



## CITY OF JAMAICA BEACH

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Dear Candidate:

The following list of materials contains the information and forms necessary to run for local office as Mayor or Alderman in the City of Jamaica Beach General Election:

- Application to Place Name on General Election Ballot. The loyalty oath is included on this form and must be signed in the presence of a notary or City Secretary. The application is then filed with the City Secretary.
- First Steps for a Candidate Running for a City Office. This is a helpful guide for new Candidates.
- Appointment of a Campaign Treasurer by a Candidate. Form CTA – Instruction Guide and Form. All candidates must file Form CTA even if you do not intend to raise or spend any money. Form CTA is required to be filed with the City Secretary before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy.
- Chapter 258, Election Code, Fair Campaign Practices Act. Subscription to the Code of Fair Campaign Practices is voluntary; however, you are encouraged to do so.
- Code of Fair Campaign Practices. Form CFCP - This form is to be filed with the City Secretary upon submission of the campaign treasurer appointment form.
- Texas Ethics Commission Filing Schedule for Reports Due In Connection with Elections Held on Uniform Election Dates. This will inform you when pre-election and semiannual reports are due. The Texas Ethics Commission updates the filing schedule annually; please visit their website to download the current year schedule.
- Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities. This pertains to the filing requirements of campaign expenditure reports. ***Please read carefully.***
- Candidate/Officeholder Campaign Finance Report. Form C/OH – Instruction Guide and Form. This form is to be filed with the City Secretary on the dates specified on the form. There is a modified reporting statement for those candidates not planning to spend more than \$500, which is attached to the Appointment of a Campaign Treasurer by a Candidate (Form CTA, referenced above).

- Political Advertising – What You Need to Know and A Short Guide to the Prohibition Against Using Political Subdivision Resources for Political Advertising in Connection with an Election. Both pertain to political advertising. As for Political Signs within the City of Jamaica Beach please refer to Ordinance 87-9: Political signs may only be displayed during the duration of a campaign. All such signs shall be removed within five (5) days after the election. Signs located within residential districts shall not exceed twelve (12) square feet in area.
- Appointment of Poll Watcher by Candidate on the Ballot or Declared Write-In Candidate. Use this form if you wish to use a poll watcher on the day of the Election.

It is the duty of the candidate to become familiar with the law applicable to campaigns for office. While the candidates may certainly expect the City Secretary to be able to advise them when reports are due, *the duty of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements, and noting the date and time of filing thereon.* The City secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed. These documents are public records and are open for inspection by any person. If you have any questions regarding the enclosed forms, please contact the Texas Ethics Commission at 1-512-463-5800 or visit their website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

If you have any additional questions, please don't hesitate to contact me. Good Luck!

Lupe Rushing,  
City Secretary  
City of Jamaica Beach