

## Our Mission . . . To meet the needs of the Citizens

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City of Lufkin



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**Date:** January 4, 2023

**To:** All Candidates - City Council Election, May 6, 2023

**From:** Kara Andrepont, City Secretary

**Subject:** General Election Information Packet

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This Election Information Packet is intended to assist you by providing the applicable forms and Election Law material pertinent to making application for candidacy for the Lufkin City Council.

In 2023, the following positions will be elected:

Councilmember Ward No. 5  
Councilmember Ward No. 6

The first day for filing an application for a place on the ballot is **Wednesday, January 18, 2023**. An individual may file for the City Council Election beginning at **8:00 a.m. Wednesday, January 18<sup>th</sup>, 2023**, through **Friday, February 17<sup>th</sup>, 2023, at 5:00 p.m.** Candidates may file the required documents in person, by mail, email and/or fax.

Enclosed in this packet are the following:

- ✓ Application for Place to Appear on Official Ballot and Instructions
- ✓ Appointment of a Campaign Treasurer by a Candidate
- ✓ Appointment of a Campaign Treasurer by a Candidate Instruction Guide
- ✓ 2023 May Uniform Election Calendar

Applicants **must** submit the [Application for Place to Appear on Official ballot](#) and the [Appointment of a Campaign Treasurer by a Candidate](#) in order to secure a position on the ballot. Candidates will be provided additional information regarding the election process once an application is received.

Should you have any questions, please feel free to contact me at (936) 633-0244 or [kara@cityoflufkin.com](mailto:kara@cityoflufkin.com)

**APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION  
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION**

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL<sup>1</sup> Failure to provide required information may result in rejection of application.

<b>APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT</b>					
TO: City Secretary/Secretary of Board (name of election)					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
<b>OFFICE SOUGHT</b> (Include any place number or other distinguishing number, if any.)			<b>INDICATE TERM</b> <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED		
<b>FULL NAME</b> (First, Middle, Last)			<b>PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*</b>		
<b>PERMANENT RESIDENCE ADDRESS</b> (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			<b>PUBLIC MAILING ADDRESS (Optional)</b> (Address for which you receive campaign related correspondence, if available.)		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PUBLIC EMAIL ADDRESS (Optional)</b> (Address for which you receive campaign related emails, if available.)		<b>OCCUPATION (Do not leave blank)</b>		<b>DATE OF BIRTH</b> / /	<b>VOTER REGISTRATION VOID NUMBER<sup>2</sup> (Optional)</b>
<b>TELEPHONE CONTACT INFORMATION (Optional)</b> Home: _____ Office: _____ Cell: _____					
<b>FELONY CONVICTION STATUS (You MUST check one)</b>		<b>LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN</b>			
<input type="checkbox"/> I have not been finally convicted of a felony.		<b>IN THE STATE OF TEXAS</b> ____ year(s) ____ month(s)		<b>IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED</b> ____ year(s) ____ month(s)	
<input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. <sup>3</sup>					
*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 or contain a title, 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. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.					
Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: "I, (name of candidate) _____, 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 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 am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."					
<b>X</b> _____ <b>SIGNATURE OF CANDIDATE</b>					
Sworn to and subscribed before me this the _____ day of _____, _____, by _____. (day) (month) (year) (name of candidate)					
Signature of Officer Authorized to Administer Oath <sup>4</sup>			Printed Name of Officer Authorized to Administer Oath		
_____ Title of Officer Authorized to Administer Oath			Notarial or Official Seal		
<b>TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:</b> <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> <b>Voter Registration Status Verified</b>					
_____/_____/_____ Date Received		_____/_____/_____ Date Accepted		(See Section 1.007) _____ Signature of Filing Officer or Designee	

## INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, 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 of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

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. When a candidate signs the application, it is an acknowledgment that the candidate is aware 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 the officer, or to any other member of the governing body or court on which the officer 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 an election other than 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.

## FOOTNOTES

<sup>1</sup>An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

<sup>2</sup>Inclusion 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>

<sup>3</sup>Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

**One of the following documents must be submitted with this application.**

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

<sup>4</sup>All 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. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.

# 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	OFFICE USE ONLY	
	NICKNAME LAST SUFFIX		
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE	Filer ID #	
		Date Received	
		Date Hand-delivered or Postmarked	
4 CANDIDATE PHONE	AREA CODE PHONE NUMBER EXTENSION	Receipt #	Amount \$
	( )	Date Processed	
		Date Imaged	
5 OFFICE HELD (if any)			
6 OFFICE SOUGHT (if known)			
7 CAMPAIGN TREASURER NAME	MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX		
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS; 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>_____ Signature of Candidate</p> <p>_____ 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 \$1,010 in political contributions or make more than \$1,010 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](mailto: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>

**TEXAS ETHICS COMMISSION**

**APPOINTMENT OF A CAMPAIGN TREASURER**  
**BY A CANDIDATE**

**FORM CTA--INSTRUCTION GUIDE**



**Revised January 1, 2023**

**Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711**

[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

**(512) 463-5800 • TDD (800) 735-2989**

*Promoting Public Confidence in Government*

# FORM CTA—INSTRUCTION GUIDE

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## **APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE**

### **GENERAL INSTRUCTIONS**

*These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.*

### **DUTIES OF A CANDIDATE OR OFFICEHOLDER**

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

### **QUALIFICATIONS OF CAMPAIGN TREASURER**

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

### **DUTIES OF A CAMPAIGN TREASURER**

State law does not impose any obligations on a candidate's campaign treasurer.

