



City of Benbrook

911 Winscott Road • P.O.Box 26569 • Benbrook, Texas 76126-0569 • (817) 249-3000 • Fax 249-0884

TO: Candidates for City of Benbrook General Election
May 14, 2011

FROM: Joanna King, City Secretary

DATE: January 19, 2011

The City of Benbrook will conduct a general election to elect the following:

Mayor, Place 1
Member of the Council, Place 3
Member of the Council, Place 5
Member of the Council, Place 7

The election will be held on Saturday, May 14, 2011. In an effort to inform you of the dates that will be important to you, applicable City regulations, and legal requirements of the state, the City Secretary's Office has prepared this "Candidate Packet". Packets are available at City Hall, 911 Winscott Road, Benbrook, Texas. All necessary forms are also available on our website.

It is very important that you read and become familiar with all of the documents that have been provided. The following items are of particular importance:

Application for a place on the City of Benbrook General Election Ballot. The loyalty oath is included on this form. This application must be filed in the City Secretary's Office no later than 5:00 p.m., Monday, March 14, 2011. The first day of filing is Saturday, February 12, 2011. However City Hall will be closed. Applications will be accepted on Monday, February 14, 2011.

The drawing for a place on the ballot will be held at 5:15 p.m. on Monday, March 14, 2011 in the City Council Chambers. The candidate or his/her representative may participate in the drawing.

To file for candidacy, you must meet the following qualifications:

- shall be a citizen of the United States;
- shall be 18 years of age or older on the first day of the term to be filled at the election;
- shall not have been determined mentally incompetent by a final judgment of a court;
- shall not have been finally convicted of a felony from which you have not been pardoned or had your civil rights restored by other official action;
- have resided continuously in the State of Texas for 12 months and in the City for 12 months immediately preceding the date of the election;
- be a registered voter of the City of Benbrook, Texas

Appointment of Candidate's Campaign Treasurer (Form CTA) and the Form CTA Instruction Guide. This form must be on file prior to collecting or spending any money. Please note there is an option for **modified reporting** located on the back of the form along with the footnote on the nepotism law. The form must be completed and signed to be officially filed with the City Secretary's Office.

A **calendar** of important dates for the May 14, 2011 General Election Calendar

A **copy** of Information for City Council Candidates.

Once you have officially filed for the election the following forms will be furnished (these forms are also located on the City's website):

Texas Ethics Commission, Chapter 258, Election Code, Fair Campaign Practices Act and Code (Form CFCP)

Texas Ethic Commission, Title 15 of the Election Code, Regulating Political Funds and Campaigns.

Texas Ethics Commission 2011 Filing Schedule for Report Dues

Candidate/Office Holder Campaign Finance Report and Instruction Guide.

Texas Ethics Commission, Campaign Finance Guide for Candidates and Officeholders who file with Local Filing Authorities.

A copy of relevant Section 25 of the Benbrook Municipal Code Sign Regulations regarding political signs.

Texas Ethics Commission Political Advertising – What you Need to Know
All complaints regarding political advertising and signage must be report to the Texas Ethics Commission. The City of Benbrook only enforces the removal of signs placed within public rights-of-way.

Election documents are public records and are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or www.elections@sos.state.tx.us

It is the duty of the candidate to become familiar with the laws applicable to campaign contributions and expenditures. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission at 1-800-325-8605. **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 City Secretary does not judge or comment upon the timeliness or sufficiency of reports filed.**

We appreciate your interest in municipal government and trust that this period will be a positive and exciting experience for you and your supporters. Please call me at 817-249-3000 if you have further questions.

Sincerely
Joanna King
City Secretary