



CANDIDATE PACKET

May 1, 2021 GENERAL ELECTION

MEMBER OF COUNCIL

REVISED
1/8/21



December 1, 2020

Dear 2021 Candidate:

This Candidate's Packet is prepared to acquaint candidates with applicable City regulations, as well as the legal requirements related to running for City Council, campaign contributions, expenditures, and responsibilities. While this packet provides various information, it is not all-inclusive of candidate requirements. Therefore, careful reading of the material is recommended. The authority responsible for the information provided is noted. Contact information for those authorities is provided later in this letter.

DALLAS CITY CHARTER INFORMATION – CITY COUNCIL ELECTION

On Saturday, May 1, 2021, the residents of Dallas will elect 14 council members to the Dallas City Council. Council Members are elected by the qualified voters of their respective district and must live within the single-member district they desire to represent. The Mayor is elected by all qualified voters in the city.

Chapter III (CITY COUNCIL) of the Dallas City Charter provides information relative to the City Council composition, roles and responsibilities. (See Candidate Packet, Section 2.1)

Council District maps are accessible at <http://gis.dallascityhall.com/councilStaticMaps.aspx>. Paper/Color copies can be purchased through the City Secretary's Office.

CANDIDATE QUALIFICATIONS

A candidate for city council must:

- Be a United States citizen
- Be 18 years of age or older on or before **Monday, June 14, 2021** (the first day of the term in which they are elected)
- Be a registered voter in territory elected from on or before **Wednesday, August 12, 2020** (six months preceding the filing deadline)
- Have not been determined by a final judgement of a court: totally mentally incapacitated or partially mentally incapacitated without the right to vote
- Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities
- Not be in arrears in the payment of any taxes or other liabilities due the City of Dallas
- Have resided continuously in Texas on or before **Wednesday, February 20, 2020** (one year preceding the filing deadline)
- Have resided continuously in the district they wish to represent on or before **Sunday, November 1, 2020** (six months preceding the date of the election)

CANDIDATE RESIDENCY

The Texas Election Code requires a candidate for city council must have lived continuously in Texas for one year preceding the filing deadline for the election. The Dallas City Charter requires that a candidate for a single-member city council place must have lived continuously in the city council district the candidate hopes to represent for six months preceding the date of the election. [Election Code 141.001(5)(A); City Charter IV§6(a)].

The City Charter provides that "No person may appear on the official ballot as a candidate for a place on the city council unless: (1) that person files with the city secretary a signed, sworn and dated affidavit certifying compliance with the residency requirements... [and] (2) the city secretary is reasonably able to verify the truth of the affidavit of residency." [City Charter IV§6(c)].

DATES TO FILE APPLICATION FOR PLACE ON THE BALLOT

The first day to file for office is Wednesday, January 13, 2021. The last day to file for office is Friday, February 12, 2021, by 5 p.m.

DRAWING FOR BALLOT POSITION

The Election Code and the City Charter both provide the order in which candidates are listed on the ballot be determined by a drawing. The drawing will be held at 10 a.m., Monday, February 25, 2019, in the City of Dallas Flag Room (6EN) or virtually (Location TBD). The candidate or a representative of his/her choice may draw for the ballot position. If a candidate is not represented at the drawing, a member of the city secretary's staff will draw for the candidate. A notice of the exact time and location of the drawing will be mailed to all candidates. Candidates are encouraged to attend or send a representative to draw on their behalf.

COUNCIL CANDIDATE ORIENTATION

The City Manager's Office will conduct an orientation prior to the election to acquaint candidates with the municipal government organization and answer questions regarding policy and procedure. Information about the orientation will be sent to candidates once a date/time have been set. Any questions about the orientation can be directed to Carrie Prysock in the Office of the Mayor and City Council at (214) 670-5682 or carrie.prysock@dallascityhall.com.

CAMPAIGN CONTRIBUTIONS

Article I of Chapter 15A of the Dallas City Code sets limits on the amount an individual or political committee may contribute to a city council candidate. (See Candidate Packet, Section 3.1)

- An individual may contribute up to \$1,000 in support of, or opposition to, a single-member district candidate.
- A political committee (also referred to as "political action committee" or "PAC") may contribute up to \$2,500 to a single-member district candidate.

