

City of
BUNKER HILL VILLAGE
WWW.BUNKERHILLTX.GOV

January 22, 2020

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, below are links to websites which contain necessary forms and pertinent instructions. I urge you to read this letter and review the referenced material prior to filling out the specific forms.

**May 2, 2020
GENERAL ELECTION:**

Positions Available:

Councilmember, Position 1
Councilmember, Position 2
Councilmember, Position 3

Filing Dates:

Wednesday, January 15, 2020 through February 14, 2020

Bunker Hill Office Hours:

Monday through Thursday 7:00 a.m. to 4:30 p.m.
Friday 7:00 a.m. to 12:00 noon

City Hall will be open until 5:00 p.m. on Friday, February 14, 2020

***Candidate filing forms must be original, signed and notarized
and received by the deadline.***



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Available Resources:

[Ordinance 20-514](#), Approved on January 21, 2020, Call for holding an Election on May 2, 2020

Voter Qualifications <http://www.statutes.legis.state.tx.us/Docs/EL/htm/EL.11.htm#11.002>

First Steps for Candidates Running for a City Office
<https://www.ethics.state.tx.us/data/resources/guides/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>

City's Sign Ordinance <http://library.municode.com/index.aspx?clientId=12277> under Appendix A Zoning, Chapter 7.11

Declaration of Write-In Candidacy (SOS) <https://www.sos.state.tx.us/elections/forms/pol-sub/2-23f.pdf>

Appointment of Poll Watcher (SOS) <http://www.sos.state.tx.us/elections/forms/pol-sub/4-16f.pdf>

Political Advertising (TEC) https://www.ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf

Texas Ethics Commission 2020 Filing Schedule for Reports
<https://www.ethics.state.tx.us/data/filinginfo/schedules/s20uniform.pdf>

Chapter 258, Election Code Fair Campaign Practices Act - *Form CFCP* (TEC)
<https://www.ethics.state.tx.us/data/statutes/ch258.pdf>

Code of Fair Campaign Practices Application – *Form CFCP* (TEC)
<http://www.ethics.state.tx.us/data/forms/coh/cfcp.pdf>

Title 15, Election Code (TEC) <http://www.ethics.state.tx.us/statutes/title15.php>

Campaign Finance Guide for Candidates and Officeholders who File with Local Filing Authorities (TEC)
http://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf

Appointment of Campaign Treasurer by a Candidate Application – *Form CTA* (TEC)
<http://www.ethics.state.tx.us/data/forms/coh/cta.pdf>

Amendment: Appointment of a Campaign Treasurers Application - *Form ACTA* (TEC)
<http://www.ethics.state.tx.us/data/forms/coh/acta.pdf>

Candidate/Officeholder Campaign Finance Report Guide – *Form C/OH* (TEC)
http://www.ethics.state.tx.us/data/forms/coh/COH_ins.pdf

Candidate/Officeholder Campaign Finance Report Application – *Form C/OH* (TEC)
<http://www.ethics.state.tx.us/data/forms/coh/coh.pdf>



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Filing for a place on the general ballot begins January 15, 2020 and ends at 5:00 p.m. February 14, 2020. 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.

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 my office.

I cannot emphasize enough 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 to 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.

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 above). There is no permit required for political signs; however, they may not be placed in public rights-of way.

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

DRAWING FOR A PLACE ON THE BALLOT:
February 25, 2020 at 9:00 a.m. in the City Secretary's Office
Bunker Hill City Hall
11977 Memorial Drive
Houston, TX 77024



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Additionally, you may want to make note of the following telephone numbers and addresses for further assistance.

Secretary of State of Texas

Election Division

P.O. Box 12060

Austin, Texas 78711-2060

(800) 252-VOTE (8683)

www.sos.state.tx.us

Texas Ethics Commission

P.O. Box 12070

Capital Station

Austin, Texas 78711-2070

(512) 463-5800

www.ethics.state.tx.us

Harris County Voter Registration

Ann Harris Bennett

1001 Preston, Suite 200

(713) 368-2200

www.hctax.net

Again, thank you for your interest in serving the citizens of the City of Bunker Hill Village.

Sincerely,

Britique Williams
City Secretary/Director of Finance