### **REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN**

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

- (A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;
- (B) the filing of an application for a place on the ballot;



- (C) the filing of an application for nomination by convention;
- (D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;
- (E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
- (F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of
- (G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and
- (H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

## WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT

The appropriate filing authority depends on the office sought or held.

**a. Texas Ethics Commission.** The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.\*
- State Board of Education.

- A multi-county district judge\* or multi-county district attorney.
- A single-county district judge.\*
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.

\* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

**b. County Clerk.** The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.

**c. Local Filing Authority.** If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

## FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment and a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.

## **FORMING A POLITICAL COMMITTEE**

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

**NOTE:** *See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.*

## **CHANGING A CAMPAIGN TREASURER**

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

## **AMENDING A CAMPAIGN TREASURER APPOINTMENT**

If *any* of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

## **REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS**

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

## **TERMINATING A CAMPAIGN TREASURER APPOINTMENT**

You may terminate your campaign treasurer appointment at any time by:

- 1) filing a campaign treasurer appointment for a successor campaign treasurer, or
- 2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

## **FILING A FINAL REPORT**

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make

any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (*See instructions for FORM C/OH - UC.*) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the “final” box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

## ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission’s website at <http://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirements.

## GUIDES

All candidates should review the applicable Commission’s campaign finance guide. Guides are available on the Commission’s website at <http://www.ethics.state.tx.us>.

## SPECIFIC INSTRUCTIONS

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

### **PAGE 1**

- 1. TOTAL PAGES FILED:** After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.
- 2. CANDIDATE NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.
- 3. CANDIDATE MAILING ADDRESS:** Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. If this information changes, please notify your filing authority immediately.
- 4. CANDIDATE PHONE:** Enter your phone number, including the area code and extension, if applicable.

5. **OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
6. **OFFICE SOUGHT:** If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.
7. **CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
8. **CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
9. **CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.
10. **CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.
  - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
  - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
  - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
  - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

**PAGE 2**

**11. CANDIDATE NAME:** Enter your name as you did on Page 1.

**12. MODIFIED REPORTING DECLARATION:** Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$1,010 in political contributions or make more than \$1,010 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$1,010 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$1,010 maximums apply to each election within the cycle. In other words, you are limited to \$1,010 in contributions and expenditures in connection with the primary, an additional \$1,010 in contributions and expenditures in connection with the general election, and an additional \$1,010 in contributions and expenditures in connection with a runoff.

**EXCEEDING \$1,010 IN CONTRIBUTIONS OR EXPENDITURES.** If you exceed \$1,010 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the \$1,010 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

*For more information, see the Commission's campaign finance guide that applies to you.*

## TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM



### **Election Calendar** For a City's General Election on May 6, 2023

(last updated December 21, 2022)

This calendar includes all major actions for which the Election Code prescribes a specific deadline, but this calendar does not include actions that can vary from one city to another (for example, preparation of voting equipment and forms). Each city secretary should use the chart in §1.62 of the *Texas Municipal Election Law Manual* (6th edition) [abbreviated as M or Elections Manual] together with this calendar to fill in those dates on the city secretary's personal election calendar. Always verify the latest version of the calendar on the TMCA's website (under "publications").

Dates in column 1 are 2023 unless noted otherwise. Actions in column 2 relate to general elections (those in *italics pertain to early voting*), but some notes for special elections have been included. The actions are typically taken by the city secretary, but deviations appear in column 3. Column 4 is a cross reference to the Elections Manual.

"ED Interval" in column 5 indicates the time between the date of the action and election day. For example, the notation "50th" in the entry for March 17 means mandatory office hours begin the 50th day before election day; the notation "+10" in the entry for May 16 means that the LAST DAY for the presiding judge of the early voting ballot board to mail voters notices of rejected mail ballots is the 10th day after election day. An asterisk (\*) in this column indicates the time stated is not required by statute.

When a statutory provision prescribes the LAST DAY for the performance of an act, the number in column 5 reflects that day. If the statutory date is moved because of a Saturday, Sunday, or state or national holiday [M §1.52(b); endnote 6], the resulting date is designated in column 1, and column 5 indicates, in parentheses and italics, the actual number of days measured from election day. When a deadline is extended for this reason, the extended date is used for determining other due dates. Not all due dates revolve around election day and are so noted.

The last column has been reserved to show completion of the event in column 2. A dashed line in the table between entries indicates separate events that fall on the same day.

