



**City Council**  
**Candidate Filing Information**  
**Packet #1**



**City Council  
Candidate Filing  
Information**

**Packet #1**

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SHANNON BENNETT, TRMC  
CITY SECRETARY

710 E. San Augustine • P. O. Box 700 • Deer Park, Texas 77536 • (281) 478-7248 • Fax: (281) 478-7217

Dear Candidate:

To assist you in your endeavor to secure a position as a member of the City Council for the City of Deer Park, we have prepared packets, which include forms, instructions and information needed for your campaign.

Candidate packet #1 includes:

- An Election Calendar for Candidates
- A list of Qualifications of Candidates
- An Application for a Place on the City of Deer Park General Election Ballot
- Filing responsibilities of Candidates for city office
- Appointment of Campaign Treasurer by a Candidate – Form CTA
- Form CTA Instruction Guide
- Amendment: Appointment of Campaign Treasurer by a Candidate – Form ACTA
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- Form ASTA Instruction Guide

The filing fee for a candidate is \$25.00 which must be paid at the time you file your application for a place on the ballot. A Campaign Treasurer Appointment must be made before a candidate can receive contributions or make expenditures related to their campaign.

Should you have any questions or require additional information, you may contact me at (281)478-7247, the Secretary of State Elections Division at (512) 463-5650 or 1-800-252-8683, or the Texas Ethics Commission at 1-800-325-8506.

Shannon Bennett, TRMC  
City Secretary

ELECTION CALENDAR FOR CANDIDATES  
MAY 2, 2020 CITY ELECTION

JANUARY 15, 2020	FIRST DAY TO FILE FOR PLACE ON BALLOT
FEBRUARY 14, 2020	LAST DAY TO FILE FOR PLACE ON BALLOT
FEBRUARY 18, 2020	LAST DAY TO WRITE-IN FOR PLACE ON BALLOT
FEBRUARY 21, 2020**	LAST DAY TO WITHDRAW FROM BALLOT
FEBRUARY 20, 2020@ 8:30 am	DRAWING FOR ORDER OF POSITION ON BALLOT
APRIL 2, 2020	LAST DAY TO REGISTER TO VOTE IN MAY 2, 2020 ELECTION
APRIL 2, 2020 **	DUE DATE FOR FILING FIRST REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES
APRIL 20 - APRIL 28, 2020	EARLY VOTING BY PERSONAL APPEARANCE CITY SECRETARY'S OFFICE - CITY HALL (April 20 – April 21 - 7:00 a.m. - 7:00 p.m.) (April 22 – April 24 - 8:00 a.m. – 5:00 p.m.) (April 27 – April 28 - 8:00 a.m. – 5:00 p.m.)
APRIL 24, 2020**	DUE DATE FOR FILING SECOND REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES
MAY 2, 2020	<u>ELECTION DAY</u> NOTE: CANDIDATES MUST BE PRESENT AT THE CENTRAL COUNTING STATION UPON COMPLETION OF THE BALLOT COUNT TO TAKE AND SIGN THE "STATEMENT OF ELECTED OFFICIAL"
MAY 5-13, 2020	PERIOD FOR OFFICIAL CANVASS OF VOTES (DETERMINED BASED ON OUTSTANDING FPCA BALLOTS & PROVISIONAL BALLOTS) DEER PARK CANVASS - MAY 5, 2020
May 30, 2020	RUN-OFF ELECTION IF NECESSARY
JULY 15, 2020	LAST DAY FOR TIMELY FILING OF SEMI-ANNUAL REPORT OF CONTRIBUTIONS AND EXPENDITURES
JANUARY 15, 2021	LAST DAY FOR TIMELY FILING OF SEMI-ANNUAL REPORT OF CONTRIBUTIONS AND EXPENDITURES

\*\*NOTE: DUE BY 5:00 P.M. ON THE DEADLINE DATE. It is a violation of State Law if a Campaign Contributions and Expenditure Report is not filed.

QUALIFICATIONS OF CANDIDATES  
FOR DEER PARK CITY COUNCIL

- (1) Shall be a citizen of the United States of America.
- (2) Shall be a qualified elector of the State of Texas under the constitution thereof and reside within the corporate limits of the City of Deer Park, having so resided continuously for a period of at least twelve (12) months immediately preceding the election.
- (3) If an elective or appointive council member moves their place of residence outside the corporate limits of the City of Deer Park, their office shall be immediately and automatically vacant and a successor shall be appointed or elected as prescribed by the Charter.
- (4) Shall hold no other paid public office or employment under the city government, except as may be provided by the Charter.
- (5) Shall, if convicted of a felony or a crime involving moral turpitude while in office, immediately upon conviction thereof forfeit said office.
- (6) Shall, within four (4) days from the date of their said election, qualify for office and shall assume the duties of office as soon as qualified.
- (7) Shall, within twelve (12) weeks of said councilmember's election, affirmatively swear that they he/she has read the City of Deer Park Code of Ordinances and the City of Deer Park Charter as amended through the date of councilmember's election.
- (8) Shall never vote upon any matter involving the consideration of their own official conduct, or in any way use the influence of office to effect the purchase, by the city, of any supplies, equipment or materials, nor shall any councilmember vote upon any issue affecting employment or any contract, job, work, or service for the city which would result in a material gain to them. In such event, said councilmember(s) shall not vote, but shall give their reason(s) for not voting, which reason(s) shall be written upon the minutes of council.
- (9) Shall, when in attendance at a council meeting, vote upon every issue upon which a vote has been called for, and it is hereby provided that whenever a councilmember fails or refuses to vote when a vote of the council has been called for, that said member's vote shall automatically be counted as an affirmative vote, save and except wherein the provisions of the Charter apply.
- (10) If the mayor or other members of the council shall fail to maintain the foregoing qualifications, without acceptable valid excuse, or shall be absent from three (3) consecutive meetings without valid excuse, the council, at its next regular meeting, must declare a vacancy to exist and shall fill said vacancy as set forth in section 3.1 [3.12] of the Charter.

**ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL**

<b>APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT</b>					
TO: City Secretary/Secretary of Board					
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> <sup>1</sup>		
<b>PERMANENT RESIDENCE ADDRESS</b> (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			<b>PUBLIC MAILING ADDRESS</b> (Campaign mailing address, if available.)		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PUBLIC EMAIL ADDRESS</b> (If available)		<b>OCCUPATION</b> (Do not leave blank)		<b>DATE OF BIRTH</b> / /	<b>VOTER REGISTRATION VOID NUMBER</b> (Optional) <sup>2</sup>
<b>TELEPHONE CONTACT INFORMATION</b> (Optional) Home:  Work:  Cell:		<b>LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN</b>			
		<b>IN STATE</b> ____ year (s) ____ month(s)		<b>IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED</b> <sup>3</sup> ____ year (s) ____ month(s)	
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 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.					
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:  "I, (name) _____, 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 finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. 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 further swear that the foregoing statements included in my application are in all things true and correct."					
<b>X</b> _____ SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the ____ day of _____, _____.					
<b>SEAL</b>					
Signature of Officer Administering Oath <sup>4</sup>			Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)		Date Received _____		Signature of Secretary _____	
<b>Voter Registration Status Verified</b> <input type="checkbox"/>					

## INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election 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 **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

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. 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 himself, or to any other member of the governing body or court on which he 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 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.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

## FOOTNOTES

<sup>1</sup>For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the 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>This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

<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.

**DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL**

<b>SOLICITUD PARA FIGURAR EN LA BOLETA DE _____ ELECCIÓN GENERAL</b>					
A: Secretario(a) de la Ciudad/ Secretario del Consejo					
Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.					
<b>PUESTO OFICIAL SOLICITADO</b> (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)				<b>INDIQUE TÉRMINO</b> <input type="checkbox"/> TÉRMINO COMPLETO <input type="checkbox"/> TÉRMINO INCOMPLETO	
<b>NOMBRE COMPLETO</b> (Primer nombre, segundo nombre, apellido)			<b>ESCRIBA SU NOMBRE COMO DESEA QUE FIGURE EN LA BOLETA<sup>1</sup></b>		
<b>DIRECCIÓN RESIDENCIAL PERMANENTE</b> (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)			<b>DIRECCIÓN POSTAL PÚBLICA</b> (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)		
<b>CIUDAD</b>	<b>ESTADO</b>	<b>CÓDIGO POSTAL</b>	<b>CIUDAD</b>	<b>ESTADO</b>	<b>CÓDIGO POSTAL</b>
<b>CORREO ELECTRÓNICO PÚBLICO</b> (Si está disponible.)	<b>EMPLEO</b> (No deje este espacio en blanco.)		<b>FECHA DE NACIMIENTO</b>  / /	<b>VID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE</b> (Opcional) <sup>2</sup>	
<b>INFORMACIÓN DE CONTACTO</b> (Opcional) Tel. residencial:  Tel. laboral:  Tel. celular:		<b>DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD</b>			
		<b>EN EL ESTADO</b>  ____ año(s) ____ mes(es)		<b>EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A<sup>3</sup></b>  ____ año(s) ____ mes(es)	
En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.					
Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara:  “Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre el nepotismo según el Capítulo 573 del Código de Gobierno.  Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas”.					
<b>X</b> _____			FIRMA DEL CANDIDATO		
Jurado y suscrito ante mí en _____, este día ____ de _____, _____.					
Firma del oficial que administra el juramento <sup>4</sup> _____			Título del oficial que administra el juramento _____		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)		_____		_____	
Voter Registration Status Verified <input type="checkbox"/>		Date Received		Signature of Secretary	

## INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

## LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad, y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

## NOTAS

<sup>1</sup>Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

<sup>2</sup>La inclusión del número único de identificación de votante (VUID, por sus siglas en Inglés) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

<sup>3</sup>Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

<sup>4</sup>Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.

## **RESPONSIBILITIES OF CANDIDATES FOR CITY OFFICE**

Sec. 252.001, Sec. 252.002, requires each candidate for municipal office to appoint a campaign treasurer in writing and outlines the contents of the appointment. The written appointment must be filed with the City Secretary (Sec. 252.005). Sec. 252.004 authorizes the candidate to designate himself/herself as campaign treasurer if he/she so desires. Sections 254.001 and 254.031 requires each candidate to keep records of contributions, loans and expenditures made in connection with his/her campaign for office. No contribution shall be received nor any expenditure made by a candidate until he/she has formally appointed a campaign treasurer, and filed the designation with the City Secretary.

Each candidate whose name is printed on the ballot at an election must file sworn reports at certain intervals with the City Secretary. In addition to the semi-annual reports which all candidates must file on January 15 and July 15 of each year, and other required reports, a candidate in an election in which the candidate has an opponent must file two reports.

The first report must be filed not later than the 30th day (**April 2, 2020**) before election day (**May 2, 2020**). This report covers the period beginning the day the candidate's campaign treasurer appointment is filed or the first day after the period covered by the last report filed, and continuing through the 40th (**March 23, 2020**) day before the election.

The second report must be filed not later than the 8th day before election (**April 24, 2020**). This report covers the period beginning the 39th day before election day, and continuing through the 10th day before election day (**March 22 – April 22, 2020**).

There is a Modified Reporting Procedure described in Subchapter G of Chapter 254 of the Election Code, for candidates who file a declaration of intent not to exceed \$500 in contributions or expenditures.

*It is the duty of the candidate to become familiar with the law applicable to campaigns for office. Questions pertaining to contributions and expenditures should be directed to the **Texas Ethics Commission at (512-463-5800)**.*

The **only duty** of the City Secretary is to **accept** and **file** the various applications, affidavits and statements of candidates, and to note the date and time of filing thereon. These documents are public records and must be open for inspection by any person.

Although the duty of the City Secretary is limited to filing these instruments, candidates may expect the City Secretary to be able to tell him/her when the reports are due. For that reason, this short summary of duties of candidates for municipal office is provided.

This summary is not intended to be a substitute for the law itself.



# 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 \$500 in political contributions or make more than \$500 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 July 14, 2010

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
(512) 463-5800 FAX (512) 463-5777 TDD 1-800-735-2989

Visit us at <http://www.ethics.state.tx.us> on the Internet.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Texas Ethics Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

# 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 communication;
- (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 expenditure from your 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 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.

**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 Texas Ethics Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Ethics 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 Ethics Commission’s campaign finance guide. Guides are available on the Ethics 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. Please do not enter a P.O. Box.

- 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.

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 \$500 in political contributions or make more than \$500 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 \$500 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 (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$500 maximums apply to each election within the cycle. In other words, you are limited to \$500 in contributions and expenditures in connection with the primary, an additional \$500 in contributions and expenditures in connection with the general election, and an additional \$500 in contributions and expenditures in connection with a runoff.

**EXCEEDING \$500 IN CONTRIBUTIONS OR EXPENDITURES.** If you exceed \$500 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 \$500 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 Ethics Commission's campaign finance guide that applies to you.*

# AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

**FORM ACTA**  
**PG 1**

**1** CANDIDATE  
NAME

**2** FILER ID#

**3** Total pages filed:

**See ACTA Instruction Guide for detailed instructions.**

**Use this form for changes to existing information only. Do not provide information previously disclosed.**

**4** CANDIDATE  
NAME

NEW

MS / MRS / MR

FIRST

MI

NICKNAME

LAST

SUFFIX

**OFFICE USE ONLY**

Date Received

**5** CANDIDATE  
MAILING  
ADDRESS

NEW

ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE

Date Hand-delivered or Postmarked

Receipt #

Amount \$

Date Processed

**6** CANDIDATE  
PHONE

NEW

AREA CODE

PHONE NUMBER

EXTENSION

( )

Date Imaged

**7** OFFICE HELD  
(if any)

NEW

**8** OFFICE  
SOUGHT  
(if known)

NEW

**9** CAMPAIGN  
TREASURER  
NAME

NEW

MS / MRS / MR

FIRST

MI

NICKNAME

LAST

SUFFIX

**10** CAMPAIGN  
TREASURER  
STREET  
ADDRESS  
(residence or business)

NEW

STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE

**11** CAMPAIGN  
TREASURER  
PHONE

NEW

AREA CODE

PHONE NUMBER

EXTENSION

( )

**12** CANDIDATE  
SIGNATURE

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date Signed

**GO TO PAGE 2**

**AMENDMENT:**  
**CANDIDATE MODIFIED REPORTING DECLARATION**

**FORM ACTA**  
**PG 2**

13 CANDIDATE  
NAME

14 MODIFIED  
REPORTING  
DECLARATION

NEW

**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 \$500 in political contributions  
or make more than \$500 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

## AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### FORM ACTA—INSTRUCTION GUIDE



Revised July 14, 2010

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
(512) 463-5800 FAX (512) 463-5777 TDD 1-800-735-2989

Visit us at <http://www.ethics.state.tx.us> on the Internet.

