

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

December 2022

***Dear Prospective Candidate:***

Thank you for your consideration to offer your services to the citizens of Bunker Hill Village by becoming a candidate in the 2023 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 is information and 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 6, 2023  
GENERAL ELECTION:**

**Positions Available:**

Mayor  
Councilmember, Position 4  
Councilmember, Position 5

*The City Council will have the opportunity to call the annual election by Ordinance at the January 17, 2023 City Council Meeting.*

**Filing Dates:**

Wednesday, January 18, 2023 through Friday, February 17, 2023  
Last Day to file a Declaration for Write-in Candidacy is Tuesday, February 21, 2023

**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 17, 2023*

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

The date to draw for a place on the ballot will be determined in January 2023.



### *Available Resources:*

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 under Appendix A Zoning, Chapter 7.11  
[https://library.municode.com/tx/bunker\\_hill\\_village/codes/code\\_of\\_ordinances?nodeId=COOR\\_APXAZO\\_ARTVIISUDIRE\\_S7.11SI](https://library.municode.com/tx/bunker_hill_village/codes/code_of_ordinances?nodeId=COOR_APXAZO_ARTVIISUDIRE_S7.11SI)

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

Appointment of Poll Watcher (SOS) <https://www.sos.state.tx.us/elections/forms/pol-sub/4-20f.pdf>

Political Advertising (TEC) [https://www.ethics.state.tx.us/data/resources/advertising/Gpol\\_adv.pdf](https://www.ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf)

Texas Ethics Commission 2023 Filing Schedule for Reports  
<https://www.ethics.state.tx.us/data/filinginfo/schedules/s23uniform.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](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](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>

Filing for a place on the general ballot begins January 1, 2022 and ends at 5:00 p.m. February 18, 2022. 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](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.

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.

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](http://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](http://www.ethics.state.tx.us)

***Harris County Voter  
Registration***  
Ann Harris Bennett  
1001 Preston, Suite 200  
(713) 368-2200  
[www.hctax.net](http://www.hctax.net)

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

Sincerely,



Karen H. Glynn  
Acting City Secretary/City Administrator