To prepare a calendar for a runoff election, see M §§12.01-.02; for a special election to fill a vacancy in office, see M §12.03; for a special election on a measure, see generally M §12.12. When reading the Election Code, the city secretary should remember to read the chapter and subchapter titles to determine if the section applies to cities. Abbreviations in the calendar are the same as those used in the Elections Manual.

Date	Action	By or With Whom Taken	M §	ED Interval	T
Fri May 6 2022	One-year deadline for website posting certain candidacy and other information. Note: See endnote 1.	City Secretary	2.13(d)(2)	365th	
Mon Dec 19 2022	LAST DAY to post on bulletin board notice of the filing period for the general election (SOS Form 1-20).	City Secretary	2.13(d)(1)	138th (30 days before 1st day to file)	
Sun Jan 1 2023	<i>FIRST DAY voters may apply for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i> Note: The first day does not move despite the New Year's Day holiday. See D Day – 11 days for end of period.	City Secretary	9.44(a)	1st day of year	
Thu Jan 5	Obtain forms: candidate's application for place on ballot, appointment of campaign treasurer (candidate and specific-purpose committee), report of contributions and expenditures (candidate-officeholder and specific-purpose committee), application for mail ballot, administrative forms, and precinct forms.	City Secretary	5.31	*121st	
Thu Jan 5- Fri Jan 27	Review M §1.62 for possible action: Steps 1-5 (revising election precincts, designating polling places, changing method of voting, and contracting, if any) and Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	1.62	*121st thru *99th	
Tue Jan 17	LAST DAY for timely filing of semi-annual report of contributions and expenditures. Note: Because Jan 15 is a Sun and Mon is Martin Luther King Day, the deadline is extended to Tue.	City Secretary	3.12(b) 3.16	Jan 15	
Wed Jan 18	FIRST DAY for filing application for place on general election ballot (SOS Form 2-26). Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Period ends at 5 p.m. E Day – 78 days.	City Secretary	2.13(a) 2.14(a)	108th (30 days before filing dead- line)	
Wed Jan 18	FIRST DAY for filing declaration of write-in candidacy (SOS Form 2-28). Note: Periods ends at 5 p.m. E Day – 74 days.	City Secretary	2.19(b)	108th	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Mon Jan 23- Fri Feb 17	Recommended period and statutory deadline for ordering a general election (SOS Form 1-2). Note: Sometimes the phrase “calling” election is used. The deadline may be different for a special election. See endnote 2 for mock student elections. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners.	Mayor	6.03	*103rd thru 78th	
Mon Feb 6	LAST DAY for small city in small county to apply for exception to accessibility requirements (SOS Form 13-4). Note: Because the deadline falls on Sun, it moves to Mon.	City Secretary to SOS	5.25(c)	(89th)	
Tue Feb 14 midnight	Death and ballot preparation: If a candidate dies on or before this date, the City Secretary MUST remove the candidate’s name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4.	City Secretary	6.23(c)	81st [day before day before filing deadline (3rd day)]	
Fri Feb 17	LAST DAY for ordering a general or special election for the uniform date in May (SOS Form 1-2). Note: See endnote 2 for student elections. Home-rule cities see endnote 3.	Mayor	6.03	78th	
Feb 17 5 p.m.	LAST DAY for filing application for place on general election ballot (SOS Form 2-26). Note: City Secretary’s office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. If no candidate has filed in a city with 4-year terms, the filing deadline is extended to 5 pm Fri. March 10.	City Secretary	2.14 6.23(c)	78th	
Feb 17	Recommended last day for notice designating election precincts and polling places.	City Council	5.42(d)	*78th	
Feb 17	Recommended first day to provide 4-day notice of drawing to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline. Public notice must be posted (SOS Form 3-2) 72 hours before date of drawing.	City Secretary	6.22(a)(2)	*78th	

