

# CITY OF WHITE OAK

## CITY COUNCIL MEMBER QUALIFICATIONS

The following questions are directed to person filing for a position on the City Council:

1. Are you a registered voter in the City of White Oak?  YES  NO
2. Are you a convicted felon that has not been pardoned?  YES  NO
3. Have you lived in Texas at least 12 months?  YES  NO
4. Have you lived in White Oak at least six months?  YES  NO

Candidates must not currently hold another office of emolument for the City of White Oak.

Name \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

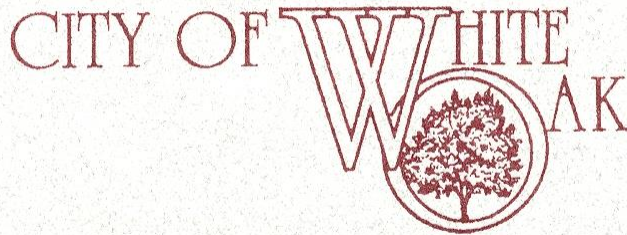
**I have read the above qualifications necessary to make application for a place on the White Oak City Council General Ballot and I find that I meet all qualifications. I also recognize that certain information given above might not be excepted from public disclosure determined by the Texas Attorney General.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_/Date Stamp:

Title: \_\_\_\_\_



MUNICIPAL BUILDING

906 South White Oak Road  
White Oak, Texas 75693

(903) 759-3936  
Fax (903) 297-3452  
[www.cityofwhiteoak.com](http://www.cityofwhiteoak.com)

January 12, 2017

Dear Municipal Election Candidate:

Thank you for your consideration to offer your services to the citizens of White Oak by becoming a candidate for this year's municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. **I urge you to read this letter and the enclosed material prior to filling out the specific forms.**

The Office of the City Secretary can advise candidates when reports are due, however the duty of the office is limited to accepting and filing the various applications, affidavits, and statements. 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. Although the staff will accept your filings, noting the date and time of filing of the forms, there will be no judgment or comment upon the timeliness or sufficiency of reports filed.

You may direct questions about election laws to the Secretary of State at (800) 252-8683 or online at [www.sos.state.tx.us](http://www.sos.state.tx.us).

It is your duty to become familiar with the laws applicable to campaigning for office. **All documents are considered public record and open for inspection by any person.**

The first day of filing is January 18, 2017. The Appointment of Candidate's Campaign Treasurer Form must be submitted with the Application form or shortly thereafter. It must be filed with the City Secretary before a candidate may accept political contributions or make political expenditures. If you do not intend to accept more than \$500 in political contributions or make more than \$500 in political expenditures, the Candidate Modified Reporting Declaration should be completed. However, during the campaign, if the expenditures or contributions exceed \$500, the Form ACTA and the contribution reports would need to be submitted. The Code of Fair Campaign Practices form is on a voluntary basis; however, the Texas State Ethics Commission encourages all candidates to subscribe to this Code.

Should you have any questions regarding reporting procedures, contributions, or expenditures, please call the Texas Ethics Commission at (512) 463-5800, or online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

Your interest in municipal government is appreciated, and I trust this will be a positive and exciting experience for you and your supporters. If you have any concerns or if I may be of assistance, do not hesitate to contact me at (903) 759-3936 x7024, via email at [sroberts@cityofwhiteoak.com](mailto:sroberts@cityofwhiteoak.com), or come by in person. My best wishes to you!

Sherry Roberts, TRMC  
City Secretary



# WHITE OAK CITY COUNCIL GENERAL ELECTION MAY 7, 2016

12/21	Last day to post the dates of the filing period for the election on the bulletin board.	
1/20	First day for filing application for place on ballot and filing declaration of Write-in Candidacy	
2/9	Call election at City Council Meeting	
2/9	Post notice of election on bulletin board & web site	
2/19	Deadline to file application for place on ballot <b>(must be received by 5:00 p.m.)</b>	
2/22	Post notice of drawing for order of names on ballot on bulletin board. (72 hours)	
2/25	Conduct drawing for order of names on ballot at 10:00 a.m.	
2/26	Last day for a candidate to withdraw <b>(must be received in writing by 5:00 p.m.)</b>	
2/29	First day that an election may be cancelled, if all unopposed.	
3/8	Last day to deliver notice to the voter registrar in which the election will be held.	
<b>3/8</b>	<b>**IF APPLICABLE, CANCEL ELECTION &amp; GIVE COUNCIL UNOPPOSED DOCS</b>	
3/18	Mandatory office hours begin.	
3/23	1st Day to mail early ballots if available.	
4/7	Last day to register to vote in order to be able to vote in May 7 <sup>th</sup> election.	
4/7	1 <sup>st</sup> Report of Candidate/Officeholder Campaign Finance Report due.	
4/7	First day of period for the notice of election to be published. <b>(send to paper by 4/1/16)</b>	
4/12	Appoint election judges at regular city council meeting.	
4/15	Last day to post Notice of Election on bulletin board for posting meeting notices.	
4/22	Last day to notify election judges of their appointment.	
4/22	Last day to receive application from voter in person for a ballot to be voted by mail.	
4/25	Early voting by personal appearance begins in City Secretary's office at City Hall from 7:30 a.m. to 4:30 p.m., Monday-Friday. Exception: Extended early voting days are Thursday, April 28, 2016 and Tuesday, May 3, 2016 from 7:00 a.m. to 7:00 p.m.	
4/26	Last day to receive application by mail for a ballot to be voted by mail.	
4/27	Last day to publish Notice of Election at least once.	
4/28	Extended early voting by personal appearance hours from 7:00 a.m. to 7:00 p.m.	
4/29	2 <sup>nd</sup> Report of Candidate/Officeholder Campaign Finance Report due.	
5/3	Last day of early voting by personal appearance hours from 7:00 a.m. to 7:00 p.m.	
5/6	Recommended day to post notice of council meeting to canvass returns.	
<b>5/7</b>	<b>ELECTION DAY**7:00 A.M. to 7:00 p.m.</b>	
5/7	Unofficial Tabulation of Results	
5/11	Last Day to deliver Provisional Votes to Registrar	
5/10	<b>CANVASS ELECTION AT REGULAR CITY COUNCIL MEETING.</b> First day for the Official canvass of returns.	
5/10	Regular City Council Meeting-Oaths of Office, Certificates of Election, & Statements given to elected officers.	
5/15	Last day for voter registrar to complete review of provisional ballots & for EV clerk to retrieve provisional ballots & for provisional voter to present ID to voter registrar or execute affidavit.	
5/15	Last day for EV ballot board to verify and count provisional ballots.	
6/8	Last day to transmit election results to Secretary of State.	
6/18	Last day of mandatory office hours.	
7/15	Semi-annual Campaign Finance Report of campaign contributions due.	

All information is required to be provided unless indicated as optional.

<b>APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT</b>					
TO: City Secretary/Secretary of Board					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
<b>OFFICE SOUGHT</b> (Include any place number or other distinguishing number, if any.)					
<b>FULL NAME</b> (First, Middle, Last)			<b>PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT</b>		
<b>PERMANENT RESIDENCE ADDRESS</b> (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			<b>PUBLIC MAILING ADDRESS</b> (Campaign mailing address, if available.)		
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>PUBLIC EMAIL ADDRESS</b> (If available)		<b>OCCUPATION</b> (Do not leave blank)		<b>DATE OF BIRTH</b>	<b>VOTER REGISTRATION VOID NUMBER</b> (Optional) <sup>1</sup>
				/ /	
<b>TELEPHONE CONTACT INFORMATION</b> (Optional)		<b>LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN</b>			
Home:		<b>IN STATE</b>		<b>IN TERRITORY ELECTED FROM</b>	
Work:		_____ year (s)		_____ year (s)	
Cell:		_____ month(s)		_____ month(s)	
If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.					
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:					
“I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.					
I further swear that the foregoing statements included in my application are in all things true and correct.”					
<b>X</b> _____					
SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me at _____, this the _____ day of _____, _____.					
<b>SEAL</b>					
_____ Signature of Officer Administering Oath <sup>2</sup>			_____ Title of Officer Administering Oath		
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
_____ Date Received			_____ Signature of Secretary		
<b>Voter Registration Status Verified</b> <input type="checkbox"/>					

## INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

## NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

## FOOTNOTES

<sup>1</sup>Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

<sup>2</sup>All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary, and the Secretary of State of Texas.

# APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

**FORM CTA  
PG 1**

<b>See CTA Instruction Guide for detailed instructions.</b>		<b>1</b> Total pages filed:
<b>2</b> CANDIDATE NAME	MS / MRS / MR                      FIRST    MI  NICKNAME    LAST    SUFFIX	<b>OFFICE USE ONLY</b>
		Acct. #  Date Received
<b>3</b> CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX;      APT / SUITE #;                      CITY;                      STATE;                      ZIP CODE	
<b>4</b> CANDIDATE PHONE	AREA CODE                      PHONE NUMBER    EXTENSION  (      )	Date Hand-delivered or Postmarked
		Date Processed
<b>5</b> OFFICE HELD (if any)		Date Imaged
<b>6</b> OFFICE SOUGHT (if known)		
<b>7</b> CAMPAIGN TREASURER NAME	MS/MRS/MR                      FIRST    MI    NICKNAME    LAST    SUFFIX	
<b>8</b> CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS (NO PO BOX PLEASE);      APT / SUITE #;                      CITY;                      STATE;                      ZIP CODE	
<b>9</b> CAMPAIGN TREASURER PHONE	AREA CODE                      PHONE NUMBER    EXTENSION  (      )	
<b>10</b> CANDIDATE SIGNATURE	<p>I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.</p> <p>I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.</p> <p>I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Candidate    Date Signed</p>	
<b>GO TO PAGE 2</b>		

**CANDIDATE MODIFIED  
REPORTING DECLARATION****FORM CTA  
PG 2****11** CANDIDATE  
NAME**12** MODIFIED  
REPORTING  
DECLARATION**COMPLETE THIS SECTION ONLY IF YOU ARE  
CHOOSING MODIFIED REPORTING**

**•• This declaration must be filed no later than the 30th day before  
the first election to which the declaration applies. ••**

**•• The modified reporting option is valid for one election cycle only. ••**  
(An election cycle includes a primary election, a general election, and any related runoffs.)

**•• Candidates for the office of state chair of a political party  
may NOT choose modified reporting. ••**

I do not intend to accept more than \$500 in political contributions or  
make more than \$500 in political expenditures (excluding filing fees)  
in connection with any future election within the election cycle.  
I understand that if either one of those limits is exceeded, I will be  
required to file pre-election reports and, if necessary, a runoff  
report.

\_\_\_\_\_  
Year of election(s) or election cycle to  
which declaration applies

\_\_\_\_\_  
Signature of Candidate

**This appointment is effective on the date it is filed with the appropriate filing authority.**

# CODE OF FAIR CAMPAIGN PRACTICES

## FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

*Subscription to the Code of Fair Campaign Practices is voluntary.*

OFFICE USE ONLY
Date Received
Date Hand-delivered or Postmarked
Date Processed
Date Imaged

<b>1 ACCOUNT NUMBER</b> (Ethics Commission Filers)	<b>2 TYPE OF FILER</b> CANDIDATE <input type="checkbox"/> POLITICAL COMMITTEE <input type="checkbox"/> <i>If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.</i> <i>If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.</i>		
<b>3 NAME OF CANDIDATE</b> (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.)	FIRST	MI  NICKNAME      LAST      SUFFIX (SR., JR., III, etc.)
<b>4 TELEPHONE NUMBER OF CANDIDATE</b> (PLEASE TYPE OR PRINT)	AREA CODE (    )	PHONE NUMBER	EXTENSION
<b>5 ADDRESS OF CANDIDATE</b> (PLEASE TYPE OR PRINT)	STREET / PO BOX;	APT / SUITE #;	CITY;      STATE;      ZIP CODE
<b>6 OFFICE SOUGHT BY CANDIDATE</b> (PLEASE TYPE OR PRINT)			
<b>7 NAME OF COMMITTEE</b> (PLEASE TYPE OR PRINT)			
<b>8 NAME OF CAMPAIGN TREASURER</b> (PLEASE TYPE OR PRINT)	TITLE (Dr., Mr., Ms., etc.)	FIRST	MI  NICKNAME      LAST      SUFFIX (SR., JR., III, etc.)

**GO TO PAGE 2**



## CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

---

Signature

---

Date