**AN EQUAL OPPORTUNITY EMPLOYER**

The Texas Ethics Commission does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

## FORM ACTA–AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### GENERAL INSTRUCTIONS

*These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA). Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form (CTA).*

If any of the information required to be reported on your CAMPAIGN TREASURER APPOINTMENT changes, you should file an amendment. Use the AMENDMENT form (Form ACTA) to report the changes. Do not use the APPOINTMENT form (Form CTA).

You must also use the AMENDMENT form to renew your option to file under the modified schedule.

Except for your name at the top of the form (and your account number, if you file with the Ethics Commission), enter only the information that is *different* from what is on your current campaign treasurer appointment. Do not repeat information that has not changed. The “NEW” boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a “NEW” box will replace the existing information.

### SPECIFIC INSTRUCTIONS

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

#### **PAGE 1**

- 1. CANDIDATE NAME:** Enter your name as it is on your current campaign treasurer appointment. Enter your name in the same way on Page 2, Section 13, of this form. If you are reporting a name change, enter your new name under Section 4.
- 2. ACCOUNT #:** If you are filing with the Ethics Commission, you were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see “ACCOUNT #.” If you do not file with the Ethics Commission, you are not required to enter an account number.
- 3. 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.

4. **CANDIDATE NAME:** Complete this section only if your name has *changed*. If your name has changed, enter your complete new name, including nicknames and suffixes (e.g., Sr., Jr., III) if applicable.
5. **CANDIDATE MAILING ADDRESS:** Complete this section only if your mailing address has *changed*. If your mailing address has changed, enter your complete new address, including zip code. This information will allow your filing authority to correspond with you.
6. **CANDIDATE PHONE:** Complete this section only if your phone number has *changed*. If your phone number has changed, enter your new phone number, including the area code and extension, if applicable.
7. **OFFICE HELD:** If you are an officeholder, complete this section only if your office has *changed*. If your office has changed, please enter the new office held. Include the district, precinct, or other designation for the office, if applicable.
8. **OFFICE SOUGHT:** If you are a candidate, complete this section only if the office you seek has *changed*. If the office has changed, please enter the office you now seek, if known. Include the district, precinct, or other designation for the office, if applicable.

**Note:** Changing the office you are seeking may require you to file your reports with a different filing authority. See the Campaign Finance Guide for further information on filing with a different authority.

9. **CAMPAIGN TREASURER NAME:** Complete this section only if your campaign treasurer has *changed*. If your campaign treasurer has changed, enter the full name of your new campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

**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.

10. **CAMPAIGN TREASURER STREET ADDRESS:** Complete this section only if your campaign treasurer's street address has *changed*. If your campaign treasurer's street address has changed, enter the complete new address of your campaign treasurer, including the zip code. You may enter either the treasurer's new business or residential street address. If you are your own treasurer, you may enter either your business or residential street address. Please do not enter a P.O. Box.

**11. CAMPAIGN TREASURER PHONE:** Complete this section only if your campaign treasurer’s phone number has *changed*. If your campaign treasurer’s phone number has changed, enter the new phone number of your campaign treasurer, including the area code and extension, if applicable.

**12. 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.

**Note:** The changes you have made on this form will replace the information on your previous APPOINTMENT form (Form CTA).

**PAGE 2**

**13. CANDIDATE NAME:** Enter your name as you did on Page 1, Section 1.

**14. 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.

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 \$500 in political contributions or make more than \$500 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 \$500 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 semi-annual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$500 maximums apply to each election within the cycle. In other words, you are limited to \$500 in contributions and expenditures in connection with the primary, an additional \$500 in contributions and expenditures in connection with the general election, and an additional \$500 in contributions and expenditures in connection with a runoff.

**Exceeding \$500 in contributions or expenditures.** If you exceed \$500 in contributions or expenditures in connection with an election, you must file according to the regular 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 \$500 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 another amendment form (ACTA) to renew your option to file under the modified schedule.

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



**SPECIFIC-PURPOSE COMMITTEE:  
PURPOSE AND MODIFIED REPORTING DECLARATION**

**FORM STA  
PG 2**

**13 COMMITTEE NAME**

**14 COMMITTEE PURPOSE**

SUPPORT CANDIDATE

CANDIDATE / OFFICEHOLDER NAME

OPPOSE CANDIDATE

OFFICE SOUGHT (candidate) / OFFICE HELD (officeholder)

ASSIST OFFICEHOLDER

SUPPORT MEASURE

BALLOT IDENTIFICATION OF MEASURE / #

ELECTION DATE

Month / Day / Year

OPPOSE MEASURE

DESCRIPTION

**15 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 declaration is valid for one election cycle only. ••**  
(An election cycle includes a primary election, a general election, and any related runoffs.)

The committee does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. The committee understands that if either one of those limits is exceeded, the committee's campaign treasurer 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 Campaign Treasurer

**ATTACH ADDITIONAL COPIES OF THIS FORM AS NEEDED**

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://ethics.state.tx.us/filinginfo/QuickFileAReport.php>

**This appointment is effective on the date it is filed with the appropriate filing authority.**

**SPECIFIC-PURPOSE COMMITTEE:  
STATEMENT AUTHORIZING DIRECT CAMPAIGN EXPENDITURES  
FROM CORPORATION OR LABOR ORGANIZATION POLITICAL  
CONTRIBUTIONS UNDER SECTION 252.0031, ELECTION CODE**

**FORM STA  
PG 3**

**16** COMMITTEE  
NAME

**17** AFFIRMATION  
(If applicable)

I swear, or affirm, under penalty of perjury that the following statement is in all things true and correct:

(Check if applicable)

The political committee named above is not established or controlled by a candidate or an officeholder, and will not use any political contribution from a corporation or a labor organization to make a political contribution to: (1) a candidate for elective office or an officeholder, or (2) a political committee that has not included in its campaign treasurer appointment a Statement Authorizing Direct Campaign Expenditures from Corporation or Labor Organization Political Contributions declaring the same.

**PLEASE COMPLETE EITHER OPTION (1) OR (2) BELOW:**

(1) **Affidavit Jurat:**

\_\_\_\_\_  
Signature of Committee Representative

Notary Stamp/Seal

Sworn to and subscribed before me by \_\_\_\_\_, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed Name of officer administering oath

Title of officer administering oath

**OR**

2) **Unsworn Declaration Jurat:**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My Address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Committee Representative (Declarant)

Filers may send this form to the TEC electronically at [treasappoint@ethics.state.tx.us](mailto:treasappoint@ethics.state.tx.us) or by 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**

# TEXAS ETHICS COMMISSION

## APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE

### FORM STA – INSTRUCTION GUIDE



Revised June 22, 2016

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
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# FORM STA – INSTRUCTION GUIDE

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## **APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE**

### **GENERAL INSTRUCTIONS**

*These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE (Form (STA)). Use Form STA only for appointing the specific-purpose committee's campaign treasurer. Use the AMENDMENT form (Form ASTA) for changing information previously reported on Form STA and for renewing the committee's choice to report under the modified schedule.*

**TYPES OF POLITICAL COMMITTEES.** A political committee is a group of two or more people that accepts political contributions or makes political expenditures. There are two types of political committees: general-purpose committees and specific-purpose committees. Please consult the Ethics Commission's Campaign Finance Guide for Political Committees for an explanation of the difference.

**WHEN TO FILE A CAMPAIGN TREASURER APPOINTMENT.** A specific-purpose committee must file a campaign treasurer appointment before it may accept more than \$500 in political contributions or make more than \$500 in political expenditures.

A specific-purpose committee that has not exceeded \$500 in contributions or expenditures may file a campaign treasurer appointment. Once a specific-purpose committee files a campaign treasurer appointment, however, the committee must begin filing reports of contributions, expenditures, and loans.

In addition, a specific-purpose committee may not make over \$500 in campaign contributions or \$500 in campaign expenditures to support or oppose candidates in a primary or general election for the following offices unless the committee's campaign treasurer appointment is on file by the 30th day before the appropriate election day:

- 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
- multi-county district judge or district attorney
- single-county district judge

**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 contributions made in violation of this provision.

**DUTIES OF A CAMPAIGN TREASURER.** The campaign treasurer is responsible for filing all reports of the committee, except for the campaign treasurer appointment form (STA) that designates him or her as the committee’s campaign treasurer. Therefore, the person appointed should be capable of fulfilling those duties. Failing to file a report on time or filing an incomplete report may subject the campaign treasurer to criminal or civil penalties.

**WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT.** The appropriate filing authority depends on the nature of the specific-purpose committee’s activities.

**a. Texas Ethics Commission.**

- The Texas Ethics Commission is the appropriate filing authority for a political committee that supports, opposes, or assists candidates or officeholders who are required to file with the commission. Candidates for and officeholders of the offices listed in the “When to File a Campaign Treasurer Appointment” section are required to file with the commission.
- A specific-purpose political committee files with the Ethics Commission if it supports, opposes, or assists a candidate for or holder of 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 specific-purpose committee files with the Ethics Commission if it supports or opposes a measure to be submitted to the voters of the entire state.
- A specific-purpose committee files with the Ethics Commission if it supports or opposes a measure that concerns 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.

**b. County Clerk.** The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a specific-purpose committee that supports, opposes, or assists a candidate for or holder of the following offices:

- A county office
- A precinct office
- A district office other than the office of single-county district judge
- 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

- A specific-purpose committee files with the county clerk if it supports or opposes a measure to be submitted to the voters of a single county in an election ordered by a county authority.
- A specific-purpose committee files with the county clerk if it supports or opposes a measure that concerns a political subdivision other than a county if no boundary of the political subdivision crosses a boundary of the county and if the governing body of the political subdivision has not been formed.

**c. Other Local Filing Authority.** Except for certain specific-purpose committees described in the next paragraph below, a specific-purpose committee that supports, opposes, or assists a candidate for or holder of an office of a political subdivision other than a county or that supports or opposes a measure to be submitted at an election ordered by an authority of a political subdivision other than a county, must file with 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 and municipal utility districts.

*Specific-Purpose Committees Involved in School District Bond Elections:* New filing requirements apply to any specific-purpose committee created to support or oppose a measure on the issuance of bonds by a school district. A school district includes a junior college district or community college district.

- Campaign Treasurer Appointment (Form STA, Form ASTA): The committee must file its campaign treasurer appointment with the secretary of the school district's governing body. The campaign treasurer of the committee should also file with the Ethics Commission a file-stamped copy of any campaign treasurer appointment that it filed with the school district.
- Campaign Finance Reports (Form SPAC): The committee must file its campaign finance reports with the Ethics Commission.

**FILING OPTION FOR CERTAIN SPECIFIC-PURPOSE COMMITTEES.** A specific-purpose committee required to file with more than one authority may instead choose to file with the Texas Ethics Commission only and with no other authority.

**SPECIFIC-PURPOSE COMMITTEE SUPPORTING A CANDIDATE.** Before a specific-purpose committee has exceeded \$500 in contributions or expenditures to support a candidate, the committee must file a specific-purpose committee campaign treasurer appointment (Form STA). The candidate must file a candidate's campaign treasurer appointment (Form CTA). Remember that the specific-purpose committee's campaign treasurer must file reports for the committee. However, this does not eliminate the requirement that the candidate also file a candidate's campaign treasurer appointment and periodic reports.

**JUDICIAL SPECIFIC-PURPOSE COMMITTEE.** A specific-purpose committee that supports or opposes a judicial candidate or assists a judicial officer should review the Ethics Commission's

Guide for Judicial Candidates and Officeholders, which is available on the commission's website at <http://www.ethics.state.tx.us>.

**CHANGING THE CAMPAIGN TREASURER.** If the committee wishes to change its campaign treasurer, the committee simply files an amended appointment form (ASTA). This will automatically terminate the previous campaign treasurer appointment. Within 10 days of the termination, the outgoing treasurer must file a SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC) designated as the "10th day after campaign treasurer termination" report. If the committee changes treasurers on the last day of a reporting period, no separate termination report is required. However, if the committee changes treasurers on the day it files a report, the outgoing treasurer must file a separate termination report.

**AMENDING A CAMPAIGN TREASURER APPOINTMENT.** The committee's campaign treasurer must file an AMENDMENT form (Form ASTA) within 24 hours of a change or addition to candidates or measures the committee supports or opposes or officeholders the committee assists.

If any of the other information reported on the specific-purpose committee's campaign treasurer appointment form (Form STA) changes, such as an address or phone number, the campaign treasurer must file an AMENDMENT form (Form ASTA) within 10 days of the change.

An AMENDMENT form (Form ASTA) must also be filed to renew the committee's choice to select the modified reporting schedule.

**APPOINTING AN ASSISTANT CAMPAIGN TREASURER.** A specific-purpose committee formed to support or oppose a candidate or candidates for the following offices may appoint an assistant campaign treasurer:

- 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 district attorney
- single-county district judge

A specific-purpose committee formed to support or oppose a statewide or district measure may appoint an assistant campaign treasurer. Specific-purpose committees that support or oppose candidates or measures who file only with a local authority may *not* appoint an assistant campaign treasurer.

The assistant campaign treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant campaign treasurer does

not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer. Also, the campaign treasurer, not the assistant campaign treasurer, is responsible for any penalties imposed for failure to file a report on time or for filing an incomplete report.

**TERMINATING A CAMPAIGN TREASURER APPOINTMENT.** A specific-purpose committee may terminate its campaign treasurer appointment at any time by:

1. notifying the filing authority in writing of the termination;
2. filing a campaign treasurer appointment for a successor campaign treasurer; or
3. filing a dissolution report.

*Remember* that once a committee's campaign treasurer appointment is terminated, the committee may not accept any political contributions or make any political expenditures until a new campaign treasurer appointment is filed.

A committee's campaign treasurer may resign by notifying both the appointing authority and the filing authority in writing. If the campaign treasurer resigns or otherwise leaves the position, the termination is effective on the date the committee actually receives the notice or on the date the filing authority actually receives the notice, whichever is later (except for purposes of calculating the period covered by the outgoing campaign treasurer's termination report, see "Termination Report" below.)

**TERMINATION REPORT.** No later than 10 days after the campaign treasurer files the termination, the outgoing treasurer must file a SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC) designated as the "10th day after campaign treasurer termination" report. (The 10-day period is calculated beginning with the day the treasurer files the termination, not the day the committee receives it.) If the termination occurs on the last day of a reporting period, no separate termination report is required.

Filing a termination of a specific-purpose committee's campaign treasurer appointment and a termination report does not dissolve the specific-purpose committee. A specific-purpose committee may dissolve only by filing a dissolution report. A specific-purpose committee that does not have a campaign treasurer appointment on file may not accept political contributions or make political expenditures.

**DISSOLVING THE COMMITTEE.** The campaign treasurer of a specific-purpose committee may file a dissolution report at any time that the committee expects no further reportable activity to occur. Filing a dissolution report terminates the specific-purpose committee's campaign treasurer appointment and relieves the campaign treasurer of the obligation of filing additional reports, including a termination report. A specific-purpose committee must file a new campaign treasurer appointment form (STA) if it intends to accept political contributions or make political expenditures.

To dissolve the specific-purpose committee, the campaign treasurer must complete the SPECIFIC-PURPOSE COMMITTEE CAMPAIGN FINANCE REPORT (Form SPAC), check the "Dissolution

report” box on Page 1, Section 9, and complete and attach the POLITICAL COMMITTEE AFFIDAVIT OF DISSOLUTION (Form PAC-DR).

**ELECTRONIC FILING.** All persons filing campaign finance reports with the Texas Ethics Commission are required to file those reports electronically unless the person is eligible to claim an exemption. Please check the Ethics Commission’s website at <http://www.ethics.state.tx.us> for more detailed information about electronic filing.

**GUIDES.** The Ethics Commission’s *Campaign Finance Guide For Political Committees* is available on the commissions 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 completing the form, enter the total number of pages you are filing 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. COMMITTEE NAME:** Enter the committee’s full name here and on Page 2, Section 13, of this form. The committee’s name must include the candidate’s name if the committee was formed to support a candidate for one 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
- multi-county district judge or district attorney
- single-county district judge

**3. COMMITTEE ADDRESS:** Enter the committee’s complete mailing address (street address or P.O. Box, apartment or suite number, city, state, and zip code).

**4. CAMPAIGN TREASURER NAME:** Enter the full name of the committee’s campaign treasurer.

**5. CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete business or residential street address of the committee’s campaign treasurer. Please do not enter a P.O. Box.

**6. MAILING ADDRESS:** If the campaign treasurer’s mailing address is the same as the address entered in Section 5, check the “SAME AS ABOVE” box. If the campaign treasurer’s mailing address is different from the street address entered in Section 5, enter the mailing address in this Section (street address or P.O. Box, apartment or suite number, city, state, and zip code).

**7. CAMPAIGN TREASURER PHONE:** Enter the phone number of the committee’s campaign treasurer, including the area code and extension, if applicable.

**8. PERSON APPOINTING TREASURER:** Enter the full name of the person who is appointing the committee’s campaign treasurer.

**9. SIGNATURE:** The person appointed campaign treasurer must enter his or her signature in this Section.

*Sections 10 - 12 pertain to the assistant campaign treasurer. If the committee is authorized to appoint an assistant campaign treasurer and chooses to do so, continue with Section 10. If the committee is not appointing an assistant campaign treasurer, skip these Sections. See the "Appointing an Assistant Campaign Treasurer" section in the General Instructions for this form to determine which types of specific-purpose committees may appoint an assistant campaign treasurer.*

**10. ASSISTANT CAMPAIGN TREASURER:** Enter the full name of the committee's assistant campaign treasurer.

**11. ASSISTANT CAMPAIGN TREASURER ADDRESS:** Enter the assistant campaign treasurer's complete mailing address (street address or P.O. Box, apartment or suite number, city, state, and zip code).

**12. ASSISTANT CAMPAIGN TREASURER PHONE:** Enter the phone number of the assistant campaign treasurer, including the area code and extension, if applicable.

**PAGE 2**

**13. COMMITTEE NAME:** Enter the committee name as you did on Page 1, Section 2.

**14. COMMITTEE PURPOSE:** A specific-purpose political committee must report certain information for each candidate or measure that the committee supports or opposes and each officeholder that the committee assists. Changes in this information must be reported within 24 hours of the change by filing an AMENDMENT form (Form ASTA). Please attach additional copies of Form STA, Page 2, if the committee is required to make multiple entries.

**CANDIDATE/OFFICEHOLDER INFORMATION**

**"Support Candidate" Box:** Check this box if the committee accepts political contributions or makes political expenditures to support a candidate.

**"Oppose Candidate" Box:** Check this box if the committee accepts political contributions or makes political expenditures to oppose a candidate.

**"Assist Officeholder" Box:** Check this box if the committee accepts political contributions or makes political expenditures to assist an officeholder.

**Note:** If the committee supports a candidate who is an officeholder, you may check two boxes.

**Candidate/Officeholder Name:** Enter the full name of the candidate or officeholder, if applicable.

**Office Sought/Office Held:** For a candidate, enter the office the candidate is seeking. For an officeholder, enter the office held. Include the district, precinct, or other designation for the office, if applicable.

## MEASURE INFORMATION

**“Support Measure” Box:** Check this box if the committee accepts contributions or makes expenditures to support a measure.

**“Oppose Measure” Box:** Check this box if the committee accepts contributions or makes expenditures to oppose a measure.

**Ballot Identification/#:** Enter the ballot or proposition number of the measure, if known.

**Election Date:** Enter the date of the election in which the measure will be put to a vote, if known.

**Description:** Enter a description of the measure.

**15. MODIFIED REPORTING DECLARATION:** Sign this option if the specific-purpose committee wishes to report under the modified reporting schedule. To the left of the signature, enter the year of the election or election cycle to which the selection of modified reporting applies.

The committee’s selection of modified reporting is valid for an entire election cycle. For example, if the committee chooses modified reporting before a primary election, the selection remains in effect for any runoff and for the general election and any related runoff. The committee must make this selection at least 30 days before the first election to which the selection applies.

A specific-purpose committee that supports or opposes an opposed candidate or a measure in an election is eligible to report under the modified reporting schedule if the committee does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures in connection with an election. A specific-purpose committee that reports under the modified reporting 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:* a specific-purpose committee that supports or opposes an *unopposed* candidate is not required to file pre-election reports in the first place.) The committee campaign treasurer’s obligation to file semi-annual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, is not affected by selecting the modified reporting schedule.

The \$500 maximums apply to each election within the cycle. In other words, the committee is limited to \$500 in contributions and expenditures in connection with the primary, an additional \$500 in contributions and expenditures in connection with the general election, and an additional \$500 in contributions and expenditures in connection with a runoff.