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Mon Feb 20	Recommended first date for preliminary work to appoint election judges.	City Secretary	7.01	*75th	
Feb 20	Recommended first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-2).	City Secretary	6.22(a)	*75th	
Tue Feb 21 5 p.m.	LAST DAY for a write-in candidate to declare candidacy in the general election (SOS Form 2-28). Note: City Secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. For special elections to fill a vacancy, see the 75th day.	City Secretary	2.18(b)	74th	
Wed Feb 22	Recommended date to deliver the certification of unopposed candidates to city council if a candidate does not have an opponent in an election considered to be a separate election (SOS Form 12-1).	City Secretary	6.12	*73rd	
Thu Feb 23- Mon Feb 27	Recommended period to conduct drawing for order of names on ballot, prepare ballot format, and send information to the printer. Note: Notice of drawing (SOS Form 3-2) must be posted 72 hours before drawing.	City Secretary	6.22(b) 6.25 6.26	*72nd thru *68th	
Fri Feb 24 5 p.m.	LAST DAY for a ballot or write-in candidate in general election to submit a certificate of withdrawal (SOS Form 2-33) and have name omitted from the ballot. Note: City Secretary's office should stay open until 5 p.m. A withdrawal after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been published. EC §1.006 does not apply to withdrawal deadlines [EC §145.092(e)].	City Secretary	6.23(c) 2.31(b)	71st	
Feb 24 5 p.m.	LAST DAY that a declaration of ineligibility causes omission of candidate's name from ballot in the general election. Note: City Secretary's office should stay open until 5 p.m.	City Secretary	2.33(d)	71st	
Feb 24	Recommended first day to cancel (SOS Form 12-2). Note: Unopposed races must be cancelled and no opposed at-large race is on the ballot.	City Council	6.19-.16	71st	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Tues Mar 7	Period the Texas Ethics Commission will defer an investigation until after election (or runoff).	City Secretary Texas Ethics Commission	3.01(b)(2)	60th thru E Day	
Mar 7	LAST DAY to deliver notice of the election to the county clerk and voter registrar of each county where the city is located. Note: This is not the publication or posting deadline.	City Council (City Secretary)	6.54(a)	60th	
Mar 7	Recommended day to contact the county concerning availability of the initial list of voters who submitted annual applications for ballot by mail (ABBM).	City Secretary	9.43	*60th	
Fri Mar 10 5 p.m.	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no one has filed by 5 p.m. on Feb 17.	City Secretary	2.13(b)	57th	
Mon Mar 13- Fri Mar 24	Recommended period for appointing election judges plus members of the EVBB and SVC. Note: Home-rule cities see endnote 3.	City Council	7.42(a)(2) 7.23-.24 7.33-.34	*54th thru *43rd	
Thu Mar 16	Recommended date to print ballots that have been prepared earlier.	City Secretary	6.25	*51st	
Fri Mar 17	FIRST DAY of mandatory office hours. Note: City Secretary's office must be open at least 3 hours a day during regular office hours on regular business days. Period ends E Day + 40 days. Good Fri falls within the period, see endnote 6.	City Secretary	6.80(a)	50th	
Mar 17	LAST DAY for a challenge of a candidate application based on form, content, procedure.	City Secretary	2.16(d)	50th	
Wed Mar 22	<i>LAST DAY to mail ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the U.S.</i> Note: If it is not possible to mail these ballots by this deadline, the City Secretary must notify the SOS within 24 hours. SOS does not apply EC §1.006 to this deadline. Respond to FCPA applications received after this date within 7 days (the same as non-FCPA applications). Rosters must be posted to website by 11 a.m. on the following day (SOS Forms 5-10 & 5-9a).	City Secretary	9.49(b) 9.82	45th	

