



Dear Applicant:

As you are aware, Mayor White unexpectedly passed away during his 9<sup>th</sup> year serving our community. Because of his passing, the city is required to hold a special election to fill a vacancy to the unexpired term within 120 days. The election will be held on Saturday, May 6, 2023. As this is an unexpired term, the person elected at the special election will only serve until the term expiration of November 2023. If after the special election, the Mayor-elect wishes to run for re-election to the full term, they would need to apply as a candidate on the November 2023 general election ballot .

In an effort to provide you with important information we have created an “Election Information” page on the City’s website. 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:

- Candidacy and Campaign Finance Forms
- An Election Calendar of important dates for the City’s election process.
- Information sheets on Political Advertising.

Candidacy and campaign finance forms / reports should be filed on dates and by the time specified on the election calendar. Please be advised that the City Secretary’s only duty with respect to the instruments designating the appointment of a campaign treasurer and with respect to the campaign disclosure statements is to receive and file them. She does not have any duty to determine the sufficiency or timeliness of the statements, and she does not have authority to refuse to accept a statement for filing on either of these grounds. She serves only as the custodian of the records for the benefit and convenience of the public. Election documents are public records and are open for inspection by any person.

The City Secretary has no legal duty to inform anyone of the necessity for filing any of the documents required by the Texas Ethics Commission or to advise anyone in regard to the meaning and requirements of the statute. However, officeholders, candidates, and campaign treasurers frequently will look to the City Secretary to advise them on what the law requires them to do. As a matter of courtesy, she usually undertakes to answer questions but will not assist with calculations or completing forms. It is stressed here that any information or advice she gives has no official status and that the individual is not protected if her advice proves to be erroneous. Persons with election code questions can contact the:

**TEXAS SECRETARY OF STATE’S OFFICE**

Elections Division 1.800.252.8683

<http://www.sos.state.tx.us/elections/>

Questions concerning campaign reporting may be directed to the authority now responsible for all “Rules Affecting Local Filing Authorities”:

**TEXAS ETHICS COMMISSION**

512.463.5800

<http://www.ethics.state.tx.us/>

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 817-989-6270 if you have any further questions.

Sincerely,

Amy Arnold, TRMC, CMC

City Secretary / Chief Governance Officer