

City of  
**BUNKER HILL VILLAGE**  
WWW.BUNKERHILLTX.GOV

January 17, 2017

Dear Prospective Candidate:

Thank you for your consideration to offer your services to the Citizens of Bunker Hill Village by becoming a candidate in this year's Municipal Election. In an effort to inform you of dates that will be important to you and your obligation to comply with certain applicable state statutes and local ordinances, we have compiled the following information and the attach reference sheet including websites for necessary forms and pertinent instructions. I urge you to read this letter and review the referenced material prior to filling out the specific forms.

Positions for the **May 6, 2017 GENERAL ELECTION**:

**MAYOR**  
**COUNCILMEMBER, POSITION 4**  
**COUNCILMEMBER, POSITION 5**

*FILING TIME GENERAL ELECTION: Wed., Jan. 18, 2017 through Feb. 17, 2017 by 5:00 p.m.*

Positions for the **May 6, 2017 SPECIAL ELECTION**:

**COUNCILMEMBER, POSITION 3**  
**(One-year unexpired term)**

*FILING TIME SPECIAL ELECTION: Wed., Jan. 18, 2017 through Mar. 6, 2017 by 5:00 p.m.*

**Qualifications for City Council Members in General Law Municipalities:**

- Be a United States citizen
- Have been a resident of Texas for at least 12 months, as of the deadline for filing for the office
- Have resided in the City for at least 6 months preceding election day
- Have a current voter registration certificate
- Be 18 years of age or older upon the commencement of the term to be filled at the election
- Not have been convicted of a felony for which he or she has not been pardoned or otherwise release from the resulting disabilities
- Not have been deemed mentally incompetent by a final judgment of a court



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As noted, filing for a place on the general ballot begins January 18, 2017 and ends at 5:00 p.m. February 17, 2017. Filing for a place on the special ballot begins January 18, 2017 and ends at 5:00 p.m. March 6, 2017. Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content. In addition, the following outlines the date selected for drawing for placement on the ballot:

**DRAWING FOR A PLACE ON THE BALLOT:**  
February 24, 2017 at 9:00 a.m. in City Secretary's Office  
11977 Memorial Drive  
Houston, TX 77024

**Please make special note of the next two paragraphs of information:**

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included as referenced above) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in our 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.** Should you have any questions regarding the reporting procedures, contributions or expenditures, please call the Texas Ethics Commission, Disclosure Filings Division at (512) 463-5800 for assistance or go online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon.

The Texas Election Law requires certain disclosures and notices on political advertising. Please review the political advertising guide and the City's current sign ordinance (both of which are also referenced). There is no permit required for political signs; however, they do not belong on utility poles, attached to trees or between the sidewalk and the curb (street right-of-way). We ask your discretion in the placing of such signs.

***Additionally, the following websites, telephone numbers and addresses are very helpful for further assistance to understand the process and any new requirements:***

Secretary of State of Texas  
Election Division  
P.O. Box 12060  
Austin, TX 78711-2060  
(800) 252-VOTE (8683)  
[www.sos.state.tx.us](http://www.sos.state.tx.us)

Texas Ethics Commission  
P.O. Box 12070  
Capital Station  
Austin, TX 78711-2070  
(512) 463-5800  
[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Harris Co. Voter Registration  
Ann Harris Bennett  
1001 Preston, Suite 200  
Houston, TX 77002  
(713) 368-2200  
[www.tax.co.harris.tx.us/](http://www.tax.co.harris.tx.us/)



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Again, interest in your municipal government is appreciated and I trust that this will be a positive and exciting experience for you and your supporters.

Sincerely,

*Britique Williams*

Britique Williams  
City Secretary/Director of Finance

***Election Reference List:***

- Voter Qualifications <http://www.statutes.legis.state.tx.us/Docs/EL/htm/EL.11.htm#11.002>
- City's Sign Ordinance <http://library.municode.com/index.aspx?clientId=12277> under Appendix A Zoning, Chapter 7.11
- First Steps for Candidates Running for a City Office  
<https://www.ethics.state.tx.us/main/CityCandidateGuide.pdf>
- Application for Place on Ballot (SOS) The **loyalty oath is included on this application and must be notarized.** <http://www.sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf>
- Declaration of Write-In Candidacy (SOS) <http://www.sos.state.tx.us/elections/forms/pol-sub/2-11f.pdf>
- Appointment of Poll Watcher (SOS) <http://www.sos.state.tx.us/elections/forms/pol-sub/4-16f.pdf>
- Political Advertising (TEC) <http://www.ethics.state.tx.us/guides/G11polad.pdf>
- Texas Ethics Commission 2017 Filing Schedule for Reports  
<http://www.ethics.state.tx.us/schedule/s17uniform.pdf>
- Chapter 258, Election Code Fair Campaign Practices Act - *Form CFCP* (TEC)  
<http://www.ethics.state.tx.us/statutes/ch258.pdf>
- Code of Fair Campaign Practices Application - *Form CFCP* (TEC)  
<http://www.ethics.state.tx.us/forms/cfcp.pdf>
- Title 15, Election Code (TEC) <http://www.ethics.state.tx.us/statutes/title15.html>.



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- Campaign Finance Guide for Candidates and Officeholders who File with Local Filing Authorities (TEC) [http://www.ethics.state.tx.us/guides/coh\\_local\\_guide.pdf](http://www.ethics.state.tx.us/guides/coh_local_guide.pdf)
- Appointment of Campaign Treasurer by a Candidate – *Form CTA* (TEC) [http://www.ethics.state.tx.us/forms/CTA\\_ins.pdf](http://www.ethics.state.tx.us/forms/CTA_ins.pdf)
- Appointment of Campaign Treasurer by a Candidate Application – *Form CTA* (TEC) <http://www.ethics.state.tx.us/forms/cta.pdf>
- Amendment: Appointment of a Campaign Treasurer by a Candidate – *Form ACTA* (TEC) [http://www.ethics.state.tx.us/forms/ACTA\\_ins.pdf](http://www.ethics.state.tx.us/forms/ACTA_ins.pdf)
- Amendment: Appointment of a Campaign Treasurers Application - *Form ACTA* (TEC) <http://www.ethics.state.tx.us/forms/acta.pdf>
- Candidate/Officeholder Campaign Finance Report – *Form C/OH* (TEC) [http://www.ethics.state.tx.us/forms/COH\\_ins.pdf](http://www.ethics.state.tx.us/forms/COH_ins.pdf)
- Candidate/Officeholder Campaign Finance Report Application – *Form C/OH* (TEC) <http://www.ethics.state.tx.us/forms/coh.pdf>

