



JANUARY 28, 2014

Dear Candidate:

The City of Leon Valley welcomes your interest in serving our community. A General Election will be held on May 10, 2014, for the purpose of electing two City Council Members (Places 2 and 4) and a Mayor for two year terms. To be eligible to file for a place on the ballot, one must be a qualified elector and have resided in the city for one year preceding the election. Necessary forms and instructions are included in your candidate packet.

Below is a list of key dates and important election campaign information:

- Candidate filing period is Wednesday, January 29, 2014 – Friday, February 28, 2014, (Application must be received by 5:00 p.m. on February 28, 2014.)
- Last day to withdraw your application for a place on the ballot is Wednesday, March 5, 2014
- Drawing for Order of Names on Ballot is Friday, March 7, 2014 at City Hall, at 8:30 a.m.
- Early voting by personal appearance is Monday, April 29 through Tuesday, May 6, 2014
- ELECTION DAY IS SATURDAY, MAY 10, 2014, FROM 7:00 A.M. UNTIL 7:00 P.M.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Said reports must be submitted electronically to the Office of the City Secretary. All election documents filed with the Office of the City Secretary are considered to be open records. All documents filed can be viewed by reporters and opponents alike. The duties of the City Secretary are limited to accepting and filing applications, affidavits, and statements as well as noting the date and time of such filing.

Should you have any questions regarding state mandated reporting requirements, please contact the Texas Ethics Commission directly at 1-800-325-8506 or online at www.ethics.state.tx.us. Please address questions regarding the election process with the Secretary of State's Office (www.sos.state.tx.us/elections).

If I may be of assistance, please contact my office at 210-684-1391.

Sincerely,



Leticia Callanen
Interim City Secretary

Contents/References

1. **Notice of Deadline to File Applications for Place on the Ballot**

- [Application for Place on the Ballot](#)— *Must show position sought and the Application must be notarized. File with City Secretary before 5:00 p.m., February 28.*

2. **CAMPAIGN FINANCE FORMS:**

- a. [Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities](#)
- b. [Candidate/Officeholder Campaign Finance Report—Form C/OH](#) and appropriate attached schedules must be filed with City Secretary the 30th day before the election (**April 10**), the 8th day before the election (**May 2**), and **July 15**. *Only one set is enclosed, you will need to make additional copies.*
- c. [Code of Fair Campaign Practices \(Form CFCPA\)](#)—*Voluntary filing.*
- d. [Appointment of Campaign Treasurer \(Form CTA\)](#)—*Must be filed with City Secretary before accepting contributions or making expenditures.*
[Form CTA Instruction Guide](#)
- e. [Amendment: Appointment of a Campaign Treasurer by a Candidate \(Form ACTA\) Instruction Guide](#)—*Instruction Guide and form necessary if an amendment is made on the appointment of a campaign treasurer.*

3. [2014 Election Filing Schedule](#)—*Use as a guide for filing appropriate forms in a timely manner.*

4. **Political Advertising**

- Information from State of Texas Election Code and the Texas Ethics Commission to guide you in preparing and placing advertising material. Other helpful documents are available at <http://www.ethics.state.tx.us/filinginfo/padpubs.htm>
- Local Leon Valley Regulations on Political Signs—*full text available in our [City Code](#)*

5. **City of Leon Valley Mission and Vision Statement**—*Available at www.leonvalleytexas.gov.*

Note: A list of all Campaign Forms, Instructions, and Guides can be found on the Texas Ethics Commission's website, <http://www.ethics.state.tx.us/filinginfo/cohfilesch.htm>. Election Law strictly limits the role of the City Secretary's Office to accepting and filing the various applications, forms, affidavits and statements, and noting the date of filing thereon.