

Candidate Name: _____

Place: _____

City of Buda

November 3, 2020 General Election



Candidate Information & Forms

Candidate Name: _____
Place: _____

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**CITY OF BUDA
CANDIDATE PACKET OUTLINE
NOVEMBER 3, 2020 REGULAR ELECTION**

1. Letter from City Clerk
2. Election Calendar for Regular Election
3. First Steps for Candidates Running for a City Office
4. Application for Candidacy Form & Instructions
5. Campaign Finance Guide for Candidates & Officeholders
6. Appointment of a Campaign Treasurer Form (CTA) & Instructions
 - a. Amendment: Appointment of Campaign Treasurer Form (ACTA) & Instructions
7. Campaign Finance Report Form (C/OH) & Instructions
 - a. Report of Unexpended Funds (C/OH-UC) & Instructions
8. Calendar for Filing Financial Reports
9. City of Buda Ethics Ordinance
10. Information regarding Political Advertising & Campaign Signs
(including Chapter 255 of the Texas Election Code)
11. Fair Campaign Practices Act
12. Candidate Public Access Option Form

Candidate Name: _____

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**NOVEMBER 3, 2020 GENERAL ELECTION
CANDIDATE FILING CHECKLIST**

Saturday, July 18, 2020

- First Day to File for Place on General Election Ballot

Monday, August 17, 2020

- Last Day to File for Place on General Election Ballot-5:00pm

INSTRUCTIONS: Applicant's filing for candidacy should submit the following documents. Note that #2 is optional.

___ 1. Application for a Place on the City of Buda General Election Ballot

If a nickname is provided for the name as it is to appear on the ballot, it must be one by which the candidate has been commonly known in the community for three years (see application).

___ 2. Appointment of a Campaign Treasurer Form (CTA) by a Candidate (if not already on file)

OR

Amendment of Appointment of a Campaign Treasurer (ACTA)

- a. Candidate may appoint himself
- b. If candidate intends to raise or spend funds on campaign prior to filing, he/she should file an appointment prior to beginning campaign.
- c. If expenditures/contributions will not exceed \$500, may execute modified reporting procedure. *Encourage candidate to sign explaining that it may only be executed at the time of Treasurer appointment, and prevents candidates from having to report total contributions under \$500.*
- d. Note date, hand-delivered or postmarked, time received, and executed by individual's name and title.

___ 3. Code of Fair Campaign Practices

- a. Signing of this form is *optional, but encouraged* per the Election Code.
- b. If the candidate chooses to sign, the form should be filed when the treasurer appointment is filed.

Candidate Name: _____

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OFFICE OF THE CITY CLERK

405 E. Loop St., Building 100

Buda, TX 78610

Ofc: 512-312-0084

Fax: 512-312-1889

www.ci.buda.tx.us

Alicia Ramirez, TRMC

City Clerk

aramirez@ci.buda.tx.us

Dear Candidate:

Thank you for your interest in our City government. To assist you as you endeavor to secure a position as a member of the City of Buda City Council, the attached packet will guide you through the process.

It will be your duty to become familiar with the laws applicable to campaigning for public office. It is important to note that our duty is limited to accepting and filing the various applications, affidavits, statements, and reports required by statute. We will not be able to judge or comment upon the timeliness or sufficiency of most of the required filings. Please remember all of the required filings and reports are considered open records and may be viewed as such by reporters and opponents alike.

Should you have any questions regarding procedures, rules, or regulations related to campaign finance in Texas, please call the Texas Ethics Commission at 1-512-463-5800 for assistance. Additional forms are available from their website located at <http://www.ethics.state.tx.us>. Questions regarding election law should be directed to the Elections Division of the Secretary of State at 1-512-463-5650 or 1-800-252-8683 or visit their website located at <http://www.sos.state.tx.us>.

To stay up to date on issues affecting the City, you may wish to review the City Council meeting agendas and packets. The agendas and briefing packets are located on the City's website at www.ci.buda.tx.us under the Agendas & Minutes tab. If you wish to receive a notice of the posting via email or text message, you may sign up for these notices utilizing the NotifyMe* feature on the City's website. The agendas and packets are typically available to download on the afternoon or evening each Friday immediately before a City Council meeting.

We appreciate your interest in municipal government and hope this process will be a positive and rewarding experience. If you should need further information, please come by my office or call me at 512-312-0084. Our office hours are Monday through Thursday, 8:00 a.m. to 5:00 p.m. and on Fridays from 8:00 a.m. to 4:00 p.m.

Sincerely,

Alicia Ramirez, TRMC

City Clerk

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IMPORTANT ELECTION DATES
NOVEMBER 3, 2020
GENERