

# *City of Lone Star*

P.O. Box 218, Lone Star, Texas 75668  
903-656-2311 \* [citysecretary@lonestartx.net](mailto:citysecretary@lonestartx.net)  
[www.lonestartx.net](http://www.lonestartx.net)

January 05, 2023

Dear Prospective Candidate:

Thank you for your interest in serving the citizens of Lone Star. Should you decide to become a candidate, your candidacy requires compliance with certain state statutes. In an effort to assist you, I have prepared this Candidate packet with necessary forms and pertinent instructions. I encourage you to read this letter and the enclosed material PRIOR to filling out the specific forms.

There will be three races on the May 6, 2023, ballot – the offices of Mayor and two Aldermen. Those elected will serve a two-year term, from May 2023 to May 2025.

Running for office encompasses a broad range of activities. The Texas Secretary of State and the Texas Ethics Commission each regulate portions of the election process at the local level. It is your responsibility to familiarize yourself with the laws applicable to running for elective office.

As City Secretary for the City of Lone Star, I will be happy to answer general questions regarding due dates for reporting and filings. I am, however, constrained from offering legal advice or opinions to any candidate. The Office of the City Secretary is specifically limited by law to the acceptance and filing of various applications, affidavits, statements, and reports, and noting the date and time of all such filings. These documents become public record upon filing and are available for public inspection.

Included in this packet of information is a calendar of events and deadlines, along with forms and general information. This packet only contains a small portion of the regulations that govern municipal elections, candidates and/or officeholders. It is the responsibility of each candidate to obtain any necessary information regarding relevant laws and to abide by those laws. The Legislature enacts changes from time to time relating to voting procedures, applications, and filing deadlines. In light of these changes, please verify either with my office or the agencies listed below, that you have the most current information and forms available.

Persons needing questions answered may contact the Elections Division of the Secretary of State's Office at 1-800-252-VOTE (8683) or [www.sos.state.tx.us](http://www.sos.state.tx.us), or the Texas Ethics Commission at 512-463-5800 or [www.ethics.state.tx.us](http://www.ethics.state.tx.us). For your convenience, copies of the Texas Election Code and the Local Government Code are available online at: <http://www.legis.state.tx.us>

The enclosed material contains useful information and required forms for the May 6, 2023 General Election in the City of Lone Star (these documents are also available at <http://www.lonestarx.net/2151/Candidate-Packets>):

- *A Guide to Becoming a City Official*. A publication of Texas Municipal League.
- Roles and Responsibilities of Councilmembers (from Texas Municipal League's *Handbook for Mayors and Councilmembers*)
- Election calendar showing relevant dates
- One copy of **Application For A Place On The City of Lone Star General Election Ballot** (bilingual). The loyalty oath is included on this form and it **MUST** be signed in the presence of a notary. The application is then filed in my office. It is recommended that the Appointment of Campaign Treasurer by Candidate (enclosed) be filed at this time as well.
- Election Code Chapter 141 – Candidacy for Public Office
- First Steps for Candidates Running for A City Office (Texas Ethics Commission)
- 2023 Schedule for Elections Held on Uniform Election dates.
- Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities. This pertains to the filing requirements of campaign expenditure reports.
- Political Advertising: What You Need To Know, Brochure
- TXDOT Rules for Posting Campaign Signs
- Fair Campaign Practices Act
- **Form CFCP – Code of Fair Campaign Practices**. Subscription to the Code of Fair Campaign Practices is voluntary; however, you are encouraged to do so. This form may be filed upon submission of the campaign treasurer appointment form.
- **Form CTA – Appointment of a Campaign Treasurer by a Candidate** and Instruction Guide. This form must be filed before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds.
- **Form ACTA – Amended Appointment of a Campaign Treasurer by A Candidate** and Instruction Guide. This form must be filed if any of the information changes on your original appointment of a campaign treasurer.
- **Form C/OH – Candidate/Officeholder Campaign Finance Report** and Instruction Guide. This form is to be filed in my office on dates specified on the form. You will need to make copies so that you have one for each filing required. There is a modified reporting statement for those candidates not planning to spend more than \$500, which is attached to the Appointment of a Campaign Treasurer by a Candidate.
- **Form C/OH-UC – Candidate/Officeholder Report of Unexpended Contributions** and Instruction Guide. This form is to be filed with my office on dates specified on the form.

**ALL APPLICATIONS, AFFIDAVITS, STATEMENTS, AND CAMPAIGN REPORTS FILED WITH THE CITY SECRETARY'S OFFICE ARE CONSIDERED PUBLIC INFORMATION AND ARE OPEN FOR INSPECTION BY ANY PERSON.**

The role of the City Secretary's Office is to accept and file the various candidate applications, affidavits, and statements required and note the date of filing thereon. There is no legal duty to inform anyone of the necessity of or deadlines for filing any of the documents or to advise anyone in regard to the meaning and requirements of statutes. The City Secretary should not

be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather serve only as the custodian of the records for the benefit and convenience of the public.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to form, content, and procedure only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is completed and attested to. The review must be completed not later than the fifth day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and immediately deliver to the candidate written notice of the reason for the rejection. [Election Code § 141.032(e)].

Section 141.032 of the Texas Election Code, which governs the review of a candidate's application for a place on the ballot for form, content, and procedure, does not apply to a determination of a candidate's eligibility.

Thank you again for your interest in serving the citizens of Lone Star.

Sincerely,

*Tina Love*

Tina Love  
City Secretary