



**TO:** Candidates for Benbrook Library District  
General Election November 6, 2018

**FROM:** Steve Clegg, Library Director

The Benbrook Library District will conduct a general election to elect the following:

Trustee, Member of the Board of Trustees  
Trustee, Member of the Board of Trustees

The election will be held on Tuesday, November 6, 2018. In an effort to inform you of the dates that will be important to you, the Library Director has prepared this "Candidate Packet". Packets are available at the Benbrook Public Library, 1065 Mercedes St., Benbrook, Texas. All necessary forms are also available on our website at <https://www.benbrooklibrary.org/library-trustees/>.

It is very important that you read and become familiar with all of the documents that have been provided. The following items are of particular importance:

**Application for a place on the Trustee, Board of Director, General Election Ballot.** This application is to be used for those candidates filing for a place on the ballot by name. The Texas Ethics Commission Affidavit is included on this form. This application must be filed in the Library no later than 5:00 p.m., Monday, August 20, 2018. The first day of filing is Saturday, July 21, 2018.

The drawing for a place on the ballot will be held at 5:15 p.m. on Monday, August 20, 2018 in the library. The candidate or his/her representative may participate in the drawing.

**Application for Declaration of Write-In Candidacy.** This application is to be used for those candidates making declaration as a write-in candidate. Write-in candidate names do not appear on the ballot. The official ballot will contain a blank line in the place where the write-in candidate has filed. A list of write-in candidates will be placed at each voting station to notify voters of a write-in candidate. The loyalty oath is included on this form. This application must be filed in the library no later than 5:00 p.m., Friday, August 24, 2018. The first day of filing is Saturday, July 21, 2018.

**To file for candidacy, you must meet the following qualifications:**

- shall be a citizen of the United States;
- shall be 18 years of age or older on the first day of the term to be filled at the election;
- shall not have been determined mentally incompetent by a final judgment of a court;
- shall not have been finally convicted of a felony from which you have not been pardoned or had your civil rights restored by other official action;
- have resided continuously in the State of Texas for 12 months and in the City for 12 months immediately preceding the date of the election;
- be a registered voter of the City of Benbrook, Texas

**Appointment of Candidate's Campaign Treasurer (Form CTA) and the Form CTA Instruction Guide.** This form must be on file prior to collecting or spending any money. Please note there is an option for **modified reporting** located on the back of the form along with the footnote on the nepotism law. The form must be completed and signed to be officially filed with the Library Director.

A **calendar** of important dates for the November 6, 2018 General Election Calendar

A **copy** of Information for Trustee Candidates.

Once you have officially filed for the election the following forms will be furnished (these forms are also located on the Library's website):

Texas Ethics Commission, Chapter 258, Election Code, Fair Campaign Practices Act and Code (Form CFCP)

Texas Ethic Commission, Title 15 of the Election Code, Regulating Political Funds and Campaigns.

Texas Ethics Commission 2017 Filing Schedule for Report Dues

Candidate/Office Holder Campaign Finance Report and Instruction Guide.

Texas Ethics Commission, Campaign Finance Guide for Candidates and Officeholders who file with Local Filing Authorities.

A copy Chapter of Chapter 17.92 Benbrook Municipal Code Sign Regulations regarding political signs. (Section 17.92.080)

Texas Ethics Commission Political Advertising – What you Need to Know

**All complaints regarding political advertising and signage must be report to the Texas Ethics Commission. The City of Benbrook only enforces the removal of signs placed within public rights-of-way.**

A copy of sections from the Texas Election Code regarding Electioneering.

Election documents are public records and are open for inspection by any person. The Application for a Place on the Ballot and the Application for Declaration as Write-In Candidate contain space for your email address. This space is “optional”. If you do provide your email address on this form, it will be made available to the public. Current Library Trustees may not use their Library email address for political purposes. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or [www.elections@sos.state.tx.us](http://www.elections@sos.state.tx.us)

It is the duty of the candidate to become familiar with the laws applicable to campaign contributions and expenditures. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission at 1-800-325-8605. **The duties of the Library Director are limited to accepting and filing the various applications, affidavits and statements and noting the date and time of filing thereon. The Library Director does not judge or comment upon the timeliness or sufficiency of reports filed.**

We appreciate your interest in local government and trust that this period will be a positive and exciting experience for you and your supporters. Please call me at 817-249-6632 if you have further questions.

Sincerely

Steve Clegg  
Library Director

**BENBROOK LIBRARY DISTRICT  
INFORMATION FOR  
BOARD OF TRUSTEES  
CANDIDATES**

Benbrook Library District  
1065 Mercedes Street  
P.O. Box 26569  
Benbrook, Texas 76126

Phone: (817) 249-6632  
Fax: (817) 249-3326

[www.benbrooklibrary.org](http://www.benbrooklibrary.org)

BOARD PRESIDENT: Robert Christensen  
LIBRARY DIRECTOR: Steve Clegg

Following is information for citizens who may consider filing for public office. It is a guide to help potential Trustees understand government policies, procedures, and anticipated involvement.