ELECTION INFORMATION

- A. Candidate Election Calendar
[Provides important dates relative to the May 1, 2021 General Election. (See Candidate Packet, Section 4.1)]
- B. Code of Ethics – Dallas City Code, Chapter 12-A
[Once elected, the Code of Ethics establishes the standards of conduct, disclosure requirements, and enforcement mechanisms relating to City Officials. (See Candidate Packet, Section 4.2)]
- C. Elections and Referendums – City of Dallas Charter, Chapter IV
[Provides information on Council Member qualifications, how nominated and elected. (See Candidate Packet, Section 4.3)]
- D. Conduct of Voting Generally – Texas Election Code, Title 6, Chapter 61
[Provides information on expected conduct during the election process. (See Candidate Packet, Section 4.4)]
- E. *“A Brief Overview of the Texas Ethics Commission and its Duties”* – Texas Ethics Commission
[Provides information on the forms mandated and administered by the Texas Ethics Commission and outlines their area of authority. (See Candidate Packet, Section 4.5)]
- F. *“Guide to a Local Filing Authority’s Duties Under the Campaign Finance Law”* – Texas Ethics Commission
[Provides information on the responsibilities and limitations of the City Secretary’s Office as a “filing authority.” (See Candidate Packet, Section 4.6)]
- G. *“A Short Guide To the Prohibition Against Using Political Subdivision Resources for Political Advertising in Connection with an Election”* – Texas Ethics Commission
[Provides information relative to the prohibition of using City resources for political advertising outside of what the City itself will do to promote voting in the general/runoff election. (See Candidate Packet, Section 4.7)]
- H. *“Political Advertising: What You Need To Know”* – Texas Ethics Commission
[Outlines state-mandated disclosures/notices on political advertising. (See Candidate Packet, Section 4.8)]
- I. Regulating Political Advertising and Campaign Communications – Texas Election Code, Title 15, Chapter 255
[Outlines legal requirements/restrictions on political advertising. **Section 255.007 of the Texas Election Code** requires the following notice be written on each political advertising sign:
- "NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTERS 392 AND 393, TRANSPORTATION CODE), TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY".
- (See Candidate Packet, Section 4.9)]

- J. Political Sign Regulations – City of Dallas, Department of Code Compliance
[Both the State and City have political sign regulations. Questions regarding the City’s regulations should be directed to Lynetta Kidd, Assistant Director of Code Compliance Services, at (214) 671-9415 or lynetta.kidd@dallascityhall.com or Paul Ramon, Manager III, Code Compliance Services, at (214) 670-1197 or paul.ramon@dallascityhall.com .(See Candidate Packet, Section 4.10.1)]

FORMS TO RUN FOR OFFICE

- A. APPLICATION FOR A PLACE ON THE CITY OF DALLAS GENERAL ELECTION BALLOT (Includes the Instruction Guide on the back of the Application and Chapter 573 of the Texas Government Code relative to nepotism as it is referenced within the Application.)
[The loyalty oath is included on this form and must be signed before a Notary Public. Notary Public services are available from the City Secretary’s Office at no cost. As the application is a sworn document, it cannot be changed once filed. The form must be accurately completed in its entirety. [See Candidate Packet, Section 5.2.2, for important dates regarding this form.]
- B. PETITION FOR PLACE ON THE CITY GENERAL ELECTION BALLOT (including the Instruction Guide and Texas Election Code, Chapter 143)
[The Code requires the Application for a Place on the Ballot be accompanied by a **PETITION FOR A PLACE ON THE CITY GENERAL ELECTION BALLOT**. The City Charter requires a candidate for city council must file a petition signed by voters equal in number to the minimum number of signatures required by the Texas Election Code. The Election Code requires a candidate’s petition filed with the Application for a Place on the Ballot for an office of a home-rule city contain signatures of qualified voters eligible to vote for the candidate equal in number to one-half of one percent of the total votes received in the territory from which the office is elected by all candidates for mayor in the most recent mayoral general election, or 25 signatures, whichever is greater.