**Exceeding \$500 in contributions or expenditures.** If the committee exceeds \$500 in contributions or expenditures in connection with an election, the campaign treasurer must file according to the

regular filing schedule. In other words, the committee's campaign treasurer must file pre-election reports and a runoff report, if applicable.

If the committee exceeds either of the \$500 limits *after the 30th day before the election*, the campaign treasurer must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, the campaign treasurer must file any pre-election reports or runoff reports that are due under the regular filing schedule.

The selection is not valid for other elections or election cycles. Use the AMENDMENT form (ASTA) to renew the option to file under the modified reporting schedule for a different election year or election cycle.

*For more information, see the Texas Ethics Commission's Campaign Finance Guide for Political Committees.*

**AMENDMENT: APPOINTMENT OF A CAMPAIGN  
TREASURER BY A SPECIFIC-PURPOSE COMMITTEE**

**FORM ASTA  
PG 1**

<p><b>See ASTA Instruction Guide for detailed instructions.</b> If you are involved in a School District Bond Election, you must file Form ASTA with the local filing authority BEFORE sending a file-stamped copy to the Texas Ethics Commission.</p>		<p><b>1</b> Total pages filed:</p>	<p><b>OFFICE USE ONLY</b></p> <hr/> <p>Date Received</p> <hr/> <p>Date Hand-delivered or Postmarked</p> <hr/> <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Receipt #</td> <td style="width:50%; border: none;">Amount \$</td> </tr> </table> <hr/> <p>Date Processed</p> <hr/> <p>Date Imaged</p>	Receipt #	Amount \$
Receipt #	Amount \$				
<p><b>2</b> COMMITTEE NAME</p>		<p><b>3</b> FILER ID #</p>			
<p><b>4</b> COMMITTEE NAME</p>	<p><input type="checkbox"/> NEW</p>				
<p><b>5</b> COMMITTEE ADDRESS</p>	<p><input type="checkbox"/> NEW ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE</p>				
<p><b>6</b> CAMPAIGN TREASURER NAME</p>	<p><input type="checkbox"/> NEW MS / MRS / MR FIRST MI</p> <p>..... NICKNAME LAST SUFFIX</p>				
<p><b>7</b> CAMPAIGN TREASURER STREET ADDRESS <small>(residence or business)</small></p>	<p><input type="checkbox"/> NEW STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE</p>				
<p><b>8</b> CAMPAIGN TREASURER MAILING ADDRESS <input type="checkbox"/> same as above</p>	<p><input type="checkbox"/> NEW ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE</p>				
<p><b>9</b> CAMPAIGN TREASURER PHONE</p>	<p><input type="checkbox"/> NEW AREA CODE PHONE NUMBER EXTENSION</p> <p>(       )</p>				
<p><b>10</b> PERSON APPOINTING TREASURER</p>	<p>FIRST MI LAST SUFFIX</p>				
<p><b>11</b> SIGNATURE</p>	<p>I understand that I have been appointed as the campaign treasurer for this specific-purpose committee and that I am responsible for filing all required reports and that I may be subject to fines for failure to do so. I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Signature of Campaign Treasurer</p>				
<p><b>12</b> ASSISTANT CAMPAIGN TREASURER <small>(see instructions)</small></p>	<p><input type="checkbox"/> NEW FIRST MI LAST SUFFIX</p>				
<p><b>13</b> ASSISTANT CAMPAIGN TREASURER ADDRESS</p>	<p><input type="checkbox"/> NEW ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE</p>				
<p><b>14</b> ASSISTANT CAMPAIGN TREASURER PHONE</p>	<p><input type="checkbox"/> NEW AREA CODE PHONE NUMBER EXTENSION</p> <p>(       )</p>				

**GO TO PAGE 2**

**AMENDMENT: SPECIFIC-PURPOSE COMMITTEE  
PURPOSE AND MODIFIED REPORTING DECLARATION**

**FORM ASTA  
PG 2**

<b>15</b> COMMITTEE NAME	<b>16</b> FILER ID #
--------------------------	----------------------

<b>17</b> COMMITTEE PURPOSE <input type="checkbox"/> NEW <input type="checkbox"/> ADD  <input type="checkbox"/> SUPPORT CANDIDATE <input type="checkbox"/> OPPOSE CANDIDATE <input type="checkbox"/> ASSIST OFFICEHOLDER	CANDIDATE / OFFICEHOLDER NAME
	OFFICE SOUGHT (candidate) / OFFICE HELD (officeholder)

<input type="checkbox"/> NEW <input type="checkbox"/> ADD  <input type="checkbox"/> SUPPORT MEASURE  <input type="checkbox"/> OPPOSE MEASURE	BALLOT IDENTIFICATION OF MEASURE / #	ELECTION DATE Month    Day    Year /    /
	DESCRIPTION	

<b>18</b> MODIFIED REPORTING DECLARATION	<input type="checkbox"/> NEW  <b>COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING.</b>  <b>••This declaration must be filed no later than the 30th day before the first election to which the declaration applies. ••</b>  <b>••The modified reporting declaration is valid for one election cycle only. ••</b> (An election cycle includes a primary election, a general election, and any related runoffs.)  The committee does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. The committee understands that if either one of those limits is exceeded, the committee's campaign treasurer 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 Campaign Treasurer

**ATTACH ADDITIONAL COPIES OF THIS FORM AS NEEDED**

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://ethics.state.tx.us/filinginfo/QuickFileAReport.php>

**This appointment is effective on the date it is filed with the appropriate filing authority.**

**GO TO PAGE 3**

**AMENDMENT: SPECIFIC-PURPOSE COMMITTEE:  
STATEMENT AUTHORIZING DIRECT CAMPAIGN EXPENDITURES  
FROM CORPORATION OR LABOR ORGANIZATION POLITICAL  
CONTRIBUTIONS UNDER SECTION 252.0031, ELECTION CODE**

**FORM ASTA**

**PG 3**

**19** COMMITTEE  
NAME

**20** AFFIRMATION  
(If applicable)

I swear, or affirm, under penalty of perjury that the following statement is in all things true and correct:

(Check if  
applicable)

The political committee named above is not established or controlled by a candidate or an officeholder, and will not use any political contribution from a corporation or a labor organization to make a political contribution to: (1) a candidate for elective office or an officeholder, or (2) a political committee that has not included in its campaign treasurer appointment a Statement Authorizing Direct Campaign Expenditures from Corporation or Labor Organization Political Contributions declaring the same.

(Check if  
applicable)

The Statement Authorizing Direct Campaign Expenditures from Corporation or Labor Organization Political Contributions that the political committee named above included in its campaign treasurer appointment no longer applies to the committee.

**PLEASE COMPLETE EITHER OPTION (1) OR (2) BELOW:**

(1) **Affidavit Jurat:**

\_\_\_\_\_  
Signature of Committee Representative

Notary Stamp/Seal

Sworn to and subscribed before me by \_\_\_\_\_, this the \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed Name of officer administering oath

Title of officer administering oath

**OR**

(2) **Unsworn Declaration Jurat:**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My Address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Committee Representative (Declarant)

Filers may send this form to the TEC electronically at  
[treasappoint@ethics.state.tx.us](mailto:treasappoint@ethics.state.tx.us) or by 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**

# TEXAS ETHICS COMMISSION

## AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE

### FORM ASTA-INSTRUCTION GUIDE



Revised September 1, 2005

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711  
(512) 463-5800      FAX (512) 463-5777      TDD 1-800-735-2989

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**AN EQUAL OPPORTUNITY EMPLOYER**

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## FORM ASTA - AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE

### GENERAL INSTRUCTIONS

*These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE form (ASTA). Use this form for changing information previously reported on Form STA and for renewing the committee's choice to report under the modified reporting schedule. The information entered on this form will replace the information from the previous APPOINTMENT OF A CAMPAIGN TREASURER BY A SPECIFIC-PURPOSE COMMITTEE form (STA).*

If any information relating to the candidates, officeholders, or measures supported, opposed, or assisted by the committee changes, you must report the change within 24 hours after the change occurs. If other information required to be reported on the APPOINTMENT form (STA) changes, you must report the changes no later than the 10th day after the changes occur. Use the AMENDMENT (Form ASTA) to report these changes. Do not use the APPOINTMENT form (STA).

You must also use the AMENDMENT form to renew the committee's option to file under the modified reporting schedule.

Except for the committee's name at the top of the form (and its account number, if the committee files with the Ethics Commission), enter only the information that is *different* from what was previously reported. Do not repeat information that has not changed. The "NEW" boxes emphasize that the information entered on this form should only be information that changes what was previously reported. Any information entered in a space with a "NEW" box will replace the existing information.

### SPECIFIC INSTRUCTIONS

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

#### **PAGE 1**

- 1. TOTAL PAGES FILED:** After completing the form, enter the total number of pages you are filing 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. COMMITTEE NAME:** Enter the full name of the committee as it is on the committee's current campaign treasurer appointment. Enter the committee name in the same way on Page 2, Section 15, of this form. If the committee is reporting a name change, enter the new name under Section 4.
- 3. ACCOUNT #:** If the committee is filing with the Ethics Commission, it was assigned a filer account number when the initial campaign treasurer appointment was filed. The campaign treasurer should have received a letter acknowledging receipt of the form and informing him or her of the committee's account number. Enter this number wherever you see "ACCOUNT #." If the committee does not file with the Ethics Commission, you are not required to enter an account number.

4. **COMMITTEE NAME (NEW):** Complete this Section only if the committee's name has *changed*. If the committee's name has changed, enter the committee's complete new name. The committee's name must include the candidate's name if the committee was formed to support a candidate for one 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
  - multi-county district judge or district attorney
  - single-county district judge
5. **COMMITTEE ADDRESS:** Complete this Section only if the committee's mailing address has *changed*. If the committee's mailing address has changed, enter the committee's complete new address (street address or P.O. Box, apartment or suite number, city, state, and zip code).
6. **CAMPAIGN TREASURER NAME:** Complete this Section only if the committee's campaign treasurer has *changed*. If the committee's campaign treasurer has changed, enter the full name of the committee's new campaign treasurer.

**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.

**Duties of Campaign Treasurer.** The campaign treasurer is responsible for filing all reports of the committee, except for the campaign treasurer appointment form (STA) that designates him or her as the committee's campaign treasurer. Therefore, the person appointed should be capable of fulfilling those duties. Failing to file a report on time or filing an incomplete report may subject the campaign treasurer to criminal or civil penalties.

7. **CAMPAIGN TREASURER STREET ADDRESS:** Complete this Section only if the campaign treasurer's street address has *changed*. If the campaign treasurer's street address has changed, enter the complete new residence or business street address of the committee's campaign treasurer (street address, apartment or suite number, city, state, and zip code). Please do not enter a P.O. Box.

8. **MAILING ADDRESS:** Complete this Section only if the campaign treasurer’s mailing address has *changed* and is different from the street address entered in Section 7. If the campaign treasurer’s mailing address has changed, enter the new mailing address (street address or P.O. Box number, apartment or suite number, city, state, and zip code). If the mailing address is the same as the address entered in Section 7, check the “SAME AS ABOVE” box.
9. **CAMPAIGN TREASURER PHONE:** Complete this Section only if the campaign treasurer’s phone number has *changed*. If the campaign treasurer’s phone number has changed, enter the new phone number of the campaign treasurer, including the area code and extension, if applicable.
10. **PERSON APPOINTING TREASURER:** Complete this Section only if the committee is appointing a new campaign treasurer. Enter the full name of the person who is appointing the committee’s new campaign treasurer.
11. **SIGNATURE:** If a new appointment is being made, the person appointed campaign treasurer must enter his or signature in this Section.

*Sections 12 - 14 pertain to the assistant campaign treasurer. If the committee is not appointing a new assistant campaign treasurer, skip these Sections. If the committee is authorized to appoint a new assistant campaign treasurer and chooses to do so, continue with Section 12. See the “Appointing an Assistant Campaign Treasurer” section in the General Instructions for Form STA to determine which types of specific-purpose committees may appoint an assistant campaign treasurer.*

12. **ASSISTANT CAMPAIGN TREASURER:** Complete this Section only if the committee’s assistant campaign treasurer has *changed*. If the committee’s assistant campaign treasurer has changed, enter the full name of the committee’s new assistant campaign treasurer.

**Appointing an Assistant Campaign Treasurer.** A specific-purpose committee formed to support or oppose a candidate or candidates for the following offices may appoint an assistant campaign treasurer:

- 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 district attorney
- single-county district judge

A specific-purpose committee formed to support or oppose a statewide or district measure may appoint an assistant campaign treasurer. Specific-purpose committees that support or oppose candidates or measures who file only with a local authority may *not* appoint an assistant campaign treasurer.

The assistant campaign treasurer may sign reports if the campaign treasurer is not available. However, if the campaign treasurer appointment is terminated, the assistant campaign treasurer does not have authority to sign the committee's reports or otherwise act as the committee's campaign treasurer. Also, the campaign treasurer, not the assistant campaign treasurer, is responsible for any penalties imposed for failure to file a report on time or for filing an incomplete report.

- 13. ASSISTANT CAMPAIGN TREASURER ADDRESS:** Complete this Section only if the assistant campaign treasurer's mailing address has *changed*. If the assistant campaign treasurer's mailing address has changed, enter the assistant campaign treasurer's complete new address (street address or P.O. Box, apartment or suite number, city, state, and zip code).
- 14. ASSISTANT CAMPAIGN TREASURER PHONE:** Complete this Section only if the assistant campaign treasurer's phone number has *changed*. If the assistant campaign treasurer's phone number has changed, enter the new phone number of the assistant campaign treasurer, including the area code and extension, if applicable.

**PAGE 2**

- 15. COMMITTEE NAME:** Enter the name of the committee as you did on Page 1, Section 2.
- 16. ACCOUNT #:** Enter the committee's account number as you did on Page 1, Section 3. If the committee does not file with the Ethics Commission, you are not required to enter an account number.
- 17. COMMITTEE PURPOSE:** Complete this section only if this information as changed or if you are adding a candidate, officeholder, or measure. Changes in this information must be reported within 24 hours of the change. A specific-purpose political committee must report certain information for each candidate or measure that the committee supports or opposes and each officeholder that the committee assists. Please attach additional copies of Form ASTA, Page 2, if the committee is required to make multiple entries.