Please recognize that laws governing cities are constantly changing. Candidates may desire to ensure that this material is still current and applicable.

### **TRUSTEE CANDIDATE INFORMATION**

Holding a position of elected office can be a very rewarding and productive experience for those interested in serving their fellow citizens. It can also be a very demanding and time consuming task. If you are considering running for a position on the Benbrook Library Board of Trustees, the following information may be helpful.

Benbrook Library Districts operates as a special purpose district and is governed by the government code. The voters elect a Board of Trustees, which in turn, hires a Library Director to administer the library's day-to-day affairs.

The Board of Trustees serves as the legislative body. The Board sets policy, approves the budget and sets the tax rate. The Board is the final authority on policy decisions that determine the functions of the Library. The Library Director is responsible for directing the workforce and programs of the City in accordance with ordinances, policies and procedures adopted by the Council and state and federal laws, where applicable.

From the time an applicant files for a place on Board of Trustees, certain requirements must be met to comply with law. Many of these requirements, such as dates reports are due, are provided at the time of filing.

### **ELECTION DAY INFORMATION**

General Elections are held on the first Tuesday following the first Monday in November of each year. Polls are open from 7:00 AM to 7:00 PM on Election Day. The Benbrook Library District enters into a Joint Election Contract with Tarrant County and other local political entities for election services.

After each polling place judge completes the necessary paper work, the results of that precinct are taken to Tarrant County for tabulation. As each polling place reports, those results are posted on the Tarrant County Election website. These results are unofficial until such time the Tarrant County Elections Administrator provides the final results to the Library Director. The final results will include Early Voting, Election Day Voting, Mail ballots and the outcome of any provisional ballots.

The Library Director compiles the results of voting for each candidate or measure in each polling place based on information provided on Election night. These results are the unofficial canvass of votes. This information is placed on the Library's website.

The official canvass of election returns cannot be made earlier than the eighth day, or later than the eleventh day, after the election. During that time frame, the Board of Trustees will meet in regular or special session to canvass the returns.

In the event a runoff election is required, it will be scheduled at this meeting. The same procedures on election night and final canvass will be followed as the regular election.

## **AFTER THE ELECTION**

A Statement of Officer must be filed with the Library Director before the Oath of Office may be administered.

A newly elected Trustee will be furnished information such as the Library's budget, policies, meeting archives, and other information for review and study prior to being seated as a member of the Board of Trustees.

If further information is needed after reviewing these documents, please contact the Library Director. Members of Board of Trustees work directly with the Library Director. Any information should come from those offices, unless otherwise directed by the Library Director. A member of Board of Trustees should not request or direct staff to furnish information without first contacting the Library Director.

Library staff is available to assist newly elected Trustees become familiar with the Board of Trustees arrangements and use of library equipment. Meetings are conducted by the Board President using Roberts Rule of Order, and voting is done by hand count and recorded in the minutes. Regularly scheduled Board of Trustees meetings are held on the third Monday of each month, at 6:30 PM in the Meeting Room at the Benbrook Library.

The agenda is prepared by the Library Director. The Board President or a member of Board of Trustees may request placement of an item on the agenda by submitting a written request to the Library Director no later than noon of the Thursday before the next regularly scheduled Library Board meeting. The request should clearly state the nature of the item, the desired action by Board of Trustees and include any supporting material. Board of Trustee agenda packets are prepared by staff and placed on the Library's website. You will receive additional information regarding the method to obtain agenda information under a separate letter.

Packets should be reviewed prior to the Board of Trustees meeting. Questions regarding agenda items should be directed to the Library Director.

At the first Board of Trustees meeting at which all candidates have been seated, an election of officers is conducted. Each member of the Board of Trustees may vote.

Following is a brief summary of important legal issues affecting Trustees such as open meetings and records regulations and conflict of interest statutes.

## **BOARD OF TRUSTEES MEETINGS**

The Benbrook Library District bylaws describe: (1) the Board of Trustees meet at least once each month; (2) meetings be scheduled at a fixed time and place; (3) a quorum of Trustees must be present; (4) majority vote of those present and voting decides the question; and (5) the Board President always presides if present.

## **TEXAS OPEN MEETINGS ACT**

The Texas Open Meetings Act requires written notice of the date, hour, place and subject of each meeting held by the governing body. The notice of the meeting must be posted in a place readily accessible to the general public at all times for at least 72 hours before the scheduled time of the meeting. An exception to this requirement is in case of an emergency or when there is an urgent public necessity. The notice of the emergency meeting or the supplemental notice of the emergency subject added as an item to the properly posted agenda must be posted at least two hours before the meeting is scheduled to begin.

All meetings must be open to the public, except an Executive Session. Closed Executive

Sessions are permitted for: (1) private consultation between a governing body and its attorney relative to pending or contemplated litigation or a settlement offer; (2) deliberation regarding the purchase, exchange, lease or value of real property; (3) deliberation regarding a prospective gift; (4) deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee; (5) the deployment or the specific occasions for implementation of security personnel or devices; and (6) deliberations regarding economic development negotiations. No final action, vote or straw vote on a matter considered in a closed meeting can be taken except in open sessions.

