Local Non-Judicial Candidate/Officeholder Important Contact Information

The Commission may be reached at the following address

Texas Ethics Commission

P O Box 12070

Austin, TX 78711-2070

Tel (512) 463-5800

www ethics state tx us

The Local Party Chairs may be reached at the following address

Lipscomb County Democratic Party

None File with the State Democratic Party

Lipscomb Count Republican Party

Diana Hoover

205 South Main

Booker, TX 79005

806-228-6712

diana hometownrealty@gmail com

*Independent Candidates for county offices will file with the County Judge

Lipscomb County Election Clerk

Kım Blau

101 South Main

PO Box 70

Lipscomb, TX 79056

806-862-3091

kım blau@co lipscomb tx us

Local Non-Judicial Candidate/Officeholder Packet

This packet is being provided by the Lipscomb County Election Clerk to supply you with the basic information that any candidate would need to know

Before becoming a candidate, we urge you to contact the Texas Ethics Commission for information on campaign contribution reports, the appointment of a campaign treasure, and personal financial statements that you may be required to file

The Texas Ethics Commission will serve as your authority on how to run your campaign

"Local" Filers do not file with the Texas Ethics Commission

If running for a County office you would file for a place on the ballot on the ballot with the Party Chair of your choice All other forms would be filed with the County Clerk's Office

If running for a Local Political Subdivisions you would file all forms with the Subdivision Authority

Please file forms with your local filing authority accordingly

For Major Party Candidates

In order to run with a major political party, a candidate must file an application with the county or state party chair and pay a filing fee. A candidate also has the option of filing a petition in lieu of the filing fee. Application and petition forms are available through local party officials or the Texas Secretary of State. The regular filing period for the primary election begins on the 30th day before the date of the regular filing deadline, which is 6 p.m. in the second Monday in December of an odd-numbered year.

For Qualifications for Office- Check with your Party Chair or Authority

- Voter Registration Requirements for Candidates <u>Minimum</u> for County Offices (Non-Judicial)
 - a) US Cıtızen
 - b) Texas Resident-min 12 months
 - c) Registered in the district running for- min 6 months
 - d) Be at least 18 years old

Local Non-Judicial Candidate/Officeholder

We have compiled the following list of links that you should review which will provide you with all necessary forms and better understanding of how to run your campaign

Please visit Texas Ethics Commission @ www ethics state tx us to review these links

> FAQs

- Required Forms (you will need to print these forms)
 - 1 Appointment of a Campaign Treasurer by a Candidate (Form CTA) Provided
 - Amended Appointment of a Campaign Treasurer by a Candidate (Form ACTA)
 - 2 Code of Fair Campaign Practices (Form CFCP)
 - 3 Filing for a Place on the Ballot File with your Party Chair (Form 2-2)
 - 4 Candidate/Officeholder Campaign Finance Report (Form C/OH)
 - Correction Affidavit for Candidate/Officeholder (Form COR-C/OH)
 - 5 Candidate/Officeholder Report of Unexpended Contributions (Form C/OH-UC)
 - For Corrected C/OH-UC use Form COR-C/OH
 - 6 Certificate of Withdrawal

> Guides

- a) Treasurer Instructions
 - Duties Under the Campaign Finance Law
- b) Local Filers Campaign Finance Guide
- c) Political Advertising What you Need to Know
 - Political Advertising for Local Filers
 - Political Subdivision Advertising
 - School District Advertising
- d) <u>Title 15 Election Code</u>

> Filing Schedule

APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT

To State/County Chair I request that my name be placed on the		/ -)_morrati	c or Republic	PARTY(
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Route If you do not have a residence address d	escribe locatio	n or res	idence)	related corres	spondence il avalla	ble j		
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TELEPHONE CONTACT INFORMATION (Op	tional)							
Home	C	ffice				Cell		
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my nickname does not constitute a slogan o	or contain a t	itle no	r does it i	ndicate a polit	ical economic, so	ocial or religi	ous view or aff	iliation I have b
commonly known by this nickname for at le	east three vea	ars prio	r to this el	ection Please	review sections!	52 031 52 03	32 and 52 033 o	of the Texas Elec
Code regarding the rules for how names m	ay be listed o	on the o	official ba	llot				<u> </u>
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INSTRUCTIONS

An application for a place on the general primary election ballot must be filed with the state party chair, for a statewide or district office filled by voters of more than one county. An application for an office filled by voters of a single county must be filed with the county party chair or the secretary of the county executive committee, if any (Section 172 022, Texas Election Code)