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<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>ED Interval</b>	<b>T</b>
Thu Apr 6 5 p.m.	LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees. Note: City Secretary's office should stay open until 5 p.m. The deadline is extended to midnight for electronic filing. See endnote 5 for current threshold dollar amounts.	City Secretary	3.13(b)	30th	
Apr 6	LAST DAY for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	4.07(f) 4.07(g)	30th	
Apr 6- Wed Apr 26	Period for publishing notice of election. Note: Must be published once; perhaps more for a special election on a measure. Home-rule cities see endnote 3.	Mayor	6.52(a)	30th thru 10th	
Apr 6	Minimum 10th day to begin posting continuous notice if SVC meets on first available date, Apr 16. Note: The city council makes the appointments not later than 5 days after the City Secretary calls for appointment (SOS Forms 5-52 & 5-53). Post notice of appointment (SOS Form 5-55)	City Secretary City Council	6.70(a) 7.33 7.34	*30th	
Apr 6	Recommended last day to notify presiding judges of duty to hold election (SOS Forms 1-40 to 4-12).	Mayor	7.42(a)(2)	*30th	
Apr 6	Recommended last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	4.34(a)	*30th	
Apr 6	Recommended day to begin posting the notice of voting order priority for voters with mobility issues on the city's website (SOS Form 7-33).	City Secretary	10.23(d)	*30th	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Sat Apr 15 (Fri Apr 14 recom- mended)	LAST DAY for posting (SOS Form 1-11) (1) notice of election on bulletin board used for posting notices of city council meetings and (2) date, location of each polling place, and each candidate and measure on the ballot on the city's website. Note: The 21st day is Sat, meaning the notice can be delayed until Mon. The better practice is to post by Fri through at least election day. For cities conducting bond elections, additional posting and publication requirements apply. Home-rule cities see endnote 3.	City Secretary	6.52(b) 12.15(e)	21st (22nd)	
Sun Apr 16 (Fri Apr 14 recom- mended)	Type B cities: LAST DAY to post notice of election in 3 public places (SOS Form 1-11). Note: EC §1.006 does not apply to this LGC deadline; the better practice is to post before the weekend.	City Secretary	6.52(b)(3)	20th	
Apr 16	<i>FIRST DAY SVC may begin work.</i> Note: EC §1.006 does not apply to the starting date. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification (SOS Forms 8-20 to 8-24).	City Secretary	6.70(a) 6.72	20th	
Mon Apr 17	<i>LAST DAY for unregistered FCPA applicant to apply and be eligible to vote a full ballot.</i> Note: Because the deadline falls on Sun, it moves to Mon for postmarked FCPAs.	City Secretary	9.61(a)	20th (19th)	
Tue Apr 18	<i>LAST DAY early voting clerk, upon receipt of defective early voting application, must mail 2nd application with explanation of defects and instructions (SOS Forms 6-2 to 6-4).</i>	City Secretary	9.46(b)	18th	
Apr 18_ Tue Apr 25	<i>Period when unregistered FCPA applicants received a federal ballot only.</i> Note: This may mean no ballot is sent.	City Secretary	9.61 9.68	18th thru 11th	
Apr 18	<i>Recommended last day for publication of notice of the test of automatic tabulating and DRE equipment to be used in early voting if the test is on Apr 21.</i> Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.	City Secretary	6.63(d)(1) 6.63(d)(2) 6.64(c)	*18th	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Wed Apr 19	<i>LAST DAY to begin posting continuous notice of schedule for branch early voting polling places if not included in earlier notice of election (SOS Form 5-49). Note: The May early voting period is not the same as November of even-numbered years.</i>	City Secretary	9.14(c)	17th (5th day before EV in person)	
Fri Apr 21	<i>LAST DAY to accept an FPCA without a postmark to prove mailing date and mail the voter a full ballot if the voter is not permanently registered but meets the requirements to be registered under EC Title 2.</i>	City Secretary	9.66(b)	15th	
Apr 21	<i>LAST DAY for conducting first test of automatic tabulating and DRE equipment to be used for early voting. Note: Notice for tabulating equipment must be 48 hours before date of test. Notice for DRE equipment must be 48 hours before test begins. DREs cannot be used after Sept 1, 2026 except by disabled voters.</i>	City Secretary	6.63(d) 6.64(c)	15th	
Apr 21	<i>LAST DAY to notify judges of duty to hold the election (SOS Form 4-10 to 4-12).</i>	Mayor	7.44(a)	15th	
Apr 21	<i>LAST DAY to challenge write-in candidate for form, content, and procedure.</i>	City Secretary	2.18(f)	15th	
Mon Apr 24	<i>FIRST DAY for early voting by personal appearance. Note: If voting will be conducted on Sat or Sun, notice of schedule must be posted at least 72 hours before first hour of the weekend voting (SOS Form 5-47).</i>	City Secretary	9.14	12th	
Apr 24	<i>FIRST DAY a city holding a joint election with a county with a population of 100,000 or more may convene the EVBB to process mail ballots. Note: 24-hour notice must be posted for each delivery of voting materials made before election day (SOS Forms 6-6 &amp; 6-7). The board may process the materials but may not count the ballots until after the end of the period of early voting by personal appearance. The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency (SOS Forms 8-20 to 8-24).</i>	City Secretary Early Voting Ballot Board	9.57(a)(2) 10.03	End of 9th day before end of EV (thus 8th day before ED) thru 8th day before ED	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Apr 24	<i>FIRST DAY for new illness or disability allowing late application for late (emergency) early voting (SOS Form 5-18). Note: While the injury or disability occurs on or after this date, the application cannot be submitted until the day after the early voting period ends.</i>	Voter	9.73	12th	
Apr 24- Thu Apr 27	<i>Possible period for posting notice amending notice of branch early voting polling places after early voting by personal appearance starts.</i>	City Secretary	9.14(d)	12th thru 9th	
Tue Apr 25	<i>LAST DAY to accept application for a ballot to be voted by mail, by 12 noon or close of business, whichever is later. Note: If the deadline falls on a Sat, Sun, or legal holiday, then personal delivery must be the first regular business day preceding that day. Originals are due 4 days after fax or email (except emailed FCPA).</i>	City Secretary	9.44(b)(1) 9.45(b-c) 9.68(c)	11th	
Apr 25	<i>LAST DAY to accept an FPCA from a registered voter or from an unregistered FPCA voter. Note: The unregistered FPCA voter may only get a federal ballot, which may mean no ballot.</i>	City Secretary	9.61(c) 9.68(a, c)	11th	
Apr 25	<i>LAST DAY for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i>	City Secretary	9.43(a)(2)	11th	
Wed Apr 26	<i>LAST DAY to publish of notice of election (SOS Form 1-11). Note: Home-rule cities see endnote 3.</i>	Mayor	6.52(a)(1)	10th	
Fri Apr 28 5 p.m.	<i>LAST DAY for filing second report of campaign contributions and expenditures. Note: Deadline extended to midnight for electronic filing. See endnote 5 for current monetary thresholds.</i>	City Secretary	3.15	8th	
Mon May 1	<i>LAST DAY to publish notice of first test of automatic tabulating equipment or DRE. Note: Testing must occur 48 hours before equipment is used (E Day at 7 a.m.). Notice for tabulating equipment must be published 48 hours before test date. Notice for DRE must be published 48 hours before test begins.</i>	City Secretary	6.64(b-c) 6.63(d)(1)	5th	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
May 1	<i>FIRST DAY for death in family to qualify for late (emergency) early voting (SOS Form 5-16). Note: While the death occurs on or after the day before the last day of early voting by personal appearance, the application cannot be submitted until the day after early voting by personal appearance ends. Voting by this method (SOS Form 5-27) ends close of business the day before election day.</i>	City Secretary	9.73(a)	5th	
Tue May 2	<i>LAST DAY of regular early voting by personal appearance (versus special forms of early voting).</i>	City Secretary	9.11(b)	4th	
May 2 Sat May 6	<i>Once early voting by personal appearance is over until 7 p.m. on election day, early voting materials may be delivered to the EVBB for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station. Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. Post notice of delivery continuously 24 hours before each delivery (SOS Forms 6-6 &amp; 6-7). Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	City Secretary	9.57(a)(1) 9.57(a)(3)	4th thru close of polls	
Wed. May 3	<i>LAST DAY to receive in the mail an application to cancel mail ballot (SOS Form 5-17). Note: SOS does not apply EC §1.006.</i>	City Secretary	9.54(a)	3rd	
May 3	<i>FIRST DAY the EVBB may begin counting ballots in an election held jointly with a county having a population of 100,000 or more. Note: Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	Early Voting Ballot Board	9.57(a)(2)	(day after in person EV ends) 3rd thru close of polls	
May 3 Fri May 5	<i>Period to apply for late (emergency) early voting because of death in family May 1 or later. Note: Requires absence from county on election day. Period ends the day before E Day.</i>	City Secretary	9.73	3rd	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
May 3-Sat May 6 5 p.m.	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after Apr 24 (SOS Form 5-18). Note: The deadline for returning the marked ballot is 7 pm E Day, but applications must be received by 5 pm E Day.</i>	City Secretary	9.72(b)	3rd thru Election Day	
Wed May 3	LAST DAY for first test of automatic tabulating or DRE equipment. Note: To assure 48 hours before 7 a.m. of election day, test must be by 3rd day. Notice must be published at least 48 hours before date of test.	City Secretary	6.63(d)(2) 6.64(b-c)	3rd	
May 3- May 5	<i>Recommended time to prepare list of registered voters for EVBB if more than one early voting polling place. Note: The EVC must identify those who voted early before this list is delivered to the precinct election judges.</i>	City Secretary	9.83	*3rd thru 1st	
Fri May 5	<i>LAST DAY (by close of business) to apply for and vote a ballot by personal appearance due to death in immediate family that occurred May 1 or later (SOS Form 5-16).</i>	City Secretary	9.73(b)	1st	
Fri May 5	<i>LAST DAY to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges and recommended date for delivery of supplies to presiding judges.</i>	City Secretary	9.83(e)	1st	
May 5	One-year deadline to post certain information on the city's website for the next general election to be held on May 4, 2024. Note: See endnote 1.	City Secretary	2.13(d)(2)	next May election - 365 days	
May 5	Recommended date for delivery of equipment to polling places. Note: Statutory deadline is 6 a.m. on election day.	City Secretary	6.65(b)	*1st	
May 5	Recommended day to post notice of council meeting to canvass the returns if canvass will be on 3rd day after election. Note: Notice must be posted at least 72 hours before time of meeting. Due to late ballots that can be counted, a later canvass is likely.	City Secretary	11.13	*1st	

