

TO: Candidates for City of Santa Fe General City Officers' Election - May 4, 2019
FROM: Janet L. Davis, City Secretary
DATE: January 2, 2019
SUBJECT: Election Information

This candidate packet contains the following information and forms for the 2019 City of Santa Fe General City Officers' Election. These forms and instructional materials may also be found on the city's website (www.ci.santa-fe.tx.us) under Election Information.

- A calendar highlighting important dates during the election process.
- One copy of Application for a Place on the City of Santa Fe General Election Ballot (bilingual). The loyalty oath is included on this application, and the ***candidate's signature must be notarized***. The application can be filed with me beginning Wednesday, January 16, 2019, but no later than 5:00 p.m., Friday, February 15, 2019. There is no filing fee.
- Requirements for Candidacy for Municipal Public Office.
- One copy of Appointment of a Campaign Treasurer by a Candidate. This form is to be filed in my office at the same time as the above application, or sooner if you plan to accept contributions or create expenditures prior to filing your application for a place on the ballot. Please note the statement which must be signed regarding the nepotism law. See the reverse side of the Application for footnotes. Also, note the modified reporting section if you are interested.
- One copy of the Code of Fair Campaign Practices. Please take the time to read through this code. Adhering to the code is voluntary but is *strongly encouraged*.
- One copy of Candidate/Officeholder Campaign Finance Report. This is to be filed in my office on the dates specified on the attached calendar. Additional copies of this report (Form C/OH), along with the Instruction Guide, may be obtained from me or from the Texas Ethics Commission website at www.ethics.state.tx.us under Forms and Instructions, Non-Judicial Candidates.
- You may also wish to consult the brochure for Political Advertising and the Local (C/OH) Campaign Finance Guide for Candidates and Officeholders for assistance with advertising and reporting requirements. Both of these may be found on the Texas Ethics Commission website at www.ethics.state.tx.us under Publications and Guides.
- Section 7.06.03 of the Santa Fe Zoning Ordinance lists requirements for political signs in the city. These regulations are strictly enforced.
- Political Campaign Rules for Candidates and their Authorized Representatives

Please be advised that these documents become public information upon filing. If you have any questions, please do not hesitate to contact me at (409) 925-6412.

Good Luck!