

2022 CANDIDATE PACKET CONTENTS

PAGE # GENERAL INFORMATION

- 4 Local Calendar
- 5 Notice of Deadline to File Applications for a Place on the Ballot
- 6 Notice of Drawing for Place on the Ballot
- 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); and
 - Political Advertising ([PAGES 8 - 14](#) or ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf)

MANDATORY FILINGS

- 15 Local Qualifications Form (Local Requirement)
FORM: cityofkennedale.com/localform
INFO: Home Rule Charter §4.04 cityofkennedale.com/hrc (not included in this packet)
- 16 - 19 Application for a Place on the Ballot (State Requirement) in English and En Español
FORM: [PAGES 16 - 19](#) sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf
INFO: sos.state.tx.us/elections/forms/pol-sub/2-21.pdf (not included in this packet)
For your name to appear on the 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 19, 2022 but no later than 5:00 p.m. on Friday, February 18, 2022. There is no filing fee. The loyalty oath must be notarized (which can be done by staff with a valid state-issued photo ID).
NOTE: This application need not be an official form, but can be any written application that meets the requirements outlined at 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: [PAGES 20 - 21](#) ethics.state.tx.us/data/forms/coh/cta.pdf
INSTRUCTIONS: 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: [PAGES 22 - 23](#) ethics.state.tx.us/data/forms/coh/cfcp.pdf
INFO: [PAGES 24 - 27](#) ethics.state.tx.us/statutes/ch258.php
Although not required, the Texas Ethics Commission (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.

Questions about reporting, contributions, or expenditures should be directed to the Ethics Commission at 512-463-5800 or ethics.state.tx.us.

***NOTE:** *The threshold below which you may avoid certain filing requirements is \$940.00.*
<https://www.ethics.state.tx.us/data/rules/commission/Rules.pdf>

28 - 32 Texas Ethics Commission (TEC) Filing Schedule

ethics.state.tx.us/data/filinginfo/schedules/s22uniform.pdf

33 - 61 Campaign Finance (if Filing With a Local Filing Authority)

First Steps for Candidates for a City Office (PAGES 33 - 34)

ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf

Campaign Finance for Local Candidates (PAGES 35 - 61)

ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf

62 - 78 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: (PAGES 62 - 78) ethics.state.tx.us/data/forms/coh/coh.pdf

INFO: 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 (PAGES 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
- Code of Ordinances: cityofkennedale.com/code

SECRETARY OF STATE (SOS)

- Election Dates: sos.state.tx.us/elections/laws/advisory2020-37.shtml
- All Forms and Instructions: sos.state.tx.us/elections/laws/resources_legal.shtml
- Running for Local Office: sos.state.tx.us/elections/candidates/guide/2018/local.shtml
- Local Candidacy Filing: 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/localcofrm.php
- Publications and Guides: ethics.state.tx.us/resources/cf/
- Campaign Finance: ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf
- Election Code, Title 15: ethics.state.tx.us/statutes/title15.php
- Starting/Ending Campaign: 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 \$940.00 (see ‘NOTE’, *at left*) in contributions or expenditures. If you opt for Modified Reporting, but do, in fact, exceed the \$940.00 threshold

- (1) by the 30th day before the election, you must file 30 and 8 days before the election
- (2) after the 30th 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 all 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 36-62)
ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf