



City of White Settlement, Texas

Office of the City Secretary

Dear Candidate:

The City of White Settlement will conduct a general election to elect the following:
Council Member Place 4
Council Member Place 5

The elections will be held on Tuesday, November 2, 2021. In an effort to inform you of dates that will be important to you the City Secretary's Office has created an "Election Information" page on the City's website. Forms included in the information page are also available for pickup at City Hall during normal business hours of 8:00 a.m. – 5:00p.m. Monday thru Friday. It is very important that you read and become familiar with all of the documents that have been provided. The following items are of particular importance:

ALL DOCUMENTS REQUIRING A NOTARY MUST BE NOTARIZED BEFORE FILING WITH THE CITY SECRETARY'S OFFICE.

- Application for a Place on the City of White Settlement General Election Ballot
The loyalty oath is included on this form. This application must be filed in the City Secretary's office no earlier than July 17, 2021 and **no later than 5:00 p.m. on August 16, 2021**. *City offices are not required to be open on Saturday or Sunday to receive applications for place on ballot.*

NOTE: The application contains an area for the inclusion of an E-Mail address. Please be advised that completion of this area is optional and, if completed, the e-mail address will become part of the public record and may be releasable. Should you decide to complete this area you may submit a waiver indicating your authorization to release the information.

- Filing Fee or Petition
The above application must be accompanied by a filing fee. The filing fees are:
Council Member \$30
Please keep in mind a Designation of Campaign Treasurer form must be filed prior to expending any monies on your campaign, this includes any filing fees.

- Designation of Campaign Treasurer
Forms are provided for a Candidate to report contributions and expenditures. This form must be on file prior to collecting or spending any money. Please note there is an option for modified reporting located on the back of the forms, along with a footnote on the nepotism law. These forms are created by the Texas Ethics Commission and are available for electronic completion. The form must be printed and signed to be officially filed with the City Secretary's Office. There is not a specific time period to file this report; however it must be on file prior to any campaign finance and/or fundraising activities.
- Candidate / Officeholder Campaign Finance Report
These reports are to be filed on dates and by the time specified on the election calendar. You can copy as needed, or ask for additional forms. These forms are created by the Texas Ethics Commission and are available for electronic completion.
- An election calendar of important dates for the City's election process.
- Information sheets on political advertising.

Election documents are public records and are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or by email at elections@sos.state.tx.us.

Campaign expenditure questions should be directed to the Texas Ethics Commission at toll free number 1-800-325-8506, or www.ethics.state.tx.us.

The city secretary's office is merely the filing repository for these documents and is not able to assist in completion or calculations on any application forms.

We appreciate your interest in municipal government and trust this period will be a positive and exciting experience for you and your supporters. Please call me at 817-246-4971 x203 if you have any further questions.

Sincerely,

Amy Arnold

Amy Arnold, TRMC, CMC
City Secretary