



Incorporated May 2008

City of Weston Lakes

PO Box 1082 ★ Weston Lakes, Texas 77441

8045 FM 359 * Fulshear, Texas 77441

(281) 533-0907

July / August 2021

Dear Prospective Candidate:

Thank you for your consideration to become a candidate in this year's municipal election. It is an opportunity to offer your services to the citizens of this community.

In an effort to inform you of important election dates and applicable state statutes and local ordinance requirements, the attached packet has been prepared. It contains necessary forms and instructions for filing as a candidate, and I urge you to read the enclosed material prior to filling out the documents.

This packet contains the following information and forms for the November 2, 2021, General Election:

- Application for a Place on the Ballot. **The loyalty oath is included on this application and must be notarized.** A filing fee is not required.

To file for candidacy, you must meet the following qualifications:

- ▶ be a United States citizen;
 - ▶ be 18 years of age or older on the commencement of the term filled at the election;
 - ▶ not have been determined mentally incompetent by a final judgment of a court;
 - ▶ not have been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities, and;
 - ▶ have resided continuously in the State of Texas for twelve months and in the City of Weston Lakes for six months immediately preceding the filing deadline.
- Form CTA-Appointment of a Campaign Treasurer by a Candidate. **This form should be filed in my office at the same time as the application for place on the ballot. Please note the**

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nepotism law statement must be signed by the candidate. A summary of the nepotism law is in the enclosed CTA Instruction Guide.

- Form CTA-Instruction Guide
- There is no permit required for political signs, and we ask that you use discretion in the placement of such signs.
- Form ACTA-Amendment: Appointment of a Campaign Treasurer by a Candidate. This form is to be used when changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule.
- Form ACTA-Instruction Guide
- Form C/OH-Candidate/Officeholder Campaign Finance Report. **This form is to be completed by the candidate or the candidate's treasurer (but signed only by the candidate). Instructions on filing finance reports and final report are in the attached C/OH Instruction Guide.**
- Form C/OH-Instruction Guide
- Form CIS – Local Government Officer Conflicts Disclosure Statement. This form will be filed (if applicable) with the city secretary.
- Form CIQ – Conflict of Interest Questionnaire. This form will also be filed (if applicable) with the city secretary.

Filing for a place on the ballot begins July 17, 2021 and ends at 5:00 p.m. on August 16, 2021. Once an application has been filed in my office, it must be carefully reviewed to determine whether it complies with the Election Code requirements. Therefore, please file your application as soon as possible to allow sufficient time for this review.

Please make special note of the next two paragraphs of information.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. A copy of Title 15 will be provided at the candidates request Financial reports (forms included as referenced above) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in my office. **I cannot over emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.**

Any questions you may have regarding reporting procedures, contributions or expenditures are to be directed to the Texas Ethics Commission at (512) 463-5800 or go on-line to www.ethics.state.tx.us. Questions regarding election law are to be directed to the Secretary of State at (800) 252-8683 or go on-line to www.sos.state.tx.us.

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Jenni McJunkin, City Secretary
City Secretary of Weston Lakes, Texas

Note: The duties of the city secretary are limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon.