



CITY OF DALLAS

January 5, 2015

February 2, 2015 - Modified

Dear 2015 Candidate:

The City Secretary's Office has prepared this "Candidate's Packet" to acquaint candidates with applicable City regulations, as well as the legal requirements pertaining to running for City Council, campaign contributions, expenditures and responsibilities set forth in the Texas Election Code. This packet has been enhanced in an attempt to provide as much information as possible, but is not all-inclusive of candidate requirements. Therefore, reading the material is recommended as points of contact are referenced throughout the material.

The Table of Contents lists various information that is important when considering to or filing for an elected seat. Therefore, it is highly recommended the information be read in detail to ensure comprehensive knowledge of the regulations involved. Each section of the Table of Contents has been linked to direct the candidate to the applicable information and is accessible at <http://www.ci.dallas.tx.us/cso/electCandidatePacket.html>.

DALLAS CITY CHARTER INFORMATION – MAYOR & CITY COUNCIL ELECTION

On Saturday, May 9, 2015, the citizens of Dallas will elect a Mayor and 14 councilmembers to the Dallas City Council. The councilmembers will be elected by the qualified voters of that district and must live within the single-member district they wish to represent. The Mayor will be elected by all qualified voters of the city.

Chapter III, CITY COUNCIL, of the Dallas City Charter provides information relative to the City Council composition, roles and responsibilities.

A map for each Council District is accessible at <http://gis.dallascityhall.com/EnterpriseGIS/StaticMaps.htm>. However, copies can be purchased from 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 the first day of the term;
- Be a qualified voter of the City of Dallas at the date of election;
- Have not been determined mentally incompetent by a final judgment of a court;
- 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 since February 27, 2014 (12 months prior to the filing deadline); and
- Have resided continuously in the district they wish to represent since November 9, 2014 (6 months prior to the date of the election).

FORMS TO RUN FOR OFFICE

- A. APPLICATION FOR A PLACE ON THE CITY OF DALLAS GENERAL ELECTION BALLOT (including 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 to the candidate. As the application is a sworn document, it cannot be changed once it is filed. It is important that all required information is included and accurate. Please refer to the enclosed "Candidate Calendar" for important dates regarding this form.]
- B. PETITION FOR PLACE ON THE CITY GENERAL ELECTION BALLOT (including the Instruction Guide on the back of the Petition 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 qualified voters of the city equal in number to the minimum number of signatures required by the Texas Election Code. The Texas Election Code provides a candidate's petition filed simultaneously with an Application for a Place on the Ballot for an office of a home-rule city must 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.

Therefore, the number of signatures required for a place on the May 9, 2015 City General Election ballot is listed by council place on the table below.

Council Place	Number of Signatures Required
1	25
2	25
3	27
4	25
5	25
6	25
7	25
8	25
9	35
10	31
11	25
12	39
13	50
14	42
15	348

To insure enough voters have signed the petition, it is recommended the candidate submit more than the required number of signatures. ~~The Texas Election Code allows for a candidate petition to be supplemented 10 days prior to the filing deadline, but only if the original petition contains a number of signatures that exceeds the required minimum number by 10 percent [Election Code Section 277.023(b)]. In accordance with the provision, the deadline to submit a supplementary petition is 5:00 p.m., Tuesday, February 17, 2015.~~ Additional communication with the Secretary of State reveals that supplementing a petition is not possible. Therefore, it is recommend the application/petition be filed as soon as possible to allow sufficient time to submit an entirely new application/petition in the event the first review results in insufficient signatures when verified by this office.

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

IMPORTANT – The Texas Election Code requires each person who obtains the signatures and other necessary information for a candidate's petition must complete the affidavit printed on the petition for that part of the petition he or she was responsible for circulating. If the affidavit has not been completed and notarized, signatures will not be counted.

DATES TO FILE APPLICATION FOR PLACE ON THE BALLOT

The first filing day is Wednesday, January 28, 2015. The last day to file is Friday, February 27, 2015, by 5:00 p.m. The City Secretary's Office opens at 8:15 a.m.

DRAWING FOR BALLOT POSITION

The Texas Election Code and the Dallas City Charter both provide the order in which candidates will be listed on the ballot be determined by a drawing. The drawing for the May 9, 2015 City General Election will be held at 10:00 a.m., Friday, March 6, 2015, at the City of Dallas Flag Room (6EN). The candidate or a representative 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 will conduct an orientation prior to the election to acquaint candidates with the municipal government organization and to answer questions regarding policy and procedure. Information about the orientation will be sent to candidates once a date has been selected. Any questions about the orientation or regarding city government operations may be directed to Elsa Cantu in the Office of the Mayor and City Council's Office at (214) 670-5682.

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.

- An individual shall not make a contribution of more than (1) \$1,000 per city election in support of, or opposition to, a single candidate for election to Place Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, or 14 on the city council; or (2) \$5,000 per election city election in support of, or opposition to, a single candidate for election to Place Number 15 on the city council.
- A political committee (also referred to as "political action committee" or "PAC") shall not (1) make a contribution of more than \$1,000 per contributing member per city election to a single candidate for election to Place Numbers 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, or 14 on the city council; (2) make a contribution of more than \$5,000 per contributing member per city election to a single candidate for election to Place Number 15 on the city council; or (3) make a total contribution per city election of more than \$2,500 to a candidate for a single-member district nor more than \$10,000 may contribute up to \$2,500 to a single-member district candidate and up to \$10,000 to a candidate for mayor.

CONTACT INFORMATION

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| • Dallas County Elections Department
www.dalcoelections.org | 214-637-7937 |
| • Secretary of State, Elections Division
www.sos.state.tx.us | 1-800-252-8683 |
| • Texas Ethics Commission
www.ethics.state.tx.us | 1-512-463-5800 |
| • U.S. Justice Department
www.usdoj.gov | 1-202-514-2000 |
| • Rosa A. Rios, City Secretary, City of Dallas
rosa.rios2@dallascityhall.com | 214-670-5654 |
| • Bilierae Johnson, Assistant City Secretary, City of Dallas
bilierae.johnson@dallascityhall.com | 214-670-5653 |
| • Brylon D. Franklin, Elections Manager, City of Dallas
brylon.franklin@dallascityhall.com | 214-670-5657 |

CANDIDATE INFORMATION IS PUBLIC INFORMATION

Please be aware that **all information a candidate files with the city secretary becomes a public record and is available to the public.** Interested citizens, other candidates and members of the news media may ask to see the information filed by candidates.

DO WE HAVE THE CORRECT ADDRESS FOR CANDIDATES?

Election-related information will be mailed to the address noted as "candidate mailing address" on the form CTA filed with City Secretary's Office. If there is a change to this address since the Form CTA was filed, or the candidate prefers that information be sent to a different address, Form ACTA should be completed and filed with the City Secretary's Office. This will ensure that each candidate is kept informed about all election matters.

This 2015 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 are available on-line by accessing either the Texas Ethics Commission or Secretary of State websites, additional copies of any information contained in this packet may be obtained from City Secretary's Office website (<http://www.ci.dallas.tx.us/cso/elections.html>). Please call the Elections Division at (214) 670-5657 on inquiries about the City Council election process.

Your interest in serving your community is greatly appreciated.

Sincerely,



Rosa A. Rios
City Secretary
City of Dallas
1500 Marilla, Room 5DS
Dallas, TX 75201