Signatures Required

Noted below are the number of signatures required for a place on the May 1, 2021 City General Election ballot by city council place:

Council Place	Number of Signatures Required
1	30
2	25
3	25
4	25
5	25
6	25
7	25
8	25
9	44
10	36
11	29
12	28
13	68
14	47

To insure enough qualified voters have signed the petition, it is recommended the candidate turn in more than the required number of signatures. The Secretary of State's Office has advised that petitions may not be supplemented or amended. **Therefore, once the petition is submitted, it may not be supplemented or amended. The deadline for filing the petition is 5 p.m., Friday, February 12, 2021.**

Each petition will be checked to ensure it is signed by the required number of qualified voters eligible to vote for the candidate. Petitions will be checked in the order received. Candidates will be notified of the results as soon as possible.

IMPORTANT – The Election Code requires each person obtaining signatures and other necessary information for a candidate's petition complete the affidavit printed on the petition for that part of the petition he/she was responsible for obtaining. If the affidavit has not been completed and notarized, signatures may not be counted. (See Candidate Packet, Section 5.2.3)]

- C. APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE, FORM CTA (including the Instruction Guide)
[This form is to be filed with the city secretary *BEFORE* any funds can be collected or expended for campaign purposes, or at the time of filing for candidacy, whichever comes first. Candidates may appoint themselves as their own campaign treasurer. (See Candidate Packet, Section 5.3.2)]
- D. AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE, FORM ACTA (including the Instruction Guide)
[A campaign treasurer or information contained in the original form filed may be changed at any time. Changes can only be made by using this form. (See Candidate Packet, Section 5.3.5)]
- E. CODE OF FAIR CAMPAIGN PRACTICES, FORM CFCP
[THIS FORM IS STRICTLY VOLUNTARY. The Texas Election Code encourages every candidate subscribe to the Code of Fair Campaign Practices. This form can be submitted simultaneously with Form CTA or the Application for a Place on the Ballot. (See Candidate Packet, Section 5.4.2)]
- F. APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT OR DECLARED WRITE-IN CANDIDATE AND *POLL WATCHER'S GUIDE* PUBLISHED BY THE SECRETARY OF STATE (including Instructions and TEXAS ELECTION CODE, TITLE 3, CHAPTER 33, WATCHERS)
[THIS IS STRICTLY OPTIONAL. However, should a poll watcher be appointed, candidates are encouraged to provide them with a copy of the Watcher's Guide to ensure they understand their responsibilities and limitations which apply to that appointment. (See Candidate Packet, Section 5.7.3)]
- G. STATE INSPECTORS – TEXAS ELECTION CODE, TITLE 3, CHAPTER 34
[THIS IS STRICTLY OPTIONAL. A request may be submitted to the Secretary of State for state inspectors' observation of activities within polling locations. The request can be made on the form provided in this packet and must be fully executed. (See Candidate Packet, Section 5.8.2)]

CAMPAIGN FINANCE FILINGS

NOTE: All officeholders, past candidates and specific purpose committees with active campaign treasurers file electronic finance reports. The electronic filing system can be accessed from any computer by going to <http://campfin.dallascityhall.com>. At the time a Campaign Treasurer Appointment is filed, the candidate will be provided additional form(s) to submit which will allow set up of the electronic filing account. The program allows public access to all filings. **A person who files a late report or fails to file a report is subject to a late-filing penalty.**

A. *CAMPAIGN FINANCE GUIDE FOR CANDIDATES AND OFFICEHOLDERS WHO FILE WITH LOCAL FILING AUTHORITIES – TEXAS ETHICS COMMISSION*

[This guide helps candidates gain a better understanding as to the reporting requirements for campaign finance reports. (See Candidate Packet, Section 6.6)]

B. 2019 FILING SCHEDULE FOR REPORTS DUE IN CONNECTION WITH ELECTIONS HELD ON UNIFORM ELECTION DATES – TEXAS ETHICS COMMISSION

[This schedule outlines filing deadlines for the May 1, 2021 General Election. It also notes deadlines for semi-annual reports required to be filed dependent on when the original Campaign Treasurer Appointment was filed. (See Candidate Packet, Section 6.2)]