**CANDIDATE/OFFICEHOLDER INFORMATION**

**“New” Box:** Check this box if the committee wants to REPLACE existing information.

**“Add” Box:** Check this box if the committee wants to ADD TO existing information.

**“Support Candidate” Box:** Check this box if the committee accepts political contributions or makes political expenditures to support a candidate.

**“Oppose Candidate” Box:** Check this box if the committee accepts political contributions or makes political expenditures to oppose a candidate.

**“Assist Officeholder” Box:** Check this box if the committee accepts political contributions or makes political expenditures to assist an officeholder.

**Note:** If the committee supports a candidate who is an officeholder, you may check two boxes.

**Candidate/Officeholder Name:** Enter the full name of the candidate or officeholder, if applicable.

**Office Sought/Office Held:** For a candidate, enter the office the candidate is seeking. For an officeholder, enter the office held. Include the district, precinct, or other designation for the office, if applicable.

## MEASURE INFORMATION

**“New” Box:** Check this box if the committee wants to REPLACE existing information.

**“Add” Box:** Check this box if the committee wants to ADD TO existing information.

**“Support Measure” Box:** Check this box if the committee accepts contributions or makes expenditures to support a measure.

**“Oppose Measure” Box:** Check this box if the committee accepts contributions or makes expenditures to oppose a measure.

**Ballot Identification/#:** Enter the ballot or proposition number of the measure, if known.

**Election Date:** Enter the date of the election in which the measure will be put to a vote, if known.

**Description:** Enter a description of the measure.

- 18. MODIFIED REPORTING DECLARATION:** Sign this option if the specific-purpose committee wishes to report under the modified reporting schedule or if the committee wishes to renew the previous selection to report under the modified reporting schedule. To the left of the signature, enter the year of the election or election cycle to which the selection of modified reporting applies.

The committee’s selection of modified reporting is valid for an entire election cycle. For example, if the committee chooses modified reporting before a primary election, the selection remains in effect for any runoff and for the general election and any related runoff. The committee must make this selection at least 30 days before the first election to which the selection applies.

A specific-purpose committee that supports or opposes an opposed candidate or a measure in an election is eligible to report under the modified reporting schedule if the committee does not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures in connection with an election. A specific-purpose committee that reports under the modified reporting 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:* a specific-purpose committee that supports or opposes an *unopposed* candidate is not required to file pre-election reports in the first place.) The committee campaign treasurer’s obligation to file semiannual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified reporting schedule.

The \$500 maximums apply to each election within the cycle. In other words, the committee is limited to \$500 in contributions and expenditures in connection with the primary, an additional \$500 in contributions and expenditures in connection with the general election, and an additional \$500 in contributions and expenditures in connection with a runoff.

**Exceeding \$500 in contributions or expenditures.** If the committee exceeds \$500 in contributions or expenditures in connection with an election, the campaign treasurer must file according to the regular filing schedule. In other words, the committee's campaign treasurer must file pre-election reports and a runoff report, if applicable.

If the committee exceeds either of the \$500 limits *after the 30th day before the election*, the campaign treasurer must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, the campaign treasurer must file any pre-election reports or runoff reports that are due under the regular filing schedule.

The selection is not valid for other elections or election cycles. Use another AMENDMENT form (ASTA) to renew the option to file under the modified reporting schedule for a different election year or election cycle.

*For more information, see the Texas Ethics Commission's Campaign Finance Guide For Political Committees.*

# First Steps for Candidates Running for a City Office

This quick-start guide for candidates seeking a city office is not intended to provide comprehensive information. For more details, including information on political advertising requirements, fundraising rules, and filing schedules, see the Texas Ethics Commission's (TEC) website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

## 1. All candidates must file a Campaign Treasurer Appointment (Form CTA).

All candidates must file [Form CTA](#) even if you do not intend to raise or spend any money. [Form CTA](#) is required to be filed before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. File [Form CTA](#) with the city clerk or city secretary, as applicable.

## 2. Opposed Candidates: Will you accept or spend more than \$500 for the election?

- YES:
  - You do not qualify to file on the modified reporting schedule.
  - You are **required** to file pre-election campaign finance reports using [Form C/OH](#) if you have an opponent on the ballot. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.
  - Pre-election reports are due 30 days and 8 days prior to each election. To be timely filed, pre-election reports must be received by the city clerk or city secretary no later than the due date.
- NO:
  - You can elect to file on the modified reporting schedule by completing the *Modified Reporting Declaration* on page two of [Form CTA](#). File [Form CTA](#) with the city clerk or city secretary.
  - If you elect to file on the modified reporting schedule, you do not have to file pre-election campaign finance reports due 30 days and 8 days prior to the election.
- Exceed \$500: If you elect to file on the modified reporting schedule but later exceed \$500 in either contributions or expenditures, what reports you will be required to file depends upon when you exceed \$500.
  - If you exceed \$500 on or before the 30th day before the election, you are **required** to file pre-election campaign finance reports due 30 days and 8 days prior to an election using [Form C/OH](#). To be timely filed, pre-election reports must be received by the city clerk or city secretary no later than the due date. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.
  - If you exceed \$500 after the 30th day before the election, you are **required** to file an Exceeded \$500 Limit report using [Form C/OH](#). To be timely filed, this report must be filed with the city clerk or city secretary within 48 hours of exceeding \$500. You must also file the pre-election report due 8 days prior to an election. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.

- If you exceed \$500 on or before the 8th day before the election, you are **required** to file a pre-election campaign finance report due 8 days prior to an election using [Form C/OH](#). To be timely filed, the pre-election report must be received by the city clerk or city secretary no later than the due date. Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage.

### 3. Unopposed Candidates.

If you do not have an opponent whose name will appear on the ballot in the election, you are an unopposed candidate and are not required to file pre-election campaign finance reports prior to that election.

### 4. All candidates must file semiannual campaign finance reports ([Form C/OH](#)).

All candidates are **required** to file semiannual reports using [Form C/OH](#) even if you have no campaign activity or were unsuccessful in the election. Semiannual reports are due on January 15th and July 15th and must be filed with the city clerk or city secretary. To end your filing obligations, you must cease campaign activity and file a Final report using [Form C/OH](#) and attaching Form C/OH-FR (Designation of Final Report). Form C/OH-FR is found on the last page of [Form C/OH](#). Find [Form C/OH](#) and its instructions on our "[Local Filers Non-Judicial Candidate/Officeholder](#)" webpage. For more information, see "[Ending Your Campaign](#)" for local filers.

### 5. All candidates can use the TEC's Filing Application to prepare campaign finance reports ([Form C/OH](#)).

You can use the TEC's [Filing Application](#) to prepare a PDF version of your campaign finance report ([Form C/OH](#)). Select "Local Authority" and follow the steps to set up an account and login to the application. Once you have completed your report, print out a copy, add your treasurer information, get it notarized, and file it with the city clerk or city secretary by the appropriate deadline.

### 6. Need More Information?

See the [Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities](#), forms, instructions, examples on how to disclose contributions and expenditures, political advertising and fundraising guides, and other information you may find useful on our website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) under the "Resources" and "Forms/Instructions" main menu items.