

JUST THE NECESSITIES

Designed for Incumbents filing under Modified Reporting
(planning to spend or receive less than \$500.00 in campaign-related funds.)

Anyone is welcome to take either a full Candidate Packet or this abbreviated version. If you do choose this version, the full packet can be found online at www.cityofkennedale.com/candidate. Additionally, anyone in our office will be glad to provide you with printed copies of anything you need, including a full candidate packet. Please don't hesitate to call or stop by!

For more information about the election, and to see all associated documents (with active links in the PDFs), please visit www.cityofkennedale.com/election.

2016 CANDIDATE PACKET CONTENTS

GENERAL INFORMATION

page 4 Calendar

Source: https://municlerks.unt.edu/pdf/2016_electioncalendar.pdf (pp. 269-279)

Also See: <http://www.sos.state.tx.us/elections/laws/may-7-election-calendar-2016.shtml>

5-30 Campaign Signs & Political Advertising

Unfortunately, campaign signs can become a source of frustration for candidates. They're expensive to purchase, time-consuming to place, and must follow TxDOT regulations as well as local ordinances. The following publications can help:

- pp. 5-11 Political Advertising – What You Need to Know: <https://www.ethics.state.tx.us/filinginfo/padpubs.htm>
- pp. 12-28 City of Kennedale Sign Ordinance <http://weblink.cityofkennedale.com/weblink8/0/doc/951/Page1.aspx>
- p. 29 TxDOT: Campaign Signs: <http://www.txdot.gov/inside-txdot/division/right-of-way/campaign-signs.html>
- p. 30 Campaign Signs in State Roadways

31-51 Home Rule Charter

As a home rule city, Kennedale has full power of local self-government (Local Government Code, §51.072). The governmental structure and division of power are established in a charter. Our charter was written in 1997 and adopted by election on January 17, 1998. A charter is essentially a city's constitution, and ours defines Kennedale as a Council-Manager form of government, which means City Council (led by the Mayor) is vested with all powers of the city. Council enacts legislation, adopts budgets, and determines policies. The City Manager (appointed by Council) executes the laws and serves as head of staff. The Mayor keeps a close watch on governmental actions and makes recommendations to councilmembers and the City Manager that aim to meet the needs of all Kennedale residents.

MANDATORY FILINGS

52 Qualifications (Local Requirement)

More Information: <http://cityofkennedale.com/108/Elections-Elecciones>

53-57 Application for a Place on the Ballot (State Requirement)

Form (pp. 53-54, English; pp. 55-56 Español): <http://www.sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf>

Instructions (p. 57): <http://www.sos.state.tx.us/elections/forms/pol-sub/2-21.pdf>

This form **must be filed** in the City Secretary's office no earlier than 8:00 a.m. Wednesday, January 20, 2016, and no later than **5:00 p.m. Friday, February 19, 2016**. There is no filing fee. The loyalty oath **must be notarized prior to submission**. By having your application notarized, you are swearing that all information provided is truthful. After submission, the content of each application will be carefully reviewed to ensure compliance with Election Code requirements. Please file your application as soon as possible to allow sufficient time for this review, and corrections, if necessary.

58-68 Form CTA: Appointment of a Campaign Treasurer (State Requirement)

(Can be amended by filing form ACTA, see "Amending Your Original Filings" on the next page)

Form (pp. 58-59): https://www.ethics.state.tx.us/e-forms/e_cta.pdf

Instructions (pp. 60-68): https://www.ethics.state.tx.us/forms/CTA_ins.pdf

This form must be handwritten or printed (via computer or typewriter) in **black ink** and filed (along with your Application for a Place on the Ballot) in the City Secretary's office no earlier than 8:00 a.m. on January 20, 2016, and **no later than 5:00 p.m. on Friday, February 19, 2016**. There is no filing fee. **You can be your own treasurer**. Please see the sidebar on the next page about "modified reporting". There is a signature required in acknowledgement of the nepotism law. More information can be found in the CTA Instruction Guide (https://www.ethics.state.tx.us/forms/CTA_ins.pdf, p. 60-68).