C. REGULATING POLITICAL FUNDS AND CAMPAIGNS – TEXAS ELECTION CODE, TITLE 15, CHAPTER 251, GENERAL PROVISIONS

[Reading material relative to political fund expenditures and submittal of campaign finance reports. (See Candidate Packet, Section 6.3)]

D. RESTRICTIONS ON CONTRIBUTIONS AND EXPENDITURES – TEXAS ELECTION CODE, TITLE 15, CHAPTER 253

[Reading material relative to political fund expenditures and submittal of campaign finance reports. (See Candidate Packet, Section 6.4)]

E. POLITICAL REPORTING – TEXAS ELECTION CODE, TITLE 15, CHAPTER 254

[Reading material relative to political fund expenditures and submittal of campaign finance reports and the contents of those reports. Most candidates will be required to file at least two Title 15 reports although some candidates (candidates involved in a runoff election) will have to file additional reports. Candidates will be required to file semiannual report(s) until a **DESIGNATION OF FINAL REPORT** form is filed. However, filing of a Candidate/Officeholder Report of Unexpended Contributions may still be required. (See Candidate Packet, Section 6.5)]

- The **30TH DAY BEFORE AN ELECTION (Thursday, April 1, 2021 due date)** report covers the period beginning on the day a campaign treasurer was appointed or the first day after the period covered by the last required report (Saturday, January 16, 2021), as applicable, and continuing through the 40th day before the election (Monday, March 22, 2021).
- The **8TH DAY BEFORE AN ELECTION (Friday, April 23, 2021 due date)** report covers the period beginning on the 39th day before the election (Tuesday, March 23, 2021) and continuing through the 10th day before the election (Wednesday, April 21, 2021).

Carefully read the Election Code requirements and the Texas Ethics Commissions' instructions included with report forms to ensure all required reports are timely filed. Submission deadlines are further included in the Election Calendar provided in this packet. **No reminders of report deadlines will be sent to candidates.**]

- F. CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (Form C/OH and Form C/OH Instruction Guide)
[These provide the schedules and instructions on applicable contributions and expenditures reported on running a campaign. The candidate must electronically file the reports, unless exempted. All reports are filed with the City Secretary's Office. It is important candidates understand the importance of adhering to reporting requirements. Questions or complaints regarding filed reports must be directed to the Texas Ethics Commission. Questions relating to the electronic filing requirements must be directed to the City Secretary's Office. (See Candidate Packet, Section 6.6.1)]
- G. CANDIDATE/OFFICEHOLDER REPORT: DESIGNATION OF FINAL REPORT (Form C/OH-FR)
[Filing this form terminates the campaign treasurer appointment, but will not necessarily end the requirement to file reports. This report must be electronically filed with the City Secretary's Office, unless exempted. (See Candidate Packet, Section 6.6.1)]
- H. CORRECTION AFFIDAVIT FOR CANDIDATE/OFFICEHOLDER (Form COR-C/OH and Instruction Guide)
[This form allows corrections to previously filed reports. The affidavit must identify the information being changed. This report must be electronically filed with the City Secretary's Office, unless exempted. (See Candidate Packet, Section 6.6.2)]
- I. CANDIDATE/OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS (Form C/OH-UC and Instruction Guide)
[If the candidate had unexpended political contributions, interest, assets, or other money earned from political contributions at the time a final report was filed, this report is required annually. This report is required until a report of the final disposition of unexpended contributions has been filed. This report must be electronically filed with the City Secretary's Office, unless exempted. (See Candidate Packet, Section 6.7.1)]
- J. PERSONAL FINANCIAL STATEMENTS (Form PFS and Instruction Guide)
[This form is required by officeholders and candidates running for an elected office in municipalities with populations of 100,000 or more. Therefore, all candidates and officeholders are required to file this statement. **The deadline for filing the PFS is 5 p.m., Thursday, March 4, 2021.** (See Candidate Packet, Section 7.3.1)]

CONTACT INFORMATION

- Dallas County Elections Department 214-819-6300
www.dallascountyvotes.org
- Secretary of State, Elections Division 1-800-252-8683
www.sos.state.tx.us
- Texas Ethics Commission 1-512-463-5800
www.ethics.state.tx.us
- U.S. Justice Department 1-202-514-2000
www.usdoj.gov
- Bilierae Johnson, City Secretary, City of Dallas 214-670-5654
bilierae.johnson@dallascityhall.com
- Miroslava Martinez, Assistant City Secretary, City of Dallas 214-670-3809
miroslava.martinez@dallascityhall.com
- Parris Long, Elections Manager, City of Dallas 214-670-3742
parris.long@dallascityhall.com