This candidate application must be accompanied by either a filing fee or a completed Petition in Lieu of a Filing Fee Please see Sections 172 021, 172 025, Texas Election Code, for the required number of signatures on a submitted Petition in Lieu of a Filing Fee The filing deadline is 6 00 pm on the second Monday in December of the odd-numbered year preceding the General Primary Election and the application may not be filed earlier than 30 days before the filing deadline For additional information, please see the Candidate's Guide on the Secretary of State's website, including the page on Frequently Asked Questions on Party Affiliation and Candidacy

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware 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 the officer, or to any other member of the governing body or court on which the officer 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 one year, 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.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing (Section 141 035, Texas Election Code)

²Inclusion 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.

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A 701, proof of executive pardon under Texas Code of Criminal Procedure 48 01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48 05 (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application

Judicial Clemency under Texas Code of Criminal Procedure 42A 701

Executive Pardon under Texas Code of Criminal Procedure 48 01

Restoration of Rights under Texas Code of Criminal Procedure 48 05

⁴All 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, and the Secretary of State of Texas See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths

All County Offices not otherwise listed

11/2023 FILING FEE SCHEDULE (172 024 Texas Election Code) \$5,000 **United States Senator** \$3,750 All Other Statewide Offices \$3,125 **United States Representative** \$1.250 State Senator \$750 State Representative \$300 Member, State Board of Education Chief Justice or Justice, Court of Appeals, other than a justice specified by Subdivision \$1,875 (8)Chief Justice or Justice of a Court of Appeals that serves a Court of Appeals District in \$2,500 which a county with a population of more than 1 2 million is wholly or partly situated District Judge or Judge specified by Sec 52 092(d) for which this schedule does not \$1,500 otherwise prescribe a fee District or Criminal District Judge of a court in a judicial district wholly contained in a \$2,500 county with a population of more than 15 million Judge of a Statutory County Court, other than a judge specified by subdivision (12) \$1,500 Judge of a Statutory County Court in a county with a population of more than 15 \$2,500 million District Attorney or Criminal District Attorney or County Attorney performing the \$1,250 duties of a District Attorney County Judge, County Commissioner, District Clerk, County Clerk, Sheriff, County Tax-Assessor-Collector and County Treasurer \$1,250 County of 200,000 or more population \$750 County of under 200,000 population Justice of the Peace or Constable \$1,000 County of 200,000 or more population \$375 County of under 200,000 population \$75 **County Surveyor**

\$750

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE LA ELECCIÓN PRIMARIA GENERAL

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹ El hecho de no proporcionar la informacion requerida puede resultar en el rechazo de la solicitud

SOLICITUD DE INSCRIPCIÓN Para Presidente Estatal/Pr	esidente del Condado					(Democra	ata o Republicano)
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INSTRUCCIONES

Una solicitud para un lugar en la boleta de la eleccion primaria general debe ser presentada al presidente estatal del partido, para un cargo estatal o un cargo de distrito elegido por votantes de mas de un condado Una solicitud para un cargo elegido por votantes de un solo condado debe ser presentada al presidente del condado del partido o al secretario(a) del comite ejecutivo del condado, si lo hay (Seccion 172 022, Codigo Electoral de Texas)

Esta solicitud de candidatura debe ir acompañada de un pago de inscripcion o una Peticion Presentada en Sustitucion del Pago de Inscripcion Consulte las Secciones 172 021, 172 025, del Codigo Electoral de Texas para conocer el numero de firmas requerido en una Peticion Presentada en Sustitucion del Pago de Inscripcion La fecha limite de presentacion es a las 6 00 p m del segundo lunes de diciembre del año impar anterior a la eleccion primaria general y la solicitud no podra presentarse antes de los 30 dias anteriores de la fecha limite de presentacion Para obtener informacion adicional, consulte la Guia del Candidato en el sitio web de la Secretaria de Estado, incluida la pagina de Preguntas Frecuentes sobre afiliacion del partido y candidatura

LEY DE NEPOTISMO

El candidato debe firmar esta declaracion indicando su conocimiento de la ley del nepotismo Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo Las prohibiciones de nepotismo del capitulo 573, Codigo de Gobierno, se resumen a continuacion

Ningun funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con el funcionario, o con cualquier otro miembro del organo de gobierno o corte en la que sirve el funcionario cuando la compensacion de esa persona debe pagarse con fondos publicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votacion o la confirmacion de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el periodo siguiente antes de la eleccion o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido un año, si el funcionario o miembro es elegido en las elecciones generales para funcionarios estatales y del condado

Ningun candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relacion con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoria de buena fe de empleados o empleados prospectos

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier peticion que la acompañe, es informacion publica inmediatamente despues de su presentacion (Seccion 141 035, Codigo Electoral de Texas)

²La inclusion del numero unico de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, a muchos candidatos se les exige que esten registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha limite de presentación.