RECOMMENDED FILINGS

69-74 Fair Campaign Practices Act: Texas Election Code, Title 15, Chapter 258

Form (pp. 69-70): <https://www.ethics.state.tx.us/forms/cfcp.pdf>

More Information (pp. 71-74): <https://www.ethics.state.tx.us/statutes/ch258.pdf>

Although not required, the Texas Ethics Commission encourages all candidates to subscribe to the Code of Fair Campaign Practices (CFCP) by submitting this form along with the Application for a Place on the Ballot and Appointment of a Campaign Treasurer form. Consult Chapter 258 of the Election Code (pp. 71-74) for more information.

CAMPAIGN FINANCE

Questions about campaign finance reporting, contributions, or expenditures should be addressed to the Texas Ethics Commission by calling 800-325-8506 or 512-463-5800 or visiting www.ethics.state.tx.us. Most of the forms below can be found here: <https://www.ethics.state.tx.us/filinginfo/localcofrm.htm>.

75-79 **Texas Ethics Commission Campaign Filing Schedule for Uniform Elections**
<https://www.ethics.state.tx.us/schedule/s16uniform.pdf>

80-104 **Campaign Finance Guide (For C/OH Who File With Local Filing Authorities)**
https://www.ethics.state.tx.us/guides/coh_local_guide.pdf

105-183 **Title 15: Campaign Contributions & Expenditures**
(Includes Fair Campaign Practices Act from the “Recommended Filings” section)
<https://www.ethics.state.tx.us/statutes/title15.pdf>

The importance of adhering to the financial reporting requirements cannot be overemphasized. Financial reports are open records and, as such, can be viewed by reporters and opponents alike.

184-252 **Form C/OH: Campaign/Officeholder Report (Mandatory, unless you choose the “Modified Reporting” option on Form CTA)**
(Can be amended by filing form COR-C/OH, see “Amending Your Original Filings” below)

Form (pp 184-200): <https://www.ethics.state.tx.us/forms/coh.pdf>

Instructions (pp 201-252): https://www.ethics.state.tx.us/forms/COH_ins.pdf

Form C/OH must be completed by the candidate or the candidate’s campaign treasurer, but signed only by the candidate. Please consult the calendar (p. 4 and pp. 269-279) and the C/OH Instruction Guide (pp. 201-252) to ensure your filings are timely. Filings should not include the final page (C/OH-FR: Designation of Final Report) until you are no longer receiving or spending political funds. It is only included with your final filing. Please consult the C/OH Instruction Guide.

253-259 **Form C/OH-UC: Unexpended Contributions Report**

Form (pp.253-254): https://www.ethics.state.tx.us/forms/coh_uc.pdf

Instructions (pp. 255-259): https://www.ethics.state.tx.us/forms/COHuc_ins.pdf

AMENDING YOUR ORIGINAL FILINGS

260-266 **Form ACTA: Amendment to Form CTA**

Form (p. 260-261): https://www.ethics.state.tx.us/e-forms/e_acta.pdf

Instructions (p. 266): https://www.ethics.state.tx.us/forms/ACTA_ins.pdf

267-268 **Form COR-C/OH: Correction Affidavit for Candidate/Officeholder**

https://www.ethics.state.tx.us/forms/2cor_coh.pdf

ADDITIONAL RESOURCES & INFORMATION

269-281 **Texas Secretary of State (SOS)**

Form Library: <http://www.sos.state.tx.us/elections/forms/index.shtml>

Election Calendar (pp. 269-279): https://municlerks.unt.edu/pdf/2016_electioncalendar.pdf (pp. 269-279)

Also See: <http://www.sos.state.tx.us/elections/laws/may-7-election-calendar-2016.shtml>

Running for Local Office: <http://www.sos.state.tx.us/elections/candidates/guide/local.shtml>

Certificate of Withdrawal (pp. 280-281): <http://www.sos.state.tx.us/elections/forms/pol-sub/3-16f.pdf>

Texas Ethics Commission

Form Library: <https://www.ethics.state.tx.us/filinginfo/localcofrm.htm>

CTA: MODIFIED REPORTING

Many of our candidates choose the “Modified Reporting” option on **Form CTA** (see “Mandatory Filings” on the previous page), which excuses a candidate from filing campaign finance reports (at left).

Candidates who are opposed are only eligible if they do not intend to exceed \$500.00 in either campaign contributions or expenditures. The modified reporting option lasts for an entire election cycle (if the \$500.00 threshold is not exceeded). If you’ve opted for modified reporting, but exceed the \$500.00 threshold

- (1) by the 30th day before the election (April 7th, 2016), you must file reports 30 days (April 7th) and 8 days (April 29th) before the election.
- (2) after the 30th day before the election (April 8th – May 7th), you must file a report within 48 hours, and must then follow the regular filing schedule (see calendar, p. 4).