### **TEXAS PUBLIC INFORMATION ACT**

The Texas Public Information Act (PIA) requires that most City records, including those in the possession of Councilmembers, be open to public inspection. Most written material used or produced by Councilmembers is required to be made available, upon request to the news media and other members of the public unless specifically excluded from PIA requirements. That material also includes text messages on private cell phones which concern city business.

### **CONFLICT OF INTEREST**

Every elected and appointed official of the Benbrook Library District must be aware of the strict prohibition against conflicts of interest. Failing to comply with the law risks criminal penalties for the individual Trustee and invalidation of the action of the governing body. Local Government Code Chapter 171 and Government Code Section 573 detail the provisions of the conflict of interest statutes. Copies of this portion of the law may be obtained from the City Secretary.

### **LIABILITY**

General speaking, Texas Courts have held that discretionary decisions made by Trustees within their legislative authority and in "good faith"- that is without intent to do harm, are not personally liable under the Texas Tort Claims Act of 1983.

However, certain specific statutes are exceptions to the Tort Claims Act. You should contact an attorney for more detailed information relative to any personal liability incurred as a legislative member of the Council and have a basic understanding of the legal principles involved.

Self education is an important part of every new Trustee's training. The Benbrook Library District is a member of the North Central Council of Governments (COG) and Texas Municipal League (TML). These organizations provide information that can be helpful to a newly elected official. In addition, Texas Municipal League conducts a training session for newly elected Trustees.

All information is required to be provided unless indicated as optional.

<b>APPLICATION FOR A PLACE ON THE BENBROOK LIBRARY DISTRICT GENERAL ELECTION BALLOT TO:</b>					
City Secretary 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 (Street address and apartment number. If none, describe location of residence. Do not include P.O. Box or Rural Rt.)			MAILING ADDRESS (If different from residence address)		
CITY	STATE	ZIP	CITY	STATE	ZIP
EMAIL ADDRESS (Optional)	OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	VOTER REGISTRATION VUID NUMBER (if applicable)		
TELEPHONE NUMBER (Include area code) (Optional)	Length of Continuous Residence as of Date Application Sworn				
OFFICE:	IN STATE ___ yr(s) ___ mos	IN CITY ___ yr(s) ___ mos	IN DISTRICT OR PRECINCT' ___ yr(s) ___ mos		
HOME:					
If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.					
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says: "I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the Constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."					
X _____ SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the _____ day of _____, _____.					
<b>SEAL</b>					
Signature of Officer administering oath <sup>2</sup>			Title of Officer administering oath		
TO BE COMPLETED BY LIBRARY DIRECTOR:					
(See Section 1.007)					
			Date Received	Signature of Library Director	



## INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void.

The filing deadline is 5:00 p.m. 71 days prior to the election day if the election is held in May or November of an odd-numbered year, except in cases where the law specifies the contrary.

The filing deadline is 5:00 p.m. 78 days prior to the election day if the election is held in November of an even-numbered year.

The candidate **must** sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption.

Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

## FOOTNOTE

<sup>1</sup>If the territory for which the office is elected is citywide (at large) the length of residence in district/precinct is not required.

<sup>2</sup>All 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, and the Secretary of State of Texas.

**Se requiere toda la información, a menos que haya alguna indicación que no es obligatoria.**

<b>APLICACION PARA UN LUGAR EN LA BOLETA DE LA CIUDAD DE _____ ELECCIÓN GENERAL</b>														
A: Secretario(a) de la Ciudad  Solicito que mi nombre esté puesto en la arriba nombrada boleta como candidato para puesto oficial indicado abajo.														
<b>PUESTO OFICIAL SOLICITADO</b> Incluye cualquier número de lugar u otro número que hace el puesto oficial diferente a otros, si hay alguno.				<b>INDIQUE TÉRMINO</b> <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> NO COMPLETADO										
<b>NOMBRE COMPLETO</b> (Nombre de Pila, Segundo Nombre, Apellido)			<b>ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA BOLETA</b>											
<b>DIRECCION DE RESIDENCIA PERMANENTE:</b> Calle y Número de Departamento: si no tiene, describa la localidad de su residencia. No incluya su caja postal o ruta rural.			<b>DIRECCIÓN POSTAL ( Si es diferente a su dirección de residencia)</b>											
CIUDAD	ESTADO	ZONA POSTAL	CIUDAD	ESTADO	ZONA POSTAL									
CORREO ELECTRÓNICO (Optativo)	EMPLEO (No lo deje en blanco)		FECHA DE NACIMIENTO  / /	NUM. DE VUID DE VOTANTE (si aplica)										
<b>NÚMERO DE TELEFONO –</b> Incluya el código de área (Optativo)  DE SU OFICINA:  DE SU DOMICILIO:		<b>TIEMPO EN QUE HA RESIDIDO EN UN SOLO LUGAR EN LA FECHA EN QUE PRESTÓ JURAMENTO SOBRE LA SOLICITUD</b> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="padding: 2px;">EN EL ESTADO</th> <th style="padding: 2px;">EN LA CIUDAD</th> <th style="padding: 2px;">EN EL DISTRITO O PRECINTO<sup>1</sup></th> </tr> <tr> <td style="padding: 2px;">____ (año(s))</td> <td style="padding: 2px;">____ (año(s))</td> <td style="padding: 2px;">____ (año(s))</td> </tr> <tr> <td style="padding: 2px;">____ (mes(es))</td> <td style="padding: 2px;">____ (mes(es))</td> <td style="padding: 2px;">____ (mes(es))</td> </tr> </table>				EN EL ESTADO	EN LA CIUDAD	EN EL DISTRITO O PRECINTO <sup>1</sup>	____ (año(s))	____ (año(s))	____ (año(s))	____ (mes(es))	____ (mes(es))	____ (mes(es))
EN EL ESTADO	EN LA CIUDAD	EN EL DISTRITO O PRECINTO <sup>1</sup>												
____ (año(s))	____ (año(s))	____ (año(s))												
____ (mes(es))	____ (mes(es))	____ (mes(es))												
Para poder incluir un apodo como parte de su nombre completo el la papeleta, Ud. deberá firmar la siguiente constancia: Además, juro que se me ha conocido por este apodo por más de tres años. Además, juro que el apodo no es un lema político ni una indicación de mis creencias o afiliaciones políticas, económicas, sociales, o religiosas.														
Ante mí, la autoridad, suscrita apareció en persona _____, quien habiendo aquí y ahora prestado juramento debido, bajo juramento dice: “Yo, _____, del condado de _____, Texas, siendo candidato para el puesto oficial de _____ solemnemente juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal puesto oficial bajo la Constitución y las leyes de este Estado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar, ni he sido probado culpable finalmente de una felonía por la cual no he sido perdonado o por la cual no se me han restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. Yo tengo conocimiento de la ley sobre el nepotismo según el capitulo 573 de Código Gobierno.														
Además juro que las anteriores declaraciones que incluyo en mi solicitud son verdaderas y están correctas en todos sentidos.”														
<b>X</b> _____ FIRMA DEL CANDIDATO														
Jurado y suscrito ante mi en _____, este día _____ de _____, _____.														
_____ Firma del oficial administrando el juramento <sup>2</sup>				_____ Título del oficial administrando el juramento										
<b>TO BE COMPLETED BY LIBRARY DIRECTOR:</b> (See Section 1.007)														
_____ Date Received			_____ Signature of Library Director											

**SELLO**

## INSTRUCCIONES

Una aplicación para que le nombre de un candidato aparezca en la boleta para cualquier elección no deberá registrarse antes de 30 días antes del último día para registrar la aplicación como prescribe este código. Una aplicación registrada antes de ese día se declara inválida.

El último día para registrarse es a las 5 de la tarde 71 días antes del día de elección, si la elección es administrada en mayo o en noviembre de los años nones menos en casos donde la ley especifique lo contrario.

El último día para registrarse es a las 5 de la tarde 78 días antes del día de elección si la elección es administrada en noviembre de los años pares.

El candidato **deberá** firmar esta declaración indicando que él/ella está enterado(a) de la ley sobre el nepotismo. Lo siguiente es un resumen de las prohibiciones del nepotismo al acuerdo al capítulo 573 de Código Gobierno:

Ningún oficial podrá nombrar, o votar por o confirmar el nombramiento o empleo de alguna persona que está emparentada con él dentro del segundo grado por afinidad (matrimonio) o dentro del tercer grado por consanguinidad (sangre), o que está emparentada con cualesquier otro miembro del cuerpo directivo o corte en que él/ella celebra sesión cuando la compensación de esa persona estará pagada con fondos públicos o los honorarios del puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por, o la confirmación de alguna persona que continuadamente ha sido empleado de la oficina o ha sido empleado durante el siguiente plazo antes de la elección o el nombramiento del oficial o miembro que está emparentado con el empleado en el grado prohibido: seis meses, si el oficial o miembro está elegido en una elección otra de la elección general para oficiales del estado y del condado.

Ningún candidato podrá obrar para influir a un empleado del puesto oficial al cual el candidato desea estar elegido o un empleado o oficial del cuerpo fiscal al cual el candidato desea estar elegido en cuanto al nombramiento o al empleo de una persona que está emparentada con el candidato en un grado prohibido como notado arriba. Esta restricción no se dirige a las acciones de un candidato respecto a una clase o categoría de buena fe de empleados o empleados anticipados.

Los ejemplos de parientes dentro del tercer grado de consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a) primo(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parientes de linaje (sangre), medios hermanos, y adopción legal.

Los ejemplos de parientes dentro del segundo grado de afinidad son los siguientes:

- (1) Primer grado: esposo(a), suegro(a), yerno(a);
- (2) Segundo grado: cuñado(a), abuelo(a) del esposo o esposa.

Las personas que están emparentadas por afinidad (matrimonio) están incluyen los esposos o esposas de parientes que están emparentados por consanguinidad, y, si casados, el esposo o esposa y los parientes del esposo o esposa por consanguinidad. No todos estos ejemplos son inclusivos.

### NOTA

<sup>1</sup>Si el territorio del puesto que se elige abarca la ciudad entera (plurinominal), no se requiere la duración de residencia en el distrito/precinto.

<sup>2</sup>Todo juramento, testimonio o afirmación hecho dentro de este Estado se podrá administrar y se podrá dar un certificado del hecho por un juez, escribano, o comisionado de alguna corte de registro, un notario público, un juez de paz, secretario de la ciudad, y el Secretario del Estado de Texas.

AW2-11, 8/11  
 Prescribed by Secretary of State  
 Sections 146.054, Texas Election Code, Section 11.056, Education Code  
 Section 49.101 Water Code  
**All information is required to be provided unless indicated as optional.**

**DECLARATION OF WRITE-IN CANDIDACY FOR \_\_\_\_\_**

(City, School, or Other Political Subdivision)

TO: Filing Officer

I declare that I am a write-in candidate for the office indicated below.

OFFICE SOUGHT Include any place number or other distinguishing number, if any.	INDICATE FULL OR UNEXPIRED TERM
---	---------------------------------

FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE LIST OF DECLARED WRITE-IN CANDIDATES
---------------------------------	---

PERMANENT RESIDENCE ADDRESS (Street address and apartment number. If none, describe location of residence. Do not include P.O. Box or Rural Rt.)	MAILING ADDRESS (If different from residence address)
--	---

CITY	STATE	ZIP	CITY	STATE	ZIP
------	-------	-----	------	-------	-----

EMAIL ADDRESS (Optional)	OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	COUNTY OF RESIDENCE
--------------------------	---------------------------------	----------------------	---------------------

TELEPHONE NUMBER (Include area code) (Optional)	Length of Continuous Residence as of Date Application Sworn		
OFFICE:	IN STATE _____ yr(s)	IN COUNTY _____ yr(s)	IN DISTRICT OR PRECINCT _____ yr(s)
HOME:	_____ mos	_____ mos	_____ mos

If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.
---

Before me, the undersigned authority, on this day personally appeared (name) \_\_\_\_\_, who being by me here and now duly sworn, upon oath says: "I, (name) \_\_\_\_\_, of \_\_\_\_\_ County, Texas, being a candidate for the office of \_\_\_\_\_, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the Constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.

I further swear that the foregoing statements included in my application are in all things true and correct."

**X** \_\_\_\_\_

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me at \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**SEAL**

Signature of Officer administering oath<sup>1</sup>

Title of Officer administering oath

TO BE COMPLETED BY FILING OFFICER:

(See Section 1.007)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Signature of Filing Officer

## INSTRUCTIONS

1. The declaration of write-in candidacy is filed with the City Secretary, Secretary of Board of Trustees, or Secretary of Board of Directors for a Water District.
2. The declaration must be received by the filing officer not later than the 74<sup>th</sup> day before election day on the November of even-numbered years and the 71<sup>st</sup> day before election day on other uniform election dates. Mailing without a delivery by the deadline is not sufficient. The declaration may not be filed earlier than 30 days before the deadline for filing the application. A declaration filed before that day is void.

The candidate **must** sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree; six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption.

Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

## FOOTNOTE

<sup>1</sup>For school board elections, no person may be elected unless he or she is a qualified voter (registered voter) of the school district.

<sup>2</sup>All 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, and the Secretary of State of Texas.

## DECLARACION DE SER UN CANDIDATO ELEGIBLE PARA RECIBIR VOTOS FOR INSERCIÓN ESCRITA \_\_\_\_\_

(Ciudad, Escuela, u Otra Subdivisión Política)

A: Oficial encargado

Por la presente declaro soy un candidato para recibir votos por inserción escrita para el puesto oficial indicado abajo.