³La prueba de liberacion de las discapacidades resultantes de una condena por un delito grave incluiria prueba de clemencia judicial segun el Codigo de Procedimiento Penal de Texas 42A 701, prueba de indulto ejecutivo segun el Codigo de Procedimiento Penal de Texas 48 01, o prueba de una restauracion de derechos segun el Codigo de Procedimiento Penal de Texas 48 05 (Opinion de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud

Clemencia judicial segun el Codigo de Procedimiento Penal de Texas 42A 701

Prueba de indulto ejecutivo segun el Codigo de Procedimiento Penal de Texas 48 01

Prueba de una restauración de derechos segun el Codigo de Procedimiento Penal de Texas 48 05

⁴Todos lo los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario publico, un juez de paz, y el Secretario de Estado de Texas Consulte el Capitulo 602 del Codigo del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos

LISTA DE PAGOS DE INSCRIPCION (172 024 Codigo Electoral de Texas)

Senador de los Estados Unidos	\$5,000
Todas las Demas Oficinas Estatales	\$3,750
Representante de los Estados Unidos	\$3,125
Senador Estatal	\$1,250
Representante Estatal	\$750
Miembro, Junta de Educacion Estatal	\$300
Juez Presidente o Juez, Corte de Apelaciones, que no sea un juez especificado por la subdivision (8)	\$1,875
Juez Presidente o Juez de Corte de Apelaciones que sirve una corte de apelacion del distrito en el cual un condado con una poblacion de mas de 1 2 millones esta situado total o parcialmente	\$2,500
Juez de Distrito o Juez especificado por la Sec 52 092(d) para el cual esta lista no prescribe de otro modo un honorario	\$1,500
Juez de Distrito o Juez de Distrito Criminal de una corte en un distrito judicial situado completamente en un condado con una poblacion de mas de ${f 1}$ 5 millones	\$2,500
Juez de una Corte Estatutaria del Condado, que no sea un juez especificado por la subdivision 12	\$1,500
Juez de una Corte Estatutaria del Condado en un condado con una poblacion de mas de 15 millones	\$2,500
Procurador del Distrito o Procurador del Distrito Criminal o Procurador del Condado que ejerce las funciones del Procurador del Distrito	\$1,250
Juez de Condado, Comisionado del Condado, Secretario del Distrito, Secretario del Condado, Alguacil, Asesor-Colector de Impuestos del Condado o Tesorero del Condado Un condado con una poblacion de 200,000 o mas	\$1,250
Un condado con una poblacion de menos de 200,000	\$750
Juez de Paz o Condestable	
Un condado con una poblacion de 200,000 o mas	\$1,000
Un condado con una poblacion de menos de 200,000	\$375
Agrımensor del Condado	\$75
Todos los puestos oficiales del condado que no se han mencionado	\$750

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

		OFFICE USE ONLY
political committee is encordampaign Practices The Cauthority upon submission form Candidates or policurrent campaign treasurer 1997, may subscribe to the	the Election Code, every candidate and uraged to subscribe to the Code of Fair Code may be filed with the proper filing of a campaign treasurer appointment tical committees that already have a appointment on file as of September 1, code at any time	r S t
Successive to the court	, 1 3	Date Imaged
1 ACCOUNT NUMBER	2 TYPE OF FILER	
(Ethics Commission Filers)	CANDIDATE	POLITICAL COMMITTEE
		If filing for a political committee complete boxes 7 and 8 then read and sign page 2
3 NAME OF CANDIDATE (PLEASE TYPE OR PRINT)	TITLE(Dr Mr Ms etc) FIRST	MI
	NICKNAME LAST	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	TITLE (Dr Mr Ms etc) FIRST	MI
(PLEASE TYPE OR PRINT)	NICKNAME LAST	SUFFIX(SR JR III etc)
	GO TO PAGE 2	

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 untrammeled 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

