

City of Gordon

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December 1, 2021

Dear Prospective Candidate:

Thank you for your interest in serving the citizens of Gordon. Should you decide to become a candidate, your candidacy requires compliance with certain state statutes. In an effort to assist you, I have prepared this Candidate packet with necessary forms and pertinent instructions. I encourage you to read this letter and the enclosed material PRIOR to filling out the specific forms.

There will be three races on the May 7, 2022, ballot – the offices of three Alderman Council Members. Those elected will serve a two-year term, from May 2022 to May 2024 and a one-year term for the filling of the resignation of a former council member.

Running for offices encompasses a broad range of activities. The Texas Secretary of State and the Texas Ethics Commission each regulate portions of the election process at the local level. It is your responsibility to familiarize yourself with the laws applicable to running for elective office.

As City Secretary for the City of Gordon, I will be happy to answer general questions regarding the due dates for reporting and filings. I am, however, constrained from offering legal advice or opinions to any candidate. The Office of the City Secretary is specifically limited by law to the acceptance and filing of various applications, affidavits, statements, and reports, and noting the date and time of all such filings. These documents become public records upon filing and are available for public inspection.

Included in this packet of information is a calendar of events and deadlines, along with the forms and general information. This packet only contains a small portion of the regulations that govern municipal elections, candidates and/or officeholders. It is the responsibility of each candidate to obtain any necessary information regarding relevant laws and to abide by those laws. The Legislature enacts changes from time to time relating to voting procedures, applications, and filing deadlines. In light of these changes, please verify either with my office or the agencies listed below, that you have the most current information and forms available.

Persons needing questions answered may contact the Elections Division of the Secretary of State's Office at 1-800-252-VOTE or www.sos.state.tx.us, of the Texas Ethics Commission at 512-463-5800 or www.ethics.state.tx.us. For your convenience, copies of the Texas Election Code and the Local Government Code are available online at: <http://www.legis.state.tx.us>

The enclosed material contains useful information and required forms for the May 7, 2021 General Election in the City of Gordon (these documents are also available at <http://www.discovergordon.com>).

- *A Guide to Becoming a City Official*. A publication of Texas Municipal League.
- Roles and Responsibilities of Council members (from Texas Municipal League's *Handbook for Mayors and Councilmembers*)
- Election Calendar showing relevant dates
- One copy of **Application For A Place On The City Of Gordon General Election Ballot** (bilingual). The loyalty oath is included on this form and it **MUST** be signed in the presence of a notary. The application is then filed in my office. It is recommended that the Appointment of Campaign Treasurer by Candidate (enclosed) be filed at this time as well.

- 2022 Schedule for Elections Held on Uniform Election dates. Video training is now available to those required to file the Candidate/Officeholder Campaign Finance Report- Form C/OH. The Training video is approximately 40 minutes in length. Completing this training is voluntary. The video is available for download by following the instructions at <http://www.ethics.state.tx.us/training/video.htm>.

All Applications, Affidavits, Statements, and Campaign Reports Filed with the City Secretary's Office are Considered Public Information and are for Inspection by ANY Person.

The role of the City Secretary's Office is to accept and file the various candidate applications, affidavits, and statements required and note the date of the filings thereon. There is no legal duty to inform anyone of the necessity of or deadlines for filing any of the documents or to advise anyone in regard to the meaning and requirements of statutes. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather only serve as the custodian of the records for the benefit and convenience of the public.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with requirements as to form, content, and procedure only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is completed and attested to. The review must be completed not later than the fifth day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and immediately deliver to the candidate written notice of the reason for the rejection. [Election Code 141.032(e)]

Section 141.032 of the Texas Election Code, which governs the review of a candidate's application for a place on the ballot for form, content, and procedure, does not apply to a determination of a candidate's eligibility.

Thank you again for your interest in serving the citizens of Gordon.

Sincerely,

Teresa Johnson

Teresa Johnson
City Secretary