



**TO:** Candidates for City of Benbrook General Election  
November 8, 2016

**FROM:** Joanna King, City Secretary

The City of Benbrook will conduct a general election to elect the following:

Member of the Council, Place 2  
Member of the Council, Place 4  
Member of the Council, Place 6

The election will be held on Tuesday, November 8, 2016. In an effort to inform you of the dates that will be important to you, applicable City regulations, and legal requirements of the state, the City Secretary's Office has prepared this "Candidate Packet". Packets are available at City Hall, 911 Winscott Road, Benbrook, Texas. All necessary forms are also available on our 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:

**Application for a place on the City of Benbrook General Election Ballot.** This application is to be used for those candidates filing for a place on the ballot by name. 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., Monday, August 22, 2016. The first day of filing is Saturday, July 23, 2016. However City Hall will be closed. Applications will be accepted on Monday, July 25, 2016.

The drawing for a place on the ballot will be held at 5:15 p.m. on Monday, August 22, 2016 in the City Council Chambers. The candidate or his/her representative may participate in the drawing.

**Application for Declaration of Write-In Candidacy.** This application is to be used for those candidates making declaration as a write-in candidate. Write-in candidate names do not appear on the ballot. The official ballot will contain a blank line in the place where the write-in candidate has filed. A list of write-in candidates will be placed at each voting station to notify voters of a write-in candidate. 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., Friday, August 26, 2016. The first day of filing is Saturday, July 23, 2016. However City Hall will be closed. Applications will be accepted on Monday, July 25, 2016.



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

- shall be a citizen of the United States;
- shall be 18 years of age or older on the first day of the term to be filled at the election;
- shall not have been determined mentally incompetent by a final judgment of a court;
- shall not have been finally convicted of a felony from which you have not been pardoned or had your civil rights restored by other official action;
- have resided continuously in the State of Texas for 12 months and in the City for 12 months immediately preceding the date of the election;
- be a registered voter of the City of Benbrook, Texas

**Appointment of Candidate's Campaign Treasurer (Form CTA) and the Form CTA Instruction Guide.** 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 form along with the footnote on the nepotism law. The form must be completed and signed to be officially filed with the City Secretary's Office.

A **calendar** of important dates for the November 8, 2016 General Election Calendar

A **copy** of Information for City Council Candidates.

Once you have officially filed for the election the following forms will be furnished (these forms are also located on the City's website):

Texas Ethics Commission, Chapter 258, Election Code, Fair Campaign Practices Act and Code (Form CFCP)

Texas Ethic Commission, Title 15 of the Election Code, Regulating Political Funds and Campaigns.

Texas Ethics Commission 2016 Filing Schedule for Report Dues

Candidate/Office Holder Campaign Finance Report and Instruction Guide.

Texas Ethics Commission, Campaign Finance Guide for Candidates and Officeholders who file with Local Filing Authorities.

A copy Chapter of Chapter 17.92 Benbrook Municipal Code Sign Regulations regarding political signs. (Section 17.92.080)



Texas Ethics Commission Political Advertising – What you Need to Know

**All complaints regarding political advertising and signage must be report to the Texas Ethics Commission. The City of Benbrook only enforces the removal of signs placed within public rights-of-way.**

A copy of sections from the Texas Election Code regarding Electioneering.

A copy of Texas Municipal League (TML) Publication “A Guide to Becoming a City Official”.

Election documents are public records and are open for inspection by any person. The Application for a Place on the Ballot and the Application for Declaration as Write-In Candidate contain space for your email address. This space is “optional”. If you do provide your email address on this form, it will be made available to the public. Current City Councilmembers may not use their City email address for political purposes. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or [www.elections@sos.state.tx.us](mailto:www.elections@sos.state.tx.us)

It is the duty of the candidate to become familiar with the laws applicable to campaign contributions and expenditures. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission at 1-800-325-8605. **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. The City Secretary does not judge or comment upon the timeliness or sufficiency of reports filed.**

We appreciate your interest in municipal government and trust that this period will be a positive and exciting experience for you and your supporters. Please call me at 817-249-3000 if you have further questions.

Sincerely  
Joanna King  
City Secretary