CANDIDATE INFORMATION IS PUBLIC INFORMATION

Please be aware **all information a candidate files with the city secretary in relation to candidacy or election to public office becomes a public record and is provided in accordance with the Texas Public Information Act.**


DO WE HAVE THE CORRECT ADDRESS FOR CANDIDATES?

The mailing address indicated on the Application for a Place on the General Election Ballot, Campaign Treasurer Appointment, or Amendment of Campaign Treasurer will be used to notify candidates about election related matters.

This 2021 Candidate Packet may include revised forms from those provided in previous years. Therefore, please ensure the forms contained in this packet are used. While the majority of the forms listed in this packet have been linked to the appropriate source, hard copies of this information can be obtained from City Secretary's Office.

You may contact the Elections Division at (214) 670-3742 on inquiries about the City Council election process. Your interest in serving your community is greatly appreciated.

Sincerely,


Bilierae Johnson
City Secretary

City Secretary's Office
City of Dallas
1500 Marilla, Room 5DS
Dallas, TX 75201
214-670-3738 (Office)
214-670-5654 (Direct)
214-670-5029 (Fax)

City of Dallas

May 1, 2021

General Election

Candidate's Election Calendar

Date	Day of Week	Event
January 13, 2021	Wednesday	First day for filing application/petition for place on ballot. (Office hours: 8:15 a.m. – 5:15 p.m.)
January 15, 2021	Friday	Deadline for filing semi-annual campaign finance report by 5:00 p.m. (must be electronically filed unless exempted)
February 10, 2021	Wednesday	City Council to order General Election
February 12, 2021	Friday	Last day for filing application/petition for place on the ballot by 5:00 p.m.
February 19, 2021	Friday	Last day to withdraw as a candidate by 5:00 p.m.
February 22, 2021	Monday	Drawing for place on the ballot at City Hall (virtual teleconference) (10:00 a.m. via virtual teleconference)
March 4, 2021	Thursday	Due date for filing Candidate Personal Financial Statements (PFS)
April 1, 2021	Thursday	Due date for filing 1 st campaign finance report (30 th day) by candidates by 5:00 p.m. (30th Day) (must be electronically filed unless exempted)
April 19, 2021	Monday	First day of early voting by personal appearance
April 23, 2021	Friday	Due date for filing 2 nd campaign finance report (8 th day) by candidates by 5:00 p.m. (8th Day) (must be electronically filed unless exempted)
April 27, 2021	Tuesday	Last day of early voting by personal appearance
May 1, 2021	Saturday	Election Day 7:00 a.m. – 7:00 p.m.
May 12, 2021	Wednesday	City Council to canvass returns and declare results of General Election (Run-Off Election ordered if needed)
☐ May 24, 2021	Tuesday	First day of early voting by personal appearance for Runoff Election
☐ May 28, 2021	Friday	Due date for filing 3 rd campaign finance report (8 th day runoff) by candidates by 5:00 p.m. (8th Day) (must be electronically filed unless exempted)
☐ June 1, 2021	Tuesday	Last day of early voting by personal appearance for Runoff Election
☐ June 5, 2021	Saturday	Runoff Election 7:00 a.m. – 7:00 p.m.
June 14, 2021	Monday	City Council to canvass returns and declare results of Runoff Election City Council Member Oath of Office and Statement of Appointed Officer
July 15, 2021	Thursday	Deadline for filing semi-annual campaign finance report by 5:00 p.m. (must be electronically filed unless exempted)

“☐” = These dates apply only if there is a runoff.