<b>PUESTO OFICIAL SOLICITADO</b> Incluye cualquier número de lugar u otro número que hace el puesto oficial diferente a otros, si hay alguno.				INDIQUE SI EL TERMINO DEL PUESTO OFICIAL ES TERMINO COMPLETO O NO COMPLETADO				
<b>NOMBRE COMPLETO</b> (Nombre de Pila, Segundo Nombre, Apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE APAREZCA EN LA LISTA DE CANDIDATOS DECLARADOS PARA INSERCIÓN POR MANO					
DIRECCION DE RESIDENCIA PERMANENTE: Calle y Número de Departamento: si no tiene, describa la localidad de su residencia. No incluya su caja postal o ruta rural.			DIRECCION POSTAL ( Si es diferente a su dirección de residencia)					
CIUDAD	ESTADO	ZONA POSTAL	CIUDAD	ESTADO	ZONA POSTAL			
CORREO ELECTRÓNICO (Optativo)		EMPLEO (No lo deje en blanco)		FECHA DE NACIMIENTO / /	CONDADO DE RESIDENCIA			
NUMERO DE TELÉFONO – Incluya el código de área (Optativo)  DE SU OFICINA:  DE SU DOMICILIO:			TIEMPO EN QUE HA RESIDIDO EN UN SOLO LUGAR EN LA FECHA EN QUE PRESTÓ JURAMENTO SOBRE LA SOLICITUD  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-right: 1px solid black; padding: 5px;">                     EN EL ESTADO                      ____ (año(s))                      ____ (mes(es))                 </td> <td style="width: 33%; border-right: 1px solid black; padding: 5px;">                     EN EL CONDADO                      ____ (año(s))                      ____ (mes(es))                 </td> <td style="width: 33%; padding: 5px;">                     EN EL DISTRITO O PRECINTO                      ____ (año(s))                      ____ (mes(es))                 </td> </tr> </table>			EN EL ESTADO ____ (año(s)) ____ (mes(es))	EN EL CONDADO ____ (año(s)) ____ (mes(es))	EN EL DISTRITO O PRECINTO ____ (año(s)) ____ (mes(es))
EN EL ESTADO ____ (año(s)) ____ (mes(es))	EN EL CONDADO ____ (año(s)) ____ (mes(es))	EN EL DISTRITO O PRECINTO ____ (año(s)) ____ (mes(es))						
Para poder incluir un apodo como parte de su nombre completo el la papeleta, Ud.debera firmar la siguiente constancia: Ademas, juro que se me ha conocido por este apodo por mas de tres años. Ademas, juro que el apodo no es un lema político ni una indicacion de mis creencias o afiliaciones politicas, economicas, sociales, o religiosas.								
(Ante mí, la autoridad, suscrita apareció en persona _____, quien habiendo aqui y ahora prestado juramento debido, bajo juramento dice: “Yo, _____, del condado de _____, Texas, siendo candidato para el puesto oficial de _____ solemnemente juro que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal puesto oficial bajo la Constitución y las leyes de este Estado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar, ni he sido probado culpable finalmente de una felonía por la cual no he sido perdonado o por la cual no se me han restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. Yo tengo conocimiento de la ley sobre el nepotismo según el capitulo 573 de Código Gobierno.  Además juro que las precedents declaraciones que incluyo en mi solicitud son verdaderas y están correctas en todos sentidos.”)								
<h1 style="font-size: 2em; margin: 0;">X</h1> _____ FIRMA DEL CANDIDATO								
Jurado y suscrito ante mi en _____, este día _____ de _____, _____.								
<b>(SELLO)</b>								
Firma del oficial administrando el juramento <sup>1</sup>			(Título del oficial administrando el juramento)					

TO BE COMPLETED BY FILING OFFICER:

(See Section 1.007)

\_\_\_\_\_ Date Received

\_\_\_\_\_ Signature of Filing Officer

## INSTRUCCIONES

1. La declaración de un candidato para estar elegible para recibir votos por inserción escrita se registra con el Secretario(a) de la ciudad, Secretario(a) de la Junta de Regentes, o Secretario(a) de la Junta de Directores para undistrito de aguas.
2. La declaración que todo candidato está obligado a presentar ante el funcionario quien recibe los avisos de candidatura deberá estar en manos del mismo para las 5:00 p.m. del 5° día después de la fecha límite para la presentación de los avisos de aquellos candidatos quienes desean aparecer en la papeleta electoral. No es suficiente enviarla sin entregarse el último día para registrarse. La declaración no deberá registrarse antes de 30 días antes del último día para registrar la aplicación. Una declaración registrada antes de ese día se declarará inválida.

El candidato **deberá** firmar esta declaración indicando que él/ella está enterado(a) de la ley sobre el nepotismo. Lo siguiente es un resumen de las prohibiciones del nepotismo de acuerdo al capítulo 573 de Código Gobierno:

Ningún oficial podrá nombrar, o votar por o confirmar el nombramiento o empleo de alguna persona que está emparentada con él dentro del segundo grado por afinidad (matrimonio) o dentro del tercer grado por consanguinidad (sangre), o que está emparentada con cualesquier otro miembro del cuerpo directivo o corte en que él/ella celebra sesión cuando la compensación de esa persona estará pagada con fondos públicos o los honorarios del puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por, o la confirmación de alguna persona que continuadamente ha sido empleado de la oficina o ha sido empleado durante el siguiente plazo antes de la elección o el nombramiento del oficial o miembro que está emparentado con el empleado en el grado prohibido: seis meses, si el oficial o miembro está elegido en una elección otra de la elección general para oficiales del estado y del condado.

Ningún candidato podrá obrar para influir a un empleado del puesto oficial al cual el candidato desea estar elegido o un empleado o oficial del cuerpo fiscal al cual el candidato desea estar elegido en cuanto al nombramiento o al empleo de una persona que está emparentada con el candidato en un grado prohibido como notado arriba. Esta restricción no se dirige a las acciones de un candidato respecto a una clase o categoría de buena fe de empleados o empleados anticipados.

Los ejemplos de parientes dentro del tercer grado de consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a) primo(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parientes de linaje (sangre), medios hermanos, y adopción legal.

Los ejemplos de parientes dentro del segundo grado de afinidad son los siguientes:

- (1) Primer grado: esposo(a), suegro(a), yerno(a);
- (2) Segundo grado: cuñado(a), abuelo(a) del esposo o esposa.