MAY 7, 2016 ELECTION CALENDAR

Source: https://municlerks.unt.edu/pdf/2016_electioncalendar.pdf (pp. 269-279)
 Also See: <http://www.sos.state.tx.us/elections/laws/may-7-election-calendar-2016.shtml>

- 1/20 First day for filing an application for place on the ballot or a declaration of write-in candidacy.
- 2/15 Election ordered by City Council.
- 2/19 5:00 p.m. **Deadline for filing an application for a place on the ballot.** *(The City Secretary's office is allotted five days to review applications (Texas Election Code [§141.032(a)]). If your application is found to be invalid or incomplete after the filing deadline has passed, you cannot re-file. Therefore, it is suggested that you file your application at least one week before this deadline.)*
- 2/23 5:00 p.m. Deadline for write-in candidates to declare candidacy in the election.
- 2/26 5:00 p.m. Last day for candidate to withdraw (Must receive in writing, see pp. 280-281)
 Midnight Last day for a write-in candidate to withdraw and be removed from write-in list. (Must receive in writing)
- 2/25 2:00 p.m. Drawing to determine the order of names on the ballot will be held in the City Secretary's office. *(The candidates or their representatives are encouraged (but not required) to be present for the drawing.)*
- 4/7 First report of campaign contributions and expenditures due by 5:00 p.m. in the City Secretary's office. *(Required of opposed candidates and specific-purpose committees supporting or opposing opposed candidates.)*
 Last day a person may register to vote in the May 7, 2016 General Election.
- 4/25 First day for early voting by personal appearance.
 First day for new illness/disability allowing late application for (emergency) early voting.
- 4/25 to 5/3 Polls are open for early voting. Early voting by personal appearance will be conducted April 25 – May 3, 2016 at the Kennedale Community Center (316 W 3rd St.)
- 4/29 Second report of campaign contributions and expenditures due by 5:00 p.m. in the City Secretary's office. *(Midnight deadline if filing electronically.)*
- 5/7 **ELECTION DAY: Polls open from 7:00 a.m. to 7:00 p.m.**
- 5/16 Official canvass of returns at City Council meeting.
 Winners declared and sworn into office for two-year terms ending May 2018 (unless a runoff election is necessary).
- 5/18 Last day for official canvass of returns by governing authority of political subdivision.
- 7/15 Semiannual report of contributions and expenditures for all candidates and political committees and certain officeholders due in the City Secretary's office prior to 5:00 p.m.
(These reports must be filed even if there is no activity to report for the period covered. Officeholders who file with a local filing authority (e.g., City Secretary), do not have a campaign treasurer appointment on file (other than themselves), and do not accept more than \$500 in officeholder contributions or make more than \$500 in officeholder expenditures during the period covered by the report do not have to file.)

2016 ENTITY ELECTION: Kennedale Community Center (316 W 3rd St.)

EARLY VOTING	
Any registered voter may vote early at any early voting location in your county of registration.	
Monday, April 25 – Friday, April 29, 2016	8:00 a.m. – 5:00 p.m.
Saturday, April 30, 2016	7:00 a.m. – 7:00 p.m.
Sunday, May 1, 2016	11:00 a.m. – 4:00 p.m.
Monday May 2 – Tuesday, May 3, 2016	7:00 a.m. – 7:00 p.m.
ELECTION DAY	
Saturday, May 7, 2016	7:00 a.m. – 7:00 p.m.

Questions?

LOCAL

[Leslie Galloway, City Secretary](#) 817-985-2104

COUNTY

[Tarrant County Elections](#) 817-831-8683

Kenedale contracts with Tarrant County for election services.

STATE

[Secretary of State](#) 800-252-8683

[Texas Ethics Commission](#) 800-325-8506

MAY 7, 2016 ELECTION QUALIFICATIONS FORM

Qualified electors will be electing the offices of Mayor and Places 2 & 4 of the Kennedale City Council.

- Brian Johnson currently serves as Mayor of the City of Kennedale
- Liz Carrington currently serves as Councilmember Place 2
- Kelly Turner currently serves as Councilmember Place 4

Qualifications for Candidacy and Holding Office (Charter, §4.04)

(a) Each member of the City Council, including the Mayor, shall meet the following qualifications:

- (1) Be a registered voter of the City; and
 - (2) Have resided in the City for one (1) year before the date of the election; and
 - (3) Continue residency in the City during the term of office; and
 - (4) Not hold more than one public elective office; and
 - (5) Not hold an appointed office of the City excluding boards, committees, and commissions; and
 - (6) Be at least 21 years of age; and
 - (7) Not have been determined mentally incompetent by a final judgment of a court; and
 - (8) Not have been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities; and
- (b) No candidate my file for more than one office or position number per election.

General Duties and Powers of Council (Charter, §3.04)

- (a) To enact municipal legislation
- (b) To appoint or elect and to remove, after a hearing, all persons appointed or elected by the City Council.
- (c) To establish the compensation for all City officers.
- (d) To create, change, or abolish all offices, departments, and agencies of the City government other than those offices and agencies created by this Charter; and to assign additional duties and powers consistent with the Charter to officers, departments, and agencies created by this Charter.
- (e) To establish operating policy.
- (f) To establish the boundaries of the City.

Meetings

Council meets at City Hall (405 Municipal Dr.) the third Monday of each month. Additional meetings (including a Saturday budget workshop) are scheduled as needed. Councilmembers receive \$1.00 for each meeting attended. Agenda packets are emailed the Wednesday prior to each regular meeting so councilmembers have time to familiarize themselves with the material. A councilmember shall forfeit office if the member fails to attend 3 consecutive meetings without valid excuse, or fails to maintain an 80% attendance record, excluding excused absences for each elected year (including special meetings). (Charter, §3.06)

**Having read the above and, being fully aware of the qualifications for candidacy in the City of Kennedale, I do attest that I am a qualified candidate for the May 7, 2016 election.
Furthermore, I am willing and able to fulfill the duties of councilmember, if elected.**

Signature: _____ Date: _____

Printed Name: _____ Running for: Mayor Place 2 Place 4

Phone*: _____ Email*: _____

* Contact information is not required, but is useful in case the City Secretary's office needs to follow up with you for any reason. Additionally, we often receive requests from the press and others who are publishing election guides. Your name and the place you're running for are considered open records, and will be provided upon request. Your contact information is not released without permission.

Do you give permission for your email address to be released? Yes No

Do you give permission for your phone number to be released? Yes No

All information is required to be provided unless indicated as optional.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT					
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.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)					
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT		
PERMANENT RESIDENCE ADDRESS (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.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		DATE OF BIRTH	VOTER REGISTRATION VOID NUMBER (Optional) ¹
				/ /	
TELEPHONE CONTACT INFORMATION (Optional)		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN			
Home:		IN STATE		IN TERRITORY ELECTED FROM	
Work:		_____ year (s)		_____ year (s)	
Cell:		_____ month(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."					
X _____					
SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the _____ day of _____, _____.					
SEAL					
_____ Signature of Officer Administering Oath ²			_____ Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
_____ Date Received			_____ Signature of Secretary		
Voter Registration Status Verified <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.

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

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

¹Inclusion 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>

²All 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, and the Secretary of State of Texas.

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.

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY
Date Received
Date Hand-delivered or Postmarked
Date Processed
Date Imaged

1 ACCOUNT NUMBER (Ethics Commission Filers)	2 TYPE OF FILER CANDIDATE <input type="checkbox"/> POLITICAL COMMITTEE <input type="checkbox"/> <i>If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.</i> <i>If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.</i>		
3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.) NICKNAME	FIRST LAST	MI SUFFIX (SR., JR., III, etc.)
4 TELEPHONE NUMBER OF CANDIDATE (PLEASE TYPE OR PRINT)	AREA CODE ()	PHONE NUMBER	EXTENSION
5 ADDRESS OF CANDIDATE (PLEASE TYPE OR PRINT)	STREET / PO BOX;	APT / SUITE #;	CITY; STATE; ZIP CODE
6 OFFICE SOUGHT BY CANDIDATE (PLEASE TYPE OR PRINT)			
7 NAME OF COMMITTEE (PLEASE TYPE OR PRINT)			
8 NAME OF CAMPAIGN TREASURER (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.) NICKNAME	FIRST LAST	MI SUFFIX (SR., JR., III, etc.)

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CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent’s record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate’s personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature

Date