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board					
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 ¹		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		DATE OF BIRTH	
				/ /	
				VOTER REGISTRATION VOID NUMBER (Optional) ²	
TELEPHONE CONTACT INFORMATION (Optional)		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN			
Home:		IN STATE		IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³	
Work:		_____ year (s)		_____ year (s)	
Cell:		_____ month(s)		_____ month(s)	
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."					
<div style="font-size: 2em; font-weight: bold; margin: 0;">X</div> _____ SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the _____ day of _____, _____.					
SEAL					
Signature of Officer Administering Oath ⁴			Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
		Date Received		Signature of Secretary	
Voter Registration Status Verified <input type="checkbox"/>					

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general 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. All fields **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

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.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

⁴All 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 (for a city office), and the Secretary of State of Texas.

DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL

SOLICITUD PARA FIGURAR EN LA BOLETA DE _____ ELECCIÓN GENERAL					
A: Secretario(a) de la Ciudad/ Secretario del Consejo					
Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.					
PUESTO OFICIAL SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)				INDIQUE TÉRMINO <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO	
NOMBRE COMPLETO (Primer nombre, segundo nombre, apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE FIGURE EN LA BOLETA¹		
DIRECCIÓN RESIDENCIAL PERMANENTE (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)			DIRECCIÓN POSTAL PÚBLICA (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)		
CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
CORREO ELECTRÓNICO PÚBLICO (Si está disponible.)	EMPLEO (No deje este espacio en blanco.)		FECHA DE NACIMIENTO / /	VID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE (Opcional) ²	
INFORMACIÓN DE CONTACTO (Opcional) Tel. residencial: Tel. laboral: Tel. celular:		DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD			
		EN EL ESTADO ____ año(s) ____ mes(es)		EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A³ ____ año(s) ____ mes(es)	
En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.					
Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara: “Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente 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 cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre el nepotismo según el Capítulo 573 del Código de Gobierno. Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas”.					
X			_____		
			FIRMA DEL CANDIDATO		
Jurado y suscrito ante mí en _____, este día ____ de _____, _____.					
			SELLO		
Firma del oficial que administra el juramento ⁴ _____			Título del oficial que administra el juramento _____		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
		_____		_____	
		Date Received		Signature of Secretary	
Voter Registration Status Verified <input type="checkbox"/>					

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

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

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

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

NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.

PETITION FOR A PLACE ON THE CITY GENERAL ELECTION BALLOT
(PETICIÓN PARA QUE SU NOMBRE ESTE PUESTO EN LA BOLETA DE LA ELECCIÓN GENERAL DE LA CIUDAD)

Name of Circulator _____ Page ____ of ____

Signing the petition of more than one candidate for the same office in the same election is prohibited.
(Se prohíbe firmar la petición de más de un candidato para el mismo puesto oficial en la misma elección.)

COMPLETE ALL BLANKS. (LENE TODOS LOS ESPACIOS EN BLANCO.)

You are hereby requested to place the name indicated below on the ballot for the next general election for the City of _____ for the office indicated.
(Por la presente se la solicita que el nombre del individuo indicado abajo esté puesto en la boleta para la próxima elección general de la Ciudad de _____ para el puesto oficial indicado.)

Name <i>(Nombre)¹</i>	Address <i>(Dirección)</i>	Office sought <i>(Puesto oficial solicitado)²</i>
----------------------------------	----------------------------	--

Date Signed <i>(Fecha de Firma)</i>	Signature <i>(Firma)</i>	Printed Name <i>(Nombre en letra de molde)</i>	Street Address (Including City, Texas, Zip) <i>(Dirección de Residencia (Incluye Ciudad, Estado, Código Postal))</i>	County <i>(Condado)</i>	Voter VUID Number ³ <i>(Núm. de VUID de Votante)</i>	Date of Birth ³ <i>(Fecha de Nacimiento)</i>

AFFIDAVIT OF CIRCULATOR (DECLARACION JURADA DE LA PERSONA QUE HACE CIRCULAR LA PETICION)

