VERNON, TEXAS

City of Vernon Election

May 02, 2020

Candidate Packet

VERNON, TEXAS
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City Secretary

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TO: Political Candidates

Welcome to the Vernon City Election to be held Saturday, May 2, 2020

Thank you for your interest in becoming a candidate for the City of Vernon City Commission Election. This year we will be electing citizens to serve as City Commission Place 1, and Place 2.

City Commissioner Place 1 must reside on the West side of Vernon, and City Commissioner Place 2 must reside on the East side of Vernon, but all candidates are elected at-large. Please see the East-West Voting line map included in your candidate packet.

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

As City Secretary for the City of Vernon, I will be happy to answer general questions regarding due dates for reporting and filings. I am, however, constrained from offering legal advice or opinions to any candidate. Please keep in mind that all documents become public records upon filing and are available for public inspection.

Attached is a "Candidate Packet" designed to acquaint you with applicable City regulations, as well as legal requirements by the Texas Ethics Commission pertaining to campaign contributions and expenditures. Please take time to thoroughly read all the information and instructions. Be aware of deadlines.

You may direct specific legal questions to the office of the Secretary of State and/or to the Texas Ethics Commission. For your convenience, the Texas Election Code is available online at: https://www.ethics.state.tx.us/statutes/title15.html and http://www.statutes.legis.state.tx.us/?link=EL

Please let me know if I can be of assistance to you. Good luck with your campaign!!!

I have prepared a candidate packet that contains the following:

- A Guide to Becoming a City Official (a publication from the Texas Municipal League)
- Information Tab:
  - List of important dates and deadlines.

  (Please read carefully, there are explicit deadlines to be met.)

  - Eligibility Requirements for Public Office
    - City of Vernon Charter, Article IX, §9.4 Qualifications of Officers and Employees, § 9.5 Elections – Elective Officers Designated, and Section 9.6 East and West Vernon defined.
    - Texas Election Code, § 141.001 Eligibility Requirements for Public Office.
  - Map of the City of Vernon indicating East/West division.
  - Application for a place on the ballot.
- Campaign Finances Tab:
  - Appointment of a Campaign Treasurer by a Candidate, Form CTA.

  Fillable Forms and Instruction Guides can be found online at:
  http://www.ethics.state.tx.us/filinginfo/cohfrm.htm

  - Candidate / Officeholder Campaign Finance Report, Form C/OH

  (Note: two filing periods on City Election Calendar).
  Fillable Forms and Instruction Guides can be found online at:
  http://www.ethics.state.tx.us/filinginfo/cohfrm.htm
- Campaign Practices Tab:
  - Code of Fair Campaign Practices (Form CFCP)

  Subscription to the Code of Fair Campaign Practices is voluntary; however, you are encouraged to do so. This form may be filed upon submission of the campaign treasurer appointment form.
  Election Code Chapter 258 Fair Campaign Practices can be found at:
  http://www.statutes.legis.state.tx.us/Docs/EL/htm/EL.258.htm

  - A copy of "Political Advertising – What You Need to Know" from the Texas Ethics Commission

It is the duty of the candidate to become familiar with the law applicable to campaign for office. While the candidates may certainly expect the City Secretary to be able to advise them when reports are due, the duty of the City Secretary is limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon. The City Secretary **should not** be expected to judge or comment upon the timeliness of sufficiency of reports filed. These documents are public record and are open for inspection by any person.

Please remember, the forms are to be either completed in ink or typed.

Good Luck – and remember, we are available to help.