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA PG 1

	See	CTA Instruction	Guide for detail	led instruction	าร		1 Total pages file	
2	CANDIDATE	MS/MRS/MR	FIRST		M	1	OFFICE	USE ONLY
_	NAME						Filer ID #	
	•	NICKNAME	LAST		sı	UFFIX	Date Received	
3	CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX	APT / SUITE #	CITY	STATE ZI	P CODE		
							Date Hand delivered	or Postmarked
4	CANDIDATE PHONE	AREA CODE	PHONE NUMBER		EXTENSION		Receipt#	Amount\$
	THORE	()					Date Processed	
5	OFFICE HELD (If any)						Date Imaged	
6	OFFICE SOUGHT (If known)							
7	CAMPAIGN TREASURER NAME	MS/MRS/MR	FIRST	MI	NICKNAME		LAST	SUFFIX
8	CAMPAIGN TREASURER STREET ADDRESS	STREET ADDRESS	· · · · · ·	APT / SUITE #	CITY		STATE	ZIP CODE
(residence or business)							
9	CAMPAIGN TREASURER	AREA CODE	PHONE NUMBER		EXTENSION			
	PHONE	()						
10	CANDIDATE SIGNATURE	I am aware	of the Nepot	ısm Law, Cł	apter 573 c	of the Te	exas Governi	ment Code
		l am aware the Election	of my respon	nsıbılıty to fı	le tımely re	ports as	s required by	title 15 of
			of the restric rations and la			ection (Code on cont	ributions
			Signature of Ca	ındıdate			Date Signe	ed
	· ·	-	G	O TO PAGE	2		-	

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 \$1,080 in political contributions or make more than \$1,080 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

This appointment is effective on the date it is filed with the appropriate filing authority

TEC Filers may send this form to the TEC electronically at treasappoint@ethics.state.tx.us
or mail to

Texas Ethics Commission

PO Box 12070

Austin, TX 78711-2070

Non-TEC Filers must file this form with the local filing authority DO NOT SEND TO TEC

For more information about where to file go to https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php

TEXAS ETHICS COMMISSION

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA--INSTRUCTION GUIDE



Revised January 1, 2024

www ethics state tx us
(512) 463-5800 • TDD (800) 735-2989
Promoting Public Confidence in Government

FORM CTA—INSTRUCTION GUIDE

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APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

GENERAL INSTRUCTIONS

These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA) Use Form CTA only for appointing your campaign treasurer Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule Note Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment

DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans to file a report on time or filing an incomplete report may subject you to criminal or civil penalties

QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note, A candidate may appoint himself or herself as his or her own campaign treasurer.

DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate's campaign treasurer

REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include

- (A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution,
- (B) the filing of an application for a place on the ballot,

- (C) the filing of an application for nomination by convention,
- (D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy,
- (E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement,
- (F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication,
- (G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure, and
- (H) the seeking of the nomination of an executive committee of a political party to fill a vacancy

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form

WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT

The appropriate filing authority depends on the office sought or held

- **a Texas Ethics Commission** The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices
 - Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner
 - State Senator or State Representative
 - Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge *

- State Board of Education
- A multi-county district judge* or multi-county district attorney
- A single-county district judge *
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more
- * Judicial candidates use FORM JCTA to appoint a campaign treasurer
- **b** County Clerk The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for
 - A county office
 - A precinct office
 - A district office (except for multi-county district offices)
 - An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed
- c Local Filing Authority If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment <u>and</u> a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also provide written notice to the original filing authority that your future reports will be filed with another authority, use Form CTA-T for this purpose

FORMING A POLITICAL COMMITTEE

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA) You may also form a specific-purpose committee to support your candidacy Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports

NOTE See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees

CHANGING A CAMPAIGN TREASURER

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA) This will automatically terminate the outgoing campaign treasurer appointment

AMENDING A CAMPAIGN TREASURER APPOINTMENT

If any of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change

REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

TERMINATING A CAMPAIGN TREASURER APPOINTMENT

You may terminate your campaign treasurer appointment at any time by

- 1) filing a campaign treasurer appointment for a successor campaign treasurer, or
- 2) filing a final report

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file You may, however, accept officeholder contributions and make or authorize officeholder expenditures

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later

FILING A FINAL REPORT

For filing purposes, you are a "candidate" as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (See instructions for FORM C/OH - UC). If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the "final" box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR)

ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission's website at http://www.ethics.state.tx.us.for.information.about exemptions from the electronic filing requirements

GUIDES

All candidates should review the applicable Commission's campaign finance guide Guides are available on the Commission's website at http://www.ethics.state.tx.us

SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form

PAGE 1

- 1 TOTAL PAGES FILED After you have completed the form, enter the total number of pages of this form and any additional pages A "page" is one side of a two-sided form. If you are not using a two-sided form, a "page" is a single sheet
- 2 CANDIDATE NAME Enter your full name, including nicknames and suffixes (e g, Sr, Jr, III), if applicable Enter your name in the same way on Page 2, Section 11, of this form
- 3 CANDIDATE MAILING ADDRESS Enter your complete mailing address, including zip code This information will allow your filing authority to correspond with you If this information changes, please notify your filing authority immediately

- 4 CANDIDATE PHONE Enter your phone number, including the area code and extension, if applicable
- 5 OFFICE HELD If you are an officeholder, please enter the office you currently hold Include the district, precinct, or other designation for the office, if applicable
- 6 OFFICE SOUGHT If you are a candidate, please enter the office you seek, if known Include the district, precinct, or other designation for the office, if applicable
- 7 CAMPAIGN TREASURER NAME Enter the full name of your campaign treasurer, including nicknames and suffixes (e g, Sr, Jr, III), if applicable
- 8 CAMPAIGN TREASURER STREET ADDRESS Enter the complete street address of your campaign treasurer, including the zip code You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
- 9 CAMPAIGN TREASURER PHONE Enter the phone number of your campaign treasurer, including the area code and extension, if applicable
- 10 CANDIDATE SIGNATURE Enter your signature after reading the summary Your signature here indicates that you have read the following summary of the nepotism law, that you are aware of your responsibility to file timely reports, and that you are aware of the restrictions on contributions from corporations and labor organizations
 - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
 - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree
 - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree
 - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples (1) first degree parent to child, (2) second degree grandparent to grandchild, or brother to sister, (3) third degree great-grandparent to great-grandchild, or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by

consanguinity For example, a wife is related to her husband's grandmother in the second degree by affinity

PAGE 2

- 11 CANDIDATE NAME Enter your name as you did on Page 1
- 12 MODIFIED REPORTING DECLARATION Sign this option if you wish to report under the modified reporting schedule

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$1,080 in political contributions or make more than \$1,080 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$1,080 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff) (Note. An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule

The \$1,080 maximums apply to each election within the cycle In other words, you are limited to \$1,080 in contributions and expenditures in connection with the primary, an additional \$1,080 in contributions and expenditures in connection with the general election, and an additional \$1,080 in contributions and expenditures in connection with a runoff

EXCEEDING \$1,080 IN CONTRIBUTIONS OR EXPENDITURES If you exceed \$1,080 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff

If you exceed either of the \$1,080 limits after the 30th day before the election, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule

Your selection is not valid for other elections or election cycles Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle

For more information, see the Commission's campaign finance guide that applies to you

GENERAL INSTRUCTIONS

The statement in the box at the top of the page must appear at the head of each page of signatures and be read aloud to each signer prior to collecting his or her signature. The Affidavit of Circulator appears at the bottom of each page, but only needs to be completed once for each circulator even if there are multiple pages of voters' signatures. The signatures collected must be from voters who are registered in the territory from which the office is elected.

The Affidavit of Circulator must be administered and signed by a person authorized to administer oaths under Chapter 602 of the Government Code FILING PERIOD AND SUBMISSION OF APPLICATION

An application for a place on the general primary election ballot must be filed with the state chair, for an office filled by voters of more than one county or the county chair or the secretary of the county executive committee, if any, for an office filled by voters of a single county

If an application is accompanied by a petition, the petition is considered part of the application and must be submitted simultaneously with the application. However, the petition is not considered part of the application for purposes of determining compliance with the requirements of the application. A deficiency in the requirements for the petition or the application may not be remedied by the contents of the other document. [Section 172 0222, Texas Election Code]

The filing deadline is 6 00 pm on the second Monday in December of the odd numbered year preceding the general primary election [Section 172 023, Texas Election Code] For additional information, please see the Candidate's Guide on the Secretary of State's website, including the page on Frequently Asked Questions on Party Affiliation and Candidacy

INSTRUCTIONS Petition in Lieu of a Filing Fee [Section 172 025, Texas Election Code]

