

# 2020 CANDIDATE PACKET CONTENTS

PAGE# **GENERAL INFORMATION**  
4 - 6 **LOCAL CALENDAR AND NOTICES**

- 7 - 14 **Campaign Signs and Other Political Advertising Laws and Regulations**
- Campaign Signs in State Roadways (PAGE 7) and verbiage from Ordinance No. 414, which regulates signs ([cityofkennedale.com/SignOrd](http://cityofkennedale.com/SignOrd)); and
  - Political Advertising (PAGE 8 - 14 or [ethics.state.tx.us/data/resources/advertising/Gpol\\_adv.pdf](http://ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf))

## MANDATORY FILINGS

15 **Local Qualifications Form**

FORM: [cityofkennedale.com/localform](http://cityofkennedale.com/localform)

INFO: Home Rule Charter §4.04 [cityofkennedale.com/hrc](http://cityofkennedale.com/hrc) (not included in this packet)

16 - 19 **Application for a Place on the Ballot (State Requirement)**

FORM: PAGE 16 - 19 [sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf](http://sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf)

INFO: [sos.state.tx.us/elections/forms/pol-sub/2-21.pdf](http://sos.state.tx.us/elections/forms/pol-sub/2-21.pdf) (not included in this packet)

For your name to appear on the May 2, 2020 ballot, an 'Application for a Place on the Ballot' must be filed with the City Secretary beginning at 8:00 a.m. on Wednesday, January 15, 2020, but **no later than 5:00 p.m. on Friday, February 14, 2020**. There is no filing fee. The loyalty oath must be notarized (which can be done by staff with a valid state-issued photo ID).

**NEW:** This application need not be an official form, but can be any written application that meets the requirements outlined here [sos.texas.gov/elections/laws/candidacy.shtml](http://sos.texas.gov/elections/laws/candidacy.shtml).

*Please be aware that, following receipt, the City Secretary is allotted five (5) days for review of these applications. If an omission or error is found after the filing deadline has passed, a new application cannot be accepted, and the original may not be valid.*

20 - 21 **Form CTA: Appointment of a Campaign Treasurer (State Requirement)**

(Can be amended by form ACTA; see "Additional Resources" on the next page)

FORM: PAGE 20 - 21 [ethics.state.tx.us/data/forms/coh/cta.pdf](http://ethics.state.tx.us/data/forms/coh/cta.pdf)

INSTRUCTIONS: [ethics.state.tx.us/data/forms/coh/CTA\\_ins.pdf](http://ethics.state.tx.us/data/forms/coh/CTA_ins.pdf) (not included in this packet)

State law requires all candidates, all officeholders, and all political committees to file Form CTA even if you do not plan to raise or spend any money. This form must be filed along with your Application for a Place on the Ballot. **You can be your own treasurer**. Please see the sidebar on the next page for a brief introduction regarding the "Modified Reporting" option on this form.

## RECOMMENDED FILINGS

22 - 27 **Fair Campaign Practices Act: Texas Election Code, Title 15, Chapter 258**

FORM: PAGE 22 - 23 [ethics.state.tx.us/data/forms/coh/cfcp.pdf](http://ethics.state.tx.us/data/forms/coh/cfcp.pdf)

INFO: PAGE 24 - 27 [ethics.state.tx.us/statutes/ch258.php](http://ethics.state.tx.us/statutes/ch258.php)

Although not required, the TEC encourages all candidates to subscribe to the Code of Fair Campaign Practices (CFCP) via this form.

## CAMPAIGN FINANCE

Candidates, officeholders, and political committees are responsible for complying with financial reporting requirements. Additionally, these “campaign finance reports” are open records and may be provided to the public upon request and/or published in full at [cityofkennedale.com](http://cityofkennedale.com). Questions about reporting, contributions, or expenditures should be directed to the Ethics Commission at 512-463-5800 or [ethics.state.tx.us](http://ethics.state.tx.us).

**\*NEW:** Effective January 1, 2020, the threshold below which you may avoid certain filing requirements (via “Modified Reporting”) has increased to \$900.00 (from \$500.00).  
[ethics.state.tx.us/rules/adopted/2016-2020/adopted\\_Mar\\_2019.php](http://ethics.state.tx.us/rules/adopted/2016-2020/adopted_Mar_2019.php)

### 28 – 32 Texas Ethics Commission (TEC) 2020 Filing Schedule

[ethics.state.tx.us/data/filinginfo/schedules/s20uniform.pdf](http://ethics.state.tx.us/data/filinginfo/schedules/s20uniform.pdf)

### 33 – 60 Campaign Finance (if Filing With a Local Filing Authority)

First Steps for Candidates for a City Office (PAGE 33 – 34)

[ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf](http://ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf)

Campaign Finance for Local Candidates (PAGE 35 – 60)

[ethics.state.tx.us/data/resources/guides/coh\\_local\\_guide.pdf](http://ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf)

### 61 – 77 Form C/OH: Campaign/Officeholder Report

*(Mandatory unless you selected and remain eligible for ‘Modified Reporting’. Generally, semi-annual reports are required even for those filing under ‘Modified Reporting’ option.)  
(Can be amended by form COR-C/OH, see “Additional Resources” below)*

FORM: (PAGE 61 – 77) [ethics.state.tx.us/data/forms/coh/coh.pdf](http://ethics.state.tx.us/data/forms/coh/coh.pdf)

INFO: [ethics.state.tx.us/data/forms/coh/COH\\_ins.pdf](http://ethics.state.tx.us/data/forms/coh/COH_ins.pdf)

*(not included in this packet)*

Consult the local calendar (PAGE 4) and the Filing Schedule (PAGE 28 – 32) to ensure your filings are timely. Filings should not include the final page (C/OH-FR) until a candidate is no longer receiving or spending political funds. Inclusion of this page indicates that your campaign has ended.

## ADDITIONAL RESOURCES

### CITY OF KENNEDALE

- Home Rule Charter: [cityofkennedale.com/charter](http://cityofkennedale.com/charter)
- Code of Ordinances: [cityofkennedale.com/code](http://cityofkennedale.com/code)

### SECRETARY OF STATE (SOS)

- All Forms and Instructions: [sos.state.tx.us/elections/forms/pol-sub](http://sos.state.tx.us/elections/forms/pol-sub)
- Election Dates: [sos.state.tx.us/elections/laws/advisory2019-31.shtml](http://sos.state.tx.us/elections/laws/advisory2019-31.shtml)
- Running for Local Office: [sos.texas.gov/elections/laws/candidacy.shtml](http://sos.texas.gov/elections/laws/candidacy.shtml)

### TEXAS ETHICS COMMISSION (TEC)

*You are a Local Filer (file with the City Secretary) Non-Judicial Candidate / Officeholder (COH) or Political Committee*

- All Forms and Instructions: [ethics.state.tx.us/forms/local/localcohfrm.php](http://ethics.state.tx.us/forms/local/localcohfrm.php)
- Publications and Guides: [ethics.state.tx.us/resources/cf/](http://ethics.state.tx.us/resources/cf/)
- Campaign Finance: [ethics.state.tx.us/data/resources/guides/coh\\_local\\_guide.pdf](http://ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf)
- Election Code, Title 15: [ethics.state.tx.us/statutes/title15.php](http://ethics.state.tx.us/statutes/title15.php)
- Starting/Ending Campaign: [ethics.state.tx.us/resources/cf/StartEndCampaign.php](http://ethics.state.tx.us/resources/cf/StartEndCampaign.php)

## MODIFIED REPORTING

Choosing ‘Modified Reporting’ on **Form CTA** (see *previous page*) can reduce campaign finance reporting requirements. Even so, generally, candidates and officeholders must still file semi-annual reports (January 15 and July 15).

Opposed candidates are only eligible for Modified Reporting if they do not intend to exceed \$900.00 (see **\*NEW**, at left) in contributions or expenditures. If you opt for Modified Reporting, but do, in fact, exceed the \$900.00 threshold

- (1) by the 30<sup>th</sup> day before the election, you must file 30 and 8 days before the election
- (2) after the 30<sup>th</sup> day before the election, you must file within 48 hours, and then by the regular schedule.

**This brief overview is only meant to introduce you to the Modified Reporting option. It is not — by any means — a comprehensive list of related limitations, requirements, or considerations. It is the responsibility of each candidate, officeholder, and/or political committee to comply with all applicable laws and requirements.**

## QUESTIONS?

Texas Ethics Commission  
512-463-5800

Campaign Finance Guide  
for Local Candidates and  
Officeholders: (PAGE 35-60)  
[ethics.state.tx.us/data/resources/guides/coh\\_local\\_guide.pdf](http://ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf)