



December 30, 2016

Dear 2017 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 6, 2017, the citizens of Dallas will elect 14 members to the Dallas City Council. Council members are elected by the qualified voters of their respective district. Candidates must live within the single-member district they desire to represent.

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.htm>. 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 19, 2017 (the first day of the term in which they are elected)
- Be a registered voter in territory elected from on or before Friday, February 17, 2017 (filing deadline)
- 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 on or before Tuesday, February 16, 2016 (one year preceding the filing deadline)
- Have resided continuously in the district they wish to represent on or before Saturday, November 5, 2016 (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 18, 2017. The last day to file for office is Friday, February 17, 2017, 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., Friday, February 24, 2017, in the City of Dallas Flag Room (6EN). 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 Elsa Cantu in the Office of the Mayor and City Council at (214) 670-5682 or elsa.cantu@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 6, 2017 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 Kris Sweckard, Director of Code Compliance Services, at (214) 670-3118 or kris.sweckard@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 6, 2017 City General Election ballot by city council place:

Council Place	Number of Signatures Required
1	25
2	25
3	25
4	25
5	25
6	25
7	25
8	25
9	32
10	29
11	25
12	25
13	25
14	25

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 17, 2017.**

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. 2017 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 6, 2017 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 6, 2017 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, as applicable, and continuing through the 40th day before the election (Monday, March 27, 2017).
 - The **8TH DAY BEFORE AN ELECTION (Friday, April 28, 2017 due date)** report covers the period beginning on the 39th day before the election (Tuesday, March 28, 2017) and continuing through the 10th day before the election (Monday, April 26, 2017).

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 9, 2017.** (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
- Rosa A. Rios, City Secretary, City of Dallas 214-670-5654
rosa.rios2@dallascityhall.com
- Bilierae Johnson, Assistant City Secretary, City of Dallas 214-670-5653
bilierae.johnson@dallascityhall.com
- Brylon D. Franklin, Elections Manager, City of Dallas 214-670-5657
brylon.franklin@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 2017 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) 670-5657 on inquiries about the City Council election process. Your interest in serving your community is greatly appreciated.

Sincerely,



Rosa A. Rios
City Secretary
City 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)