



January 14, 2025

Dear Municipal Election Candidate:

Thank you for your consideration to offer your services to the citizens of Pattison by becoming a candidate for this year's municipal general election. This "Candidate Packet" contains the necessary forms, instructions, and pertinent information for submitting an application for a place on the ballot.

**This election is to fill 3 City Council Member Positions. The term for this election is May 2025 to May 2027.**

All candidates for office in the city of Pattison shall be compliant with all the eligibility requirements for public service set out in the Texas Election Code as it now exists or may hereafter be amended.

Forms to be submitted for the May 3, 2025 City Council Election in the City of Pattison are as follows:

- **Application for a Place on the city of Pattison's General Election Ballot Form (Application Form) – required:** This form must be filed with the City Secretary's Office no earlier than 9:00 a.m., January 15, 2025, and not later than 5:00 p.m., Friday February 14, 2025. There is no filing fee. The "Loyalty Oath" is included on this application and **must be notarized**. The content of each application must be carefully reviewed to determine if it complies with Texas Election Code requirements.
- **Appointment of Campaign Treasurer by a Candidate Form (Form CTA) – required;** This form must be submitted with the Application Form, or shortly thereafter. The Form CTA should be filed with the City Secretary's office prior to accepting any campaign contributions or making/authorizing any campaign expenditures, including expenditures from personal funds. If you do not intend to accept or spend more than \$1,080.00 in political contributions or expenditures, the Candidate Modified Reporting Declaration should be completed. However, during the campaign, if expenditures or contributions exceed \$1,080.00, then the Form CTA and the contribution reports will need to be completed and submitted. Please note that the candidate signature is attesting to awareness of the Nepotism Law, Chapter 573 of the Texas Government Code, and Title 15 of the Texas Election Code.
- **Campaign Reports – required if you have an opponent;** Financial reports must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed with the city secretary's office. Please note the newly adopted Texas legislation below related to political reporting.
  - "Political Reporting is required under H.B. 2626 Effective September 1, 2023. H.B. 2626 (1) provides that the provides that the clerk or secretary of a political subdivision's governing body or, if the governing body does not have a clerk or secretary, the governing body's presiding officer shall make a political contributions and expenditures report filed with the political subdivision by a candidate, officeholder, or specific-purpose committee available to the public on the political subdivision's Internet website not later than the 10th business day after the date the report is received; (2) provides that before making a report available on the Internet as required by (1), above, the authority with whom the



report is filed may remove each portion, other than city, state, and zip code, of the address of a person listed as having made a political contribution to the person filing the report and the address information removed must remain available on the report maintained in the authority's office; (3) provides that a report made available on an Internet website under (1), above must be accessible on that website until the fifth anniversary of the date the report is first made available..."

- Campaign reports are subject to open records request.
- **Code of Fair Campaign Practices Form (Form CFCP) – optional:** If completing this form, submit it at the same time as the Form CTA. While this form is completed and submitted on a voluntary basis, the Texas State Ethics Commission encourages all candidates to subscribe to this Code.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to form, content, and procedure only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is completed and attested to. The review must be completed not later than the fifth day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and provide the candidate with written notice of the rejection. [EC Sec.141.032]]. Candidates are not permitted to simply make corrections to the form, once submitted, and should review materials fully before turning them in. Please file your application as soon as practicable to allow sufficient time for this review. Filing at the last minute may not give the City Secretary sufficient time for review, which is subject to state law, not to City preference. Please do not leave blank any required information on the application, as doing so may render your application invalid.

The role of the City Secretary's Office (CSO) is to accept and file candidate applications, affidavits, statements, and campaign finance reports required of candidates. Neither the City Secretary nor CSO staff should be expected to judge or comment upon the timeliness or sufficiency of campaign finance reports filed, but rather to serve only as the custodian of the records.

It is a candidate's obligation to become familiar with and comply with local ordinances, state statutes, and laws applicable to filing and campaigning for office.

**All applications, affidavits, statements, and campaign reports filed with the City Secretary's Office are considered public information and are open to inspection by the public in accordance with the Texas Public Information Act.**

**If elected, a Council Member is obligated to attend regular City Council meetings and any additional meetings of the City Council that may be held as required to carry out the business of the city of Pattison.**

**Additional Resources:**

- For election law information, contact Secretary of State (SOS) at 800-252-8683 or 512-463-5650 or online at [www.sos.state.tx.us/elections/](http://www.sos.state.tx.us/elections/). The full election calendar for candidates and entities holding elections can also be found on the SOS website.
- For information regarding campaign finance reporting or political advertising, contact the Texas Ethics Commission (TEC) at 512-463-5800 or online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) under the "Resources" tab.



In this “Candidate Packet”, following this letter, you will find: (the following documents can also be found on the city’s website [www.pattison.texas.gov](http://www.pattison.texas.gov), 1) Government Tab; 2) Election Information; 3) 2024 General Election Candidate Packet)

#### Candidate Packet Letter

- The City of Pattison General Election Information
- The Application for a Place on the Ballot (English & Spanish)
- Appointment of a Campaign Treasurer Form CTA Instructions
- Form (CTA) – Appointment of a Campaign Treasurer by a Candidate
- Campaign Finance Guide
- Code of Fair Campaign Practices Form
- TML – A Guide to Becoming a City Official
- Starting Your Campaign
- Campaign Advertising

#### **Important Dates:**

- January 15, 2025 First day to file an application for place on ballot <sup>1</sup>
- February 4, 2025 Last day for filing application for place on ballot, by 5:00 p.m.<sup>2</sup>
- April 3, 2025 Last day to file first campaign report <sup>3</sup>
- April 21, 2025 First day of early voting by personal appearance
- April 25, 2025 Last day to file second campaign report
- April 29, 2025 Last day of early voting by personal appearance
- **May 3, 2025 Election Day – Polls open 7 a.m. – 7 p.m.**
- July 15, 2025 Last day to file third campaign report

Your interest in municipal government and our community is appreciated.

If you have any questions or concerns, please do not hesitate to contact me at 281-934-3715, or via email at [citysecretary@pattison.texas.gov](mailto:citysecretary@pattison.texas.gov).

City of Pattison  
Lorene Hartfiel  
City Secretary

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<sup>1</sup> Office Hours Jan 15 to Feb 14, 2025 9 a.m. – 5 p.m.

<sup>2</sup> Application for place on ballot will be posted on the city’s website

<sup>3</sup> Campaign reports will be posted on the city’s website