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Date	Action	By or With Whom Taken	M §	ED Interval	T
Sat May 6 7 a.m.- 7 p.m.	<b>ELECTION DAY.</b> Polls are open. Voting by sick or disabled voters at main early voting place, where electronic voting systems are used at precinct polling place. <i>Early voting clerk's office must remain open for early voting activities</i>	City Secretary	9.71 10.13(c)	E Day	
May 6	<i>Deliver early voting ballots, etc., to EVBB.</i> Note: Second key to ballot box is delivered by chief of police or marshal.	City Secretary Judge EVBB (sets time)	10.13(c)(1) 9.57(b)(1)	E Day	
May 6 5 p.m.	<i>LAST HOUR for late applications for ballots (SOS Form 5-18) from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	9.72(b)	E Day	
May 6 7 p.m.	<i>LAST HOUR for receiving ballots from voters who became ill or disabled Apr 24 or later.</i>	City Secretary	9.72(b)	E Day	
May 6 7 p.m.	<i>LAST HOUR to receive mailed ballots with no postmark, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline.</i> Note: Check mailbox at 7 pm regardless of regular delivery schedule. See deadline E Day +1 day.	City Secretary	9.50(a)	E Day	
May 6	Receive precinct records, voted ballots, etc. Note: Chief of police or marshal receives keys to ballot boxes containing voted ballots.	City Secretary Mayor	10.13(c) 10.32(d)	E Day	
May 6	Prepare unofficial tabulation of results. Note: Presiding judge must notify City Secretary if counting will not be complete by 2 a.m.	City Secretary	10.34 10.32(b)	E Day	
Mon May 8 5 p.m.	<i>LAST DAY to receive mailed ballots if the carrier envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. local time for the place of election.</i> Note: Because the deadline falls on Sun, it moves to Mon. This deadline applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the U.S.	City Secretary	9.50(a)	+1 (+2)	
May 8	<i>FIRST DAY for public access to early voting by mail applications, ballot materials, and annual ABBMs.</i>	City Secretary	11.70(d)(2)	+1 (+2)	
May 8	<i>LAST DAY to deliver provisional ballots to voter registrar of each county in which city is located.</i>	City Secretary	10.30(a)(2)	+1 (+2)	

