may name yourself as treasurer.
- This form is generally submitted in conjunction with the candidate's application and Code of Fair Campaign Practices form.

Form CTA is located behind introduction letter.

Instruction Guide is located behind "Campaign Finance" tab.

✪ **Code of Fair Campaign Practices-Form CFCP.**

- This form may be filed in the City Secretary's Office and is strictly voluntary.
- See *Chapter 258, Election Code for additional information*.

Form CFCP is located behind introduction letter.

Chapter 258 is located behind "Campaign Finance" tab.

✪ **Candidate/Officeholder Campaign Finance Report-Form C/OH.**

- This report shall be filed in the City Secretary's office on the dates specified on the list of important dates.
- See *instruction guide—candidate/officeholder campaign finance report—for completing form*.
 - The instruction guide provides detailed explanations how to complete the campaign finance report and deadlines for filing pre-election reports.
 - If you still have questions after reviewing the guide, please contact the Texas Ethics Commission, as they are responsible for interpreting Campaign Finance Law (Title 15).
 - You may contact the Texas Ethics Commission by dialing 512-463-5800 or visiting their website (www.ethics.state.tx.us).

Form C/OH and Instruction Guide are located behind "Campaign Finance" tab.

- A candidate may file a modified reporting statement declaration if he/she does not plan to expend or receive more than \$1,010.
 - This form is page two of the appointment of a campaign treasurer by a candidate. The declaration shall be filed no later than the 30th day before the election. A candidate filing the declaration is not required to file pre-election reports, unless the candidate exceeds \$1,010.

The above forms are filed with the City Secretary, and as such, the City Secretary serves **only** as the custodian of the records for the benefit and convenience of the public. The City Secretary does not have any duty to determine the sufficiency or timeliness of the statements and does not have the authority to refuse to accept a statement for filing on either of these grounds. If you have questions or concerns regarding campaign reporting, please contact the Texas Ethics Commission at 512-463-5800.

A copy of the Texas Ethics Commission's CAMPAIGN FINANCE GUIDE FOR CANDIDATES AND OFFICEHOLDERS WHO FILE WITH LOCAL FILING AUTHORITIES is located behind the "Campaign Finance" tab. This guide is helpful for candidates who file election reports and forms with the City Secretary.

Candidate applications and campaign finance reports are frequently requested records. In an effort to provide public access to these documents, all forms filed with the City Secretary will be uploaded to the City's website.

Resources

- ✦ City Charter
- ✦ Texas Ethics Commission: The agency is responsible for administering and enforcing Title 15, Election Code, concerning political contributions and expenditures, as well as political advertising.
www.ethics.state.tx.us
Title 15, Election Code - <https://www.ethics.state.tx.us/statutes/title15.html>
A copy of Title 15 is located behind the “Campaign Finance” tab.
- ✦ Texas Secretary of State: The Secretary of state serves as Chief Election Officer for Texas, assisting county election officials and ensuring the uniform application and interpretation of election law throughout Texas.
www.sos.state.tx.us
- ✦ Texas Election Code: The below link provides access to the entire Election Code. At this site you can access Chapter 258 (Fair Campaign Practices Act) and Title 15 (Regulating Political Funds and Campaigns)
<http://www.statutes.legis.state.tx.us/>
- ✦ Tarrant County Elections Administrator: This is the office you should contact to request a list of registered voters and/or to check voter registration status. Please call 817-884-1115.
www.tarrantcounty.com/elections
- ✦ Denton County Elections Administrator: This is the office you should contact to request a list of registered voters and/or to check voter registration status. Please call 940-349-3200.
<http://www.votedenton.com/>
- ✦ City of Southlake City Secretary’s Office: If you have questions related to the election process, please call Amy Shelley at 817-748-8016 or Veronica Lomas at 817-748-8015. You may also email the City Secretary at ashelley@cityofsouthlake.com
- ✦ City of Southlake Code Enforcement Officers: If you have questions related to placement of political signs or to report a violation, please call 817-748-8397.