



Dear Candidate:

The City of White Settlement will conduct a General Election to elect the following:

Council Member Place 2

Council Member Place 3

The Election will be held on November 5, 2019. In an effort to assist candidates, the City Secretary's Office has made Candidate Forms available on the City's website. 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:

- **ALL DOCUMENTS REQUIRING A NOTARY MUST BE NOTARIZED BEFORE FILING WITH THE CITY SECRETARY'S OFFICE.**
- **APPLICATION FOR PLACE ON THE BALLOT**

The loyalty oath is included on this form. This application must be filed in the City Secretary's office **no later than 5:00 p.m. on August 19, 2019**. The first day of filing is Saturday, July 20, 2019. *City offices are not required to be open on Saturday or Sunday to receive applications for place on ballot.*

NOTE: The application contains an area for the inclusion of an e-mail address. Please be advised that completion of this area is optional and, if completed, the e-mail address will become part of the public record and may be releasable. Should you decide to complete this area you may submit a waiver indicating your authorization to release the information.

- **FILING FEE OR PETITION**

The above application must be accompanied by a filing fee. The filing fees are:

Council Member \$30

Please keep in mind a Designation of Campaign Treasurer form must be filed **prior** to expending any monies on your campaign, this includes any filing fees.

- **DESIGNATION OF CAMPAIGN TREASURER**

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 forms, along with a footnote on the nepotism law. The form must be printed and signed to be officially filed with the City Secretary's Office. There is no specific time period to file this report; however it must be on file prior to any campaign finance and/or fundraising activities.

- **CANDIDATE / OFFICEHOLDER CAMPAIGN FINANCE REPORT**

These statements are to be filed on dates and by the time specified on the calendar and on the appropriate forms. You can copy as needed, or ask for additional forms. These forms are created by the Texas Ethics Commission and are available for electronic completion.

- A calendar of 2019 Filing Schedule for Reports Due and an Information sheet on political advertising are also included.

Election documents are public records and are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or by email at elections@sos.state.tx.us.

Campaign expenditure questions should be directed to the Texas Ethics Commission at toll free number 1-800-325-8506, or www.ethics.state.tx.us.

The city secretary's office is merely the filing repository for these documents and is not able to assist in completion or calculations on any application forms.

We appreciate your interest in municipal government and trust this period will be a positive and exciting experience for you and your supporters. Please call me at 817-246-4971 x203 if you have any further questions.

Sincerely,

Amy Arnold, TRMC, CMC
City Secretary