STATE OF TEXAS *(ESTADO DE TEJAS)* COUNTY OF *(CONDADO DE)* _____ BEFORE ME, the undersigned, on this ___/___/___ (date) personally appeared *(ANTE MI, el/la suscrito(a), en este (fecha) compareció)* _____, (name of person who circulated petition) – *(nombre de la persona que hizo circular la petición)* who being duly sworn, deposes and says: “I called each signer’s attention to the above statements and read them to the signer before the signer affixed their signature to the petition. I witnessed the affixing of each signature. The correct date of signing is shown on the petition. I verified each signer’s registration status and believe that each signature is the genuine signature of the person whose name is signed and that the corresponding information for each signer is correct.” *(quien, habiendo prestado el juramento correspondiente, declaró y dijo: “Llamé la atención de cada firmante sobre la declaración citada y se la lei antes de que la suscribiera. Atestigué cada firma, y la fecha correcta de las firmas consta en la petición. Verifiqué la situación de cada firmante en lo concerniente a su inscripción y creo que cada firma es la auténtica de la persona cuyo nombre aparece firmado y que son exactos los datos correspondientes a cada firmante.”)* SWORN TO AND SUBSCRIBED BEFORE ME THIS DATE *(JURADO Y SUSCRITO ANTE MI, CON ESTA FECHA)*

(SEAL)

X _____ X _____ X _____
 Signature of circulator *(Firma de la persona que hizo circular la petición)* Signature of officer administering oath *(Firma del/de la funcionario(a) que le tomó juramento)* Title of officer administering oath *(Título oficial del/de la funcionario(a) que le tomó juramento)*

INSTRUCTIONS (Petition in City Election)

The petition shall be filed with the same officer with whom an application for a place on the ballot for the office being sought is to be filed and must be filed at the same time as such application.

The petition may consist of several parts, and each part may consist of several pages. The statement in the box at the head of the page must appear at the head of each page of signatures. The affidavit at the bottom of the page must accompany each part but is not required for each page of signatures.

The person or persons who circulate the petition must be administered the affidavit by the proper officer.

INSTRUCCIONES: (Petición para elección de la ciudad)

Esta petición deberá presentarse ante el mismo oficial a quien se solicite inscripción el la boleta para el puesto que se busca y al mismo tiempo que la solicitud correspondiente.

La petición puede estar dividida en diversas secciones y cada sección a su vez puede constar de varias páginas. La declaración que está en el cuadro que encabeza el formulario deberá aparecer al principio de cada hoja que contenga firmas. La declaración jurada que aparece al pie del formulario deberá incluirse con cada sección de la petición; no se exige que aparezca en cada página de firmas.

La(s) persona(s) que haga(n) circular la petición deberá(n) firmar la declaración jurada ante el oficial correspondiente.

FOOTNOTES

¹ Insert Candidate's name.

² Insert office title, including any place number or other distinguishing number.

³ Either the voter registration certificate number or the date of birth is required.

⁴All 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.

ANOTACIONES

¹ Indicar el nombre del candidate.

² Indicar el cargo oficial e incluir el número de su lugar en la boleta o cualquier otro número distintivo.

³ Su número de certificado de registro de votante o su fecha de nacimiento es necesario.

⁴ 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.

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

See CTA Instruction Guide for detailed instructions.		1 Total pages filed:	
2 CANDIDATE NAME	MS / MRS / MR	FIRST	MI
	NICKNAME	LAST	SUFFIX
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE		
	Date Received		
4 CANDIDATE PHONE	AREA CODE	PHONE NUMBER	EXTENSION
	()		Receipt #
5 OFFICE HELD (if any)			Amount \$
			Date Processed
6 OFFICE SOUGHT (if known)			Date Imaged
7 CAMPAIGN TREASURER NAME	MS/MRS/MR	FIRST	MI NICKNAME LAST SUFFIX
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE		
9 CAMPAIGN TREASURER PHONE	AREA CODE	PHONE NUMBER	EXTENSION
	()		
10 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> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Candidate</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Date Signed</p>		
GO TO PAGE 2			

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 \$900 in political contributions or make more than \$900 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.

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us

or mail to
Texas Ethics Commission
P.O. Box 12070
Austin, TX 78711-2070

**Non-TEC Filers must file this form with the local filing authority
DO NOT SEND TO TEC**

For more information about where to file go to:
<https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php>

REQUEST FOR ELECTRONIC FILING/ACCESS PASSWORD

This form authorizes the Office of the City Secretary to issue the password/access to the electronic filing system for the individual noted in Box 3. The individual responsible for filing reports must complete the form and return it by mail or hand delivery to the City of Dallas, Office of the City Secretary, 1500 Marilla Street, 5DS, Dallas, TX 75201, or by fax to 214-670-5029.