Las personas que están emparentadas por afinidad (matrimonio) están incluyen los esposos o esposas de parientes que están emparentados por consanguinidad, y, si casados, el esposo o esposa y los parientes del esposo o esposa por consanguinidad. No todos estos ejemplos son inclusivos.

### NOTA AL PIE DE LA PAGINA

<sup>1</sup>Para elecciones en el distrito escolar, ninguna persona puede ser eligido a menos que sea una votante registrada en el distrito escolar.

<sup>2</sup>Todo juramento, testimonio o afirmación hecho dentro de este Estado se podrá administrar y se podrá dar un certificado del hecho por un juez, escribano, o comisionado de alguna corte de registro, un notario público, un juez de paz, secretario de la ciudad, y el Secretario del Estado de Texas.

RELEASE OF INFORMATION WAIVER  
AUTHORIZATION TO RELEASE E-MAIL ADDRESS  
ATTENTION CANDIDATE

The Application for a Place on the Benbrook Library District General Election Ballot and Application for Declared Write-In Candidate are both public records and are available to the public. Both applications contain an area to reflect an email address.

**Please note that completion of the email area is optional.** If you provide an email address on the Application, the email address will be provided to the public.

By signing this authorization, you are stating that you understand that the Benbrook Library District may release the email address provided on your application.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date





# TEXAS ETHICS COMMISSION AFFIDAVIT

I swear, or affirm, under penalty of perjury that the following statement is in all things true and correct.

\_\_\_\_\_  
Signature of Person Filing This Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Signature of officer administering oath

\_\_\_\_\_  
Printed name of officer administering oath

\_\_\_\_\_  
Title of officer administering oath

# APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

**FORM CTA  
PG 1**

<b>See CTA Instruction Guide for detailed instructions.</b>		<b>1</b> Total pages filed:
<b>2</b> CANDIDATE NAME	MS / MRS / MR                                      FIRST                                      MI	<b>OFFICE USE ONLY</b>
	NICKNAME                                      LAST                                      SUFFIX	
Acct. #	Date Received	
Date Hand-delivered or Postmarked		
Date Processed		
Date Imaged		
<b>3</b> CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX;      APT / SUITE #;                      CITY;                      STATE;                      ZIP CODE	
<b>4</b> CANDIDATE PHONE	AREA CODE                      PHONE NUMBER                      EXTENSION	
<b>5</b> OFFICE HELD (if any)		
<b>6</b> OFFICE SOUGHT (if known)		
<b>7</b> CAMPAIGN TREASURER NAME	MS/MRS/MR                      FIRST                      MI                      NICKNAME                      LAST                      SUFFIX	
<b>8</b> CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS (NO PO BOX PLEASE);      APT / SUITE                      CITY;                      STATE;                      ZIP CODE	
<b>9</b> CAMPAIGN TREASURER PHONE	AREA CODE                      PHONE NUMBER                      EXTENSION	
<b>10</b> 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>	
	Signature of Candidate	Date Signed

# 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 \$500 in political contributions or make more than \$500 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

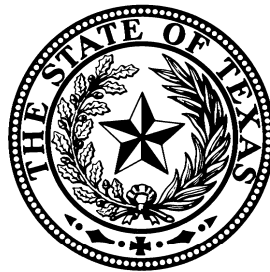
Signature of Candidate

**This appointment is effective on the date it is filed with the appropriate filing authority.**

# TEXAS ETHICS COMMISSION

## APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### FORM CTA – INSTRUCTION GUIDE



Revised July 14, 2010

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
(512) 463-5800 FAX (512) 463-5777 TDD 1-800-735-2989

Visit us at <http://www.ethics.state.tx.us> on the Internet.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Texas Ethics Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

# FORM CTA–INSTRUCTION GUIDE

## TABLE OF CONTENTS

### GENERAL INSTRUCTIONS

Duties of a Candidate or Officeholder .....	1
Qualifications of Campaign Treasurer.....	1
Duties of a Campaign Treasurer .....	1
Requirement to File Before Beginning a Campaign.....	1
Where to File a Campaign Treasurer Appointment.....	2
Filing With a Different Authority .....	3
Forming A Political Committee.....	3
Changing a Campaign Treasurer .....	4
Amending a Campaign Treasurer Appointment .....	4
Reporting Requirement for Certain Officeholders .....	4
Terminating a Campaign Treasurer Appointment .....	4
Filing a Final Report .....	4
Electronic Filing .....	5
Guides .....	5

### SPECIFIC INSTRUCTIONS

Page 1 .....	5
Page 2.....	6

## APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### GENERAL INSTRUCTIONS

*These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.*

**DUTIES OF A CANDIDATE OR OFFICEHOLDER.** As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

**QUALIFICATIONS OF CAMPAIGN TREASURER.** A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

**DUTIES OF A CAMPAIGN TREASURER.** State law does not impose any obligations on a candidate's campaign treasurer.

**REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN.** If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

- (A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;
- (B) the filing of an application for a place on the ballot;
- (C) the filing of an application for nomination by convention;

- (D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;
- (E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
- (F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication;
- (G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and
- (H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

**WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT.** The appropriate filing authority depends on the office sought or held.

