



**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

**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>

**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.