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Tue May 9 - Mon May 15	<i>Period during which EVBB may meet to count ballots received from outside the U.S. if the early voting clerk certifies that all ballots mailed from outside the U.S. have been received.</i>	Early Voting Ballot Board	11.02	+3 thru +9	
May 9 - Tue May 30	Period for partial manual count of electronically counted ballots to begin not later than 72 hours after polls close and be completed by E Day +21st day. Note: Because the deadline falls on Sat and Mon is Memorial Day, the deadline moves to Tue.	City Secretary	11.31	+3 thru +21 (+25)	
May 9 - 17	<i>Recommended period to complete report of early votes cast for each candidate or measure, by election precinct.</i> Note: must occur before canvass.	City Secretary	11.04(b)	*+3 thru *+11	
May 9 - 17	Period for official canvass. Note: Canvass may occur only if all FPCA ballots have been received, the EVBB has completed the count of provisional ballots, and there are no deficiencies in mailed ballot carrier envelopes (certain deficiencies can be cured up to 6th day after election day). The canvass period of even-numbered Novembers is 14 days long.	Mayor (sets time) City Secretary (records results) City Council (takes action)	11.12 6.72	+3 thru +11	
May 9 - 17	Recommended period after canvass to issue certificates of election (SOS Form 10-1), official statement of elected officer (SOS Form 10-3), and oath of office (SOS Form 10-2). Note: If a recount is requested, documents are not issued until after the recount.	Mayor City Secretary	11.20 11.21	*+3 thru *+11	
Thu May 11	<i>LAST DAY to receive a ballot from military or non-military voters casting from outside the U.S. who submitted an ABBM, IF cancellation mark indicates ballot was placed for delivery by 7 p.m. on election day.</i>	City Secretary	9.50(b)(1) 9.68 11.02	+5	
Fri May 12	<i>LAST DAY to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member.</i> Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.	City Secretary	9.50(b)(2)	+6	

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May 12	LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit (SOS Form 7-15).	Voter Registrar	10.30(d) 9.26(d)(3)	+6	
May 12	LAST DAY for voter registrar to complete the review of provisional ballots. Note: The period is one day longer for elections in November of even-numbered years	Voter Registrar	10.30(d)	+6	
May 12	<i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i>	Voter	6.72	+6	
May 12	Type A cites: FIRST DAY elected officials may qualify and assume duties of office. Note: LGC §22.006 states 5th day after election not counting Sun. The resulting day is the 6th day after. Officials may not take office until the canvass is complete unless the election was cancelled.	Candidate with City Secretary	11.23(a)	+6	
Sun May 14 - Mon May 22	Period to order a runoff election, if necessary. Note: This must occur not later than 5th day after canvass. Home-rule cities see endnote 3.	City Council or Mayor	12.01(c)(2)	+8 thru +16	
Mon May 15	LAST DAY for voter registrar to designate a time of delivery of provisional ballots to the general custodian of election records or presiding judge of the EVBB. Note: Must occur before EVBB convenes. Because the deadline falls on Sat, it moves to Mon.	Voter Registrar	10.30(d)	+7 (+9)	
May 15	FIRST DAY a mailed ballot can be rejected if the carrier envelope was not properly executed, the signatures do not match, or is missing a statement of residence.	Early Voting Ballot Board	6.72	+7 (+9)	
May 15	LAST DAY for general custodian of election records or presiding judge of the EVBB to retrieve the provisional ballots from the voter registrar.	City Secretary or Judge of EVBB	10.30(d)	+9	
May 15	LAST DAY for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after election day. Note: This deadline is the 13th day for elections in November of even-numbered years.	Early Voting Ballot Board	11.01(b)	+9	

\*An asterisk in Column 5 "ED Interval" is a time not statutorily required; EC §1.006 does not apply.

