



Office of the City Secretary

June 28, 2023

Dear Prospective Candidate,

Thank you for your consideration to offer your services to the citizens of the City of Rollingwood by becoming a candidate in this year's municipal election. This Candidate Packet has been prepared for you in order to inform you of dates, statutes and ordinances that will be important to you in this process. In this packet you will find the necessary forms and instructions during your candidacy, and I encourage you to read this letter and the enclosed material prior to filling out the forms.

A copy of each of the following forms and informational documents for the November 7, 2023 General Election for City Officials is included in this packet:

- History of the City of Rollingwood
- City of Rollingwood, November 7, 2023 General Election, Calendar of Events
- Texas Ethics Commission's 2023 Filing Schedule
- TXDOT – Information on Political and Campaign Signs
- Texas Ethics Commission's Political Advertising – What You Need to Know
- Texas Ethics Commission's Political Advertising – Requirements
- Texas Secretary of State's Application for A Place on the Ballot
- Texas Secretary of State's Application for A Place on the Ballot – Form Notes
- Texas Ethics Commission's Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities
- Form CTA - Texas Ethics Commission's Appointment of a Campaign Treasurer by a Candidate
- Form CTA Instruction Guide - Texas Ethics Commission's Appointment of a Campaign Treasurer by a Candidate
- Texas Ethics Commission's Code of Fair Campaign Practices (Form CFCP)
- Texas Ethics Commission's Candidate/Officeholder Campaign Finance Report (Form C/OH)

Filing for a place on the ballot begins July 22, 2023 and ends at 5:00 p.m. August 21, 2023. Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content; so, please file your application as soon as practicable to allow sufficient time for this review. To avoid any delays, please have your documents notarized prior to filing in my office.

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

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included as referenced above) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in my office. It is very important to adhere the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike. Should you have any questions regarding the reporting procedures, contributions or expenditures, please call the Texas Ethics Commission, Disclosure Filings Division at 800-325-5800 for assistance or go online to www.ethics.state.tx.us.

The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon. The Texas Election Law requires certain disclosures and notices on political advertising. Please review the political advertising guide attached as an enclosure. There is no permit required for political signs; however, they do not belong on utility poles, attached to trees or between the sidewalk and curb (street right-of-way). We ask your discretion in the placing of such signs.

Your interest in your municipal government is appreciated and I trust that this will be a positive and exciting experience for you and your supporters. Please feel free to contact me if you have any concerns or if I may be of assistance. My office is open Monday through Friday from 8:00 a.m. until 5:00 p.m. I can be reached at (512) 327-1838, or at dadair@rollingwoodtx.gov.

Respectfully,

Desiree Adair
City Secretary
City of Rollingwood