The minimum number of signatures that must appear on the petition is

- (1) 5,000, for a statewide office, or
- (2) for a district, county, or precinct office the lesser of
 - (A) 500, or
 - (B) two percent of the total votes received in the district, county, or precinct, as applicable, by all the candidates for governor in the most recent gubernatorial general election, unless that number is under 50, in which case the required number of signatures is the lesser of
 - ı 50, or
 - II 20 percent of that total vote

INSTRUCTIONS (Petition for Judicial Office on Primary Ballot)

For candidates running for Courts of Appeals in the 1st, 2nd, 3rd, 4th, 5th and 14th Districts and all candidates running for judicial offices, including justice of the peace, in Bexar, Dallas, Harris and Tarrant Counties, a 250 signature judicial petition is required in addition to the filing fee, or 750 signatures must be collected on the petition in lieu of a filing fee

FOOTNOTES

- ¹ Insert candidate's name
- ² Insert office title, including any place number or other distinguishing number
- ³ Insert political party's name
- ⁴ Either the voter unique identification number (VUID) or the date of birth is required
- ⁵ All 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 a court of record, a notary public, a justice of the peace, and the Secretary of State of Texas See Chapter 602 of the Texas Government Code for the complete list

INSTRUCCIONES GENERALES

La declaración en la casilla de la parte superior de la pagina debe aparecer en el encabezamiento de cada pagina con firmas y sera leido en voz alta a cada firmante antes de que se recolecte su firma La Declaración Jurada del Circulador aparece al pie de cada pagina, pero solo necesita ser completada una vez por cada circulador, incluso si hay multiples paginas de firmas de votantes. Las firmas recogidas deben ser de votantes registrados en el territorio por el que se elige el cargo.

La Declaración Jurada del Circulador debe ser administrado y firmado por una persona autorizada a administrar los juramentos de acuerdo al Capitulo 602 del Codigo del Gobierno

PERIODO DE PRESENTACION Y PRESENTACION DE SOLICITUD

Una solicitud para obtener un lugar en la boleta de las elecciones primarias debe ser presentada al presidente estatal, para un cargo elegido por votantes de mas de un condado, o al presidente del condado o al secretario del comite ejecutivo del condado, si lo hay, para un cargo elegido por votantes de un solo condado

Si la solicitud es acompañada por una peticion, la peticion es considerada parte de la solicitud y debe presentarse simultaneamente con la solicitud Sin embargo, la peticion no se considera parte de la solicitud para propositos de determinar conformidad con los requisitos de la solicitud Una deficiencia en los requisitos de la peticion o la solicitud no puede ser remediada por los contenidos del otro documento (Seccion 172 0222, Codigo Electoral de Texas)

La fecha limite de presentacion es a las 6 00 pm el segundo lunes de diciembre del año impar anterior a la eleccion primaria general (Seccion 172 023, Codigo Electoral de Texas) Para obtener informacion adicional, consulte la Guia del Candidato en el sitio web de la Secretaria de Estado, incluida la pagina de Preguntas Frecuentes sobre afiliacion del partido y candidatura

INSTRUCCIONES Peticion Presentada en Sustitucion del Pago de Inscripcion [Seccion 172 025, Codigo Electoral de Texas]

El numero minimo de firmas que deben figurar en la peticion es

- (1) 5,000, para un cargo estatal, o
- (2) Para un cargo de distrito, condado o precinto, el menor de
 - (A) 500, o
 - (B) 2 por ciento del total de votos recibidos en el distrito, condado, o precinto, segun corresponda, por todos los candidatos a gobernador en la eleccion general gubernamental mas reciente, a menos que ese numero es menor de 50, en cuyo caso el numero requerido de firmas es el menor de
 - t 50, o
 - 11 20 por ciento del voto total

INSTRUCCIONES (Peticion para un Cargo Judicial en la Boleta Primaria)

Para los candidatos que se postulan para las Cortes de Apelaciones en los Distritos Num 1º, 2º, 3º, 4º, 5º, y 14º y todos los candidatos que se postulan para cargos judiciales, incluido el Juez de Paz, en los condados de Bexar, Dallas, Harris y Tarrant, se requiere una peticion judicial de 250 firmas ademas del pago de inscripcion, o 750 firmas deben ser recolectadas en la peticion presentada en sustitucion del pago de inscripcion