Date	Action	By or With Whom Taken	M §	ED Interval	T
Tue May 16	LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 5-42).	Judge of EVBB	11.03(a)	+10	
Wed May 17	LAST DAY for conducting the official canvass of the election.	City Council	11.12	+11	
Fri May 19- Sat May 27 (May 26 recommended)	Period during which notice of disposition of provisional ballots must be mailed to voters (SOS Form 8-17). Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon, May 29, is Memorial Day. Accordingly, Fri, May 26 is recommended.	Judge of EVBB or City Secretary	11.01(f)	by 10th day after canvass	
Mon May 22	Election records must be available in an electronic format no later than this day, for a fee of not more than \$50.00. Note: Because the deadline is Sun, it moves to Mon.	City Secretary	11.70(c)	+15 (+16)	
Mon May 29- Mon July 3	Possible period for runoff election, depending on date of official canvass, unless a home-rule charter provides for a later date. Note: EC §1.006 does not apply to the start of the period, but as a practical matter, an election is not likely to be held on Memorial Day. The order of the names on the runoff ballot appear in the same order as on the general election ballot, so no ballot drawing is required.	City Secretary/ City Council	12.01(d) 12.02(e)	after canvass +20th- +45th (47th)	
Tue May 30	LAST DAY for mailing results of manual count to SOS. Note: If +21st day is Sat, the deadline is extended to Mon, but May 29 is Memorial Day, a legal national holiday.	City Secretary	11.31(c)	+21 (+25)	
May 30	LAST DAY for EVBB to mail notice of outcome of provisional vote for canvassing on the last day.	Judge of EVBB or City Secretary	11.01(f)	10th day after canvass	
Mon Jun 5	Type A cites: LAST DAY elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant.	Candidate with City Secretary	11.23(a)	+30	
Thu Jun 15	LAST DAY of mandatory office hours.	City Secretary	6.80(a)	+40	
Thu July 6	FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container.	City Secretary	11.70(e)	+61	

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<b>Date</b>	<b>Action</b>	<b>By or With Whom Taken</b>	<b>M §</b>	<b>ED Interval</b>	<b>T</b>
Mon July 17	LAST DAY for timely filing of semiannual report of contributions and expenditures. Note: Because the deadline falls on Saturday, it moves to Monday.	City Secretary	3.12(b) 3.16(a)	July 15	
Fri Mar 7 2025	Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	11.71(c)	+22 months	
Wed May 7 2025	Last day of preservation period for candidate applications and certain petitions.	City Secretary	11.71(d)	+2 years	

### Endnotes

1. The following information must be posted on a city's website [M §2.13(d)], if the city maintains a website [M §1.53]: (1) the city's contact information, including a mailing address, telephone number, and e-mail address; (2) each elected officer of the city; (3) the date and location of the next election for officers of the city; (4) the requirements and deadline for filing for candidacy of each elected office of the city for the next election (posted one year prior to the date of that election); (5) notice of city council meetings; and (6) minutes of city council meetings. A city with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6). [GC §2051.201].
2. The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.
3. Follow home-rule city's charter provision, if any.
4. If a candidate on the ballot dies on or before the filing deadline, the City Secretary MAY choose to remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline for filing falls on a weekend or holiday, it moves to the next business day. Withdrawal deadlines after the extended filing deadlines will be impacted.
5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of threshold reporting dollar amounts. The following is a summary of the most common ones [M Ch. 3]:

<b>Election Code §</b>	<b>Threshold Description</b>	<b>Original Amount</b>	<b>2022 Amount</b>	<b>2023 Amount</b>
253.031(b)	PAC: amount of contributions or expenditures permitted before	\$500	\$920	\$980

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	appointment of treasurer is required.			
254.036	<i>Electronic Filing Exemption:</i> amount at or below which a filer may qualify.	\$20,000	\$28,800	\$30,820
254.095	<i>Local officeholders, contributions:</i> amount over which reporting is required.	\$500	\$940	\$1,010
254.181 254.182 254.183	<i>Candidate or specific-purpose PAC, modified reporting:</i> contribution or expenditure amount at or below which filers may avoid pre-election reports.	\$500	\$940	\$1,010

6. Election Code national and legal state holidays in the May 2023 election cycle are:

<b>Holiday</b>	<b>Date</b>
New Year's Day	January 1
Martin Luther King Day (3rd Monday of January)	January 16
Confederate Heroes Day	January 19
President's Day/Washington's Birthday (3rd Monday of February)	February 20
Texas Independence Day	March 2
<i>Good Friday (not an Election Code holiday*)</i>	<i>April 7</i>
<i>Easter (not an Election Code holiday*)</i>	<i>April 9</i>
San Jacinto Day	April 21
<i>Battle of Flowers Parade (not an Election Code holiday*)</i>	<i>April 28</i>
Memorial Day (last Monday of May)	May 29
Emancipation Day/Juneteenth	June 19
Independence Day	July 4

\* EC §31.122 requires the city secretary to be open at least 3 hours each day “during regular office hours, on regular business days” during the period identified on the above calendar. EC 1.006 provides that if the last day for performance of an act is a Sat, Sun, or legal state or national holiday, the act is timely if performed on the next regular business day, except as otherwise provided by this code.” The phrase “next regular business day” is not statutorily defined; therefore, a city may define its own regular business day. SOS may not agree; consult the city attorney.

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