It is your responsibility to protect your password. If you forget your password, contact the Office of the City Secretary at 214-670-5657. You will be given your password **ONLY** after you correctly answer the question you provided in Box #9.

INSTRUCTIONS FOR COMPLETING "FORM PASS."

The following numbers correspond to the numbered boxes on "FORM PASS."

1. **Filer Account #.** This is your log-on ID that will be assigned by the Office of the City Secretary. Please note that the filer account number is **NOT** the same as the official password to file electronically.
2. **Name of Candidate/Political Action Committee (PAC).** Enter name of candidate/PAC. You must submit one Form "PASS" for each candidate/PAC filing electronic reports for each requested password.
3. **Name of Individual Requesting Password.** If you are the candidate/officeholder, **SKIP** this section.
4. **Address.** Enter the complete address of the individual requesting the password.
5. **Telephone Number.** Enter a work/other telephone number of the individual requesting the password, including the area code and, if applicable, the extension number.
6. **E-mail Address.** Enter the e-mail address of the individual requesting the password.
7. **Office Held.** If you are an officeholder, enter the office currently held. If not applicable, **Skip** this section.
8. **Office Sought.** If you are a candidate, enter the office you seek. If not applicable, **Skip** this section.
9. **Secret Question.** Enter a question. Chose a question that only you know the answer. If you forget your password, this is the question you will be required to correctly answer.
10. **Answer to Question.** Enter the answer to the question you entered in Box #9. For your security and convenience, make sure the answer is something that only you know and that is extremely difficult for others to guess, even if they are asked your question. If you forget your password, this is the answer you will be required to give to the question in Box #9 before the password is issued.
11. **Filer Signature.** The filer requesting the password must sign the statement (if applicable). Sign after reading the statement.
12. **Filer/Individual Requesting Password.** The filer and individual requesting the password must sign the statement (if applicable). Sign after reading the statement.

DISCLAIMER: All passwords will remain in effect until Form C/OH-FR or Form PASS-R are received.

REQUEST FOR ELECTRONIC FILING/ACCESS PASSWORD

FORM PASS

<p><i>Please print or type everything other than your signature. See back for additional explanation about completing this document.</i></p>		1	FILER ACCOUNT #
2	NAME OF CANDIDATE / POLITICAL ACTION COMMITTEE (PAC)	OFFICE USE ONLY Date Received	
3	NAME OF INDIVIDUAL REQUESTING PASSWORD (If applicable)		
4	ADDRESS OF INDIVIDUAL REQUESTING PASSWORD	ADDRESS (No PO Box, please) APT / SUITE # CITY STATE ZIP CODE Date Hand-delivered or Postmarked	
5	TELEPHONE NUMBER Work Other	AREA CODE PHONE NUMBER EXTENSION () ()	PASSWORD
6	EMAIL ADDRESS		
7	OFFICE HELD (If applicable)		
8	OFFICE SOUGHT (If applicable)		
9	SECRET QUESTION		
10	ANSWER TO QUESTION		
11	FILER SIGNATURE (IF APPLICABLE)	<p>I swear that I am the person required by Title 15, Election Code, to file campaign finance reports with the Office of the City Secretary, the local filing authority for the Texas Ethics Commission. This document is my official password request for the purpose of filing electronic campaign finance reports with the Office of the City Secretary.</p> <p>_____</p> <p style="text-align: center;">Signature of Filer</p>	
12	FILER/INDIVIDUAL REQUESTING PASSWORD (IF APPLICABLE)	<p>I swear that I am the person required by Title 15, Election Code, to file campaign finance reports with the Office of the City Secretary, the local filing authority for the Texas Ethics Commission; and I authorize the individual listed below to receive a password and access my electronic campaign finance reports.</p> <p>_____</p> <p style="text-align: center;">Signature of Filer</p> <p>I swear that I am the individual listed in Box 3 authorized to receive a password and access the filer's electronic campaign finance reports.</p> <p>_____</p> <p style="text-align: center;">Signature of Individual Requesting Password</p>	

DISCLAIMER: All passwords will remain in effect until Form C/OH-FR or Form PASS-R are received.