ANOTACIONES

- ¹ Indicar el nombre del candidato(a)
- ² Indicar el cargo oficial e incluir el numero de cargo o cualquier otro numero distintivo
- ³ Indicar el nombre del partido politico
- ⁴Se requiere o el numero de identificación unico de votante o la fecha de nacimiento
- ⁵ Todos los juramentos, declaraciones juradas o afirmaciones hechas dentro de este Estado pueden ser administrados y un certificado del hecho dado por un juez, secretario o comisionado de una corte de registro, un notario publico un juez de paz y el Secretario de Estado de Texas Consulte el Capitulo 602 del Codigo del Gobierno de Texas para obtener la lista completa

2 7 Prescribed by Secretary of State Sections 141 061 141 062 141 063 141 064 141 065 141 066 172 021 171 022 172 0222 172 0223 172 025 172 027 Texas Election Code 09/2023

PETITION IN LIEU OF A FILING FEE and/or PETITION FOR JUDICIAL OFFICE FOR A PRIMARY ELECTION

(PETICIÓN PRESENTADA EN SUSTITUCION DEL PAGO DE INSCRIPCION y/o PETICION PARA UN CARGO OFICIAL JUDICIAL PARA UNA ELECCION PRIMARIA)

Name of Circulator	
Page of	

Signing the petition of more than one candidate for the same office in the same election is prohibited (Se prohibe firmar la peticion de mas de un candidato para el mismo cargo oficial en la misma eleccion)

COMPLETE ALL BLANKS (LLENE TODOS LOS ESPACIOS EN BLANCO) Instructions and Footnotes on Back (Al Dorso Instrucciones y Anotaciones)

"I know that the purpose of this petition is to entitle
election during this voting year in which this primary election is held (Reconozco que el objeto de la presente peticion es facultar a
de² en la eleccion primaria del Partido³ Entiendo que al firmar esta peticion dejo de tener derecho a votar en una eleccion primaria o participar en la convencion de otro partido incluyendo un partido que no celebra una eleccion primaria durante el año electoral en cual esta eleccion primaria es celebrada') Date Signed Signature Printed Name Residence Address (Including City, Texas, Zip) County Voter VUID Number ⁴ Date of Birth ⁴
otro partido incluyendo un partido que no celebra una eleccion primaria durante el año electoral en cual esta eleccion primaria es celebrada') Date Signature Printed Name Residence Address (Including City, Texas, Zip) County Voter VUID Number ⁴ Date of Birth ⁴
Date Signed Signature Printed Name Residence Address (Including City, Texas, Zip) County Voter VUID Number ⁴ Date of Birth ⁴
[Mainte Erica de Materiale] [Interestate Constitution Con
AFFIDAVIT OF CIRCULATOR ⁵ (DECLARACION JURADA DEL CIRCULADOR ⁵) (Sec 141 065 Texas Election Code) (Sec 141 065 Codigo Electoral de Texas)
STATE OF TEXAS (ESTADO DE TEXAS) COUNTY OF (CONDADO DE) BEFORE ME, the undersigned, on this/ (date) personally appeared (ANTE MI el/la suscrito(a) en este (fecha) comparecio)
(name of person who circulated petition,) (nombre de la persona que hizo circular la peticion) who being duly sworn, deposes and says "I called each signer's attention to the above statements and read
them to the signer before the signer affixed his or her signature to the petition. I witnessed the affixing of each signature. The correct date of signing is shown on the petition. I verified each signer's registration status and believe
that each signature is the genuine signature of the person whose name is signed and that the corresponding information for each signer is correct." (quien habiendo prestado el juramento correspondiente declaro y dijo 'Llame la atención de contra formation de la la contra formation de la contra for
de cada firmante sobre la declaración citada y se la lei antes de que la suscribiera. Atestigue cada firma y la fecha correcta de las firmas consta en la petición. Verifique la situación de cada firmante en lo concerniente a su inscripción y creo que cada firma es la autentica de la persona cuyo nombre aparece firmado y que son exactos los datos correspondientes a cada firmante.) SWORN TO AND SUBSCRIBED BEFORE ME THIS DATE. (JURADO Y SUSCRITO ANTE MI. CON ESTA FECHA)
Notarial or Official SEAL <i>(SELLO Notarial o Oficial)</i>
XX
Signature of Circulator (Firma de la persona que hizo circular la peticion) Signature of Officer Administering Oath (Firma del/de la funcionario(a) que le tomo juramento) Title of Officer Administering Oath (Titulo oficial del/de la funcionario(a) que le tomo juramento)