

CITY OF MANVEL

<http://www.cityofmanvel.com>

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February 11, 2008

Dear Prospective Candidate:

Thank you for your consideration to offer your services to the citizens of Manvel by becoming a candidate for this year's municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. I urge you to read this letter and the enclosed material prior to filling out the specific forms.

All candidates for office in the City of Manvel must be citizens of the United States, have lived within the State for a minimum of one year, be a resident of Manvel, Texas, for the six months immediately preceding that person's election to fill such office, and be a minimum of 18 years of age.

The term of office for these positions is two years. This election term is from May 2008 to May 2010.

Regarding election forms, please be aware that Section 254.036 of the Election Code requires that all forms regarding financial reporting be **written in black ink or typed with black typewriter ribbon unless the report is a computer printout.** If the report is a computer printout, the printout must conform to the same format and paper size as the form prescribed by the commission.

Forms and information for the 2008 City of Manvel General Election for City Officials are enclosed. The first two forms listed below are the two forms you need to submit when you file for office. **I cannot over emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.**

- (1) One copy of an **Application for a place on the City of Manvel General Election Ballot** (bilingual). The loyalty oath is included on this application and must be notarized. There are several notaries in my office to assist you if you need this service. This form must be filed in my office no earlier than 8:00 a.m., Saturday February 9th, 2008, and no later than 5:00 p.m., Monday, March 10th, 2008. If a filing date falls on a weekend or holiday, paperwork must be submitted the next business day. ~~There is no filing fee.~~ Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content. Please file your application as soon as practicable to allow sufficient time for this review.
- (2) One copy of **Appointment of a Campaign Treasurer By a Candidate (Form CTA)**, together with **Form CTA - Instruction Guide**. The Form CTA should be filed in my office at the same time as the above application. Please note the statement that must be signed regarding the nepotism law. A summary of the nepotism law is in the CTA Instruction Guide.

- (3) One copy of **Candidate/Officeholder Campaign Finance Report (Form C/OH)**, together with **Form C/OH - Instruction Guide**. The Form C/OH is to be completed by the candidate or the candidate's campaign treasurer (but signed only by the candidate). This is to be filed in my office on the dates specified on the form and on the election calendar. Form C/OH-FR, Campaign/Officeholder Report: Designation of Final Report is the last page attached to Form C/OH. This form is to be filed when you are no longer receiving or spending political contributions. A complete Form CO/H (Candidate/Officeholder Campaign Finance Report) must be filed when you file the Designation of Final Report. The instructions on how to file the Final Report are in the Instruction Guide for Form C/OH.
- (4) A copy of **Campaign Finance Guide For Candidates and Officeholders Who File With Local Filing Authorities**.
- (5) A copy of the Texas Ethics Commission's **Political Advertising, What You Need To Know**.
- (6) A copy of the Texas Ethics Commission's **Code of Fair Campaign Practices Form CFCP**. This form may be signed voluntarily, and is not mandatory.
- (7) A copy of the Texas Ethics Commission's **Local Government Officer Conflicts Disclosure Statement**.
- (8) A copy of **Certificate of Withdrawal Form**
- (9) One copy of the **calendar of important dates** for this election indicating dates for filing, submitting forms, etc.

It is your duty to become familiar with the laws applicable to campaigning for office. Regarding the filing of candidate/officeholder reports, the City Secretary is limited to accepting and filing the various applications, affidavits, and/or statements, and noting the date and time of filing thereon. Should you have any questions regarding reporting procedures, contributions, or expenditures, please call the Texas Ethics Commission at (800)325-8506 or (512)463-5800, or online at www.ethics.state.tx.us.

You may direct questions about election laws to the Secretary of State at (800)252-8683 or (512)463-5650, or go online at www.sos.state.tx.us. Please note that a copy of the current Texas Election Code is on file in my office, and you are more than welcome to stop by and review it during regular business hours.

The City Secretary's office is open to help you. Your interest in municipal government is appreciated, and I trust that this will be a positive and exciting experience for you and your supporters. If you have any concerns or if I may be of assistance, do not hesitate to contact me at 281.489.0630, via email at tbell@cityofmanvel.com, or come by my office. My best wishes to you!

Sincerely,

Tammy Bell
City Secretary