**a. Texas Ethics Commission.** The Texas Ethics Commission is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.\*
- State Board of Education.
- A multi-county district judge\* or multi-county district attorney.
- A single-county district judge.\*

- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
  - A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
  - A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.
- \* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

**b. County Clerk.** The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.

**c. Local Filing Authority.** If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

**FILING WITH A DIFFERENT AUTHORITY.** If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment *and* a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority.

**FORMING A POLITICAL COMMITTEE.** As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

**NOTE:** See the *Campaign Finance Guide for Political Committees* for further information about specific-purpose committees.



**CHANGING A CAMPAIGN TREASURER.** If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

**AMENDING A CAMPAIGN TREASURER APPOINTMENT.** If *any* of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

**REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS.** If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

**TERMINATING A CAMPAIGN TREASURER APPOINTMENT.** You may terminate your campaign treasurer appointment at any time by:

- 1) filing a campaign treasurer appointment for a successor campaign treasurer, or
- 2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

**FILING A FINAL REPORT.** For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (*See instructions for FORM C/OH - UC.*) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the “final” box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

**ELECTRONIC FILING.** All persons filing campaign finance reports with the Texas Ethics Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Ethics Commission’s website at <http://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirements.

**GUIDES.** All candidates should review the applicable Ethics Commission’s campaign finance guide. Guides are available on the Ethics Commission’s website at <http://www.ethics.state.tx.us>.

### SPECIFIC INSTRUCTIONS

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

#### **PAGE 1**

- 1. TOTAL PAGES FILED:** After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.
- 2. CANDIDATE NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.
- 3. CANDIDATE MAILING ADDRESS:** Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.
- 4. CANDIDATE PHONE:** Enter your phone number, including the area code and extension, if applicable.
- 5. OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
- 6. OFFICE SOUGHT:** If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.
- 7. CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
- 8. CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer’s business or residential street address. If you are your own treasurer, you may enter either your business or residential street address. Please do not enter a P.O. Box.

- 9. CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.
- 10. CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.
- The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
  - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
  - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
  - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

**PAGE 2**

- 11. CANDIDATE NAME:** Enter your name as you did on Page 1.
- 12. MODIFIED REPORTING DECLARATION:** Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$500 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$500 maximums apply to each election within the cycle. In other words, you are limited to \$500 in contributions and expenditures in connection with the primary, an additional \$500 in contributions and expenditures in connection with the general election, and an additional \$500 in contributions and expenditures in connection with a runoff.

**EXCEEDING \$500 IN CONTRIBUTIONS OR EXPENDITURES.** If you exceed \$500 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the \$500 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the amendment form (ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

*For more information, see the Ethics Commission's campaign finance guide that applies to you.*

**GENERAL ELECTION TUESDAY,  
NOVEMBER 6, 2018  
BENBROOK LIBRARY DISTRICT**

<b>DATE OF ACTION</b>	<b>TYPE OF ACTION</b>	<b>DAYS BEFORE OR AFTER ELECTION DAY</b>
Saturday July 21, 2018	First day for Candidate to file for place on ballot. The Benbrook Library will be open 10:00 AM through 5:00 PM for filing at the Information Desk.	108 <sup>th</sup>
Saturday July 21, 2018	First day to file Declaration of Write-In Candidacy. The Benbrook Library will be open 10:00 AM through 5:00 PM for filing at the Information Desk.	108 <sup>th</sup>
Monday August 20, 2018	Last day for Candidates to File for place on ballot by 5:00 P.M. Conduct drawing for order of names on ballot (5:15 p.m. in the Library)	78 <sup>th</sup>
Friday August 24, 2018	Last day for Declaration of Write-In to file By 5:00 P.M.	74 <sup>th</sup>
Monday August 27, 2018	Last day Ballot Candidate and Write-in Candidate to withdraw (5:00 P.M. Written notice required)	71 <sup>st</sup>
Tuesday October 9, 2018	Last day to register to vote for November Election First Contribution and Expenditure Report due by 5:00 P.M.	28 <sup>th</sup>
Monday October 22, 2018	First day for Ealy Voting by Personal Appearance	15 <sup>th</sup>
Monday October 29, 2018	Second Contribution and Expenditure Report due by 5:00 P.M.	8 <sup>th</sup>
Friday November 2, 2018	Last day for Early Voting by Personal Appearance	4 <sup>th</sup>
<b>Tuesday November 6, 2018</b>	<b>Election Day Polls open 7:00 a.m. to 7:00 p.m. Results will be posted on "Library Information" bulletin board by the Library's main entrance when received from Tarrant County Elections</b>	<b>E DAY</b>
Friday November 9, 2018	Last Day candidate can withdraw from runoff (if runoff necessary)	+3 <sup>rd</sup>
Thursday November 15, 2018	Library Board Meeting Canvass of Election Returns and Declare Winners, Issue Certificate of Election Call Runoff Election if necessary.	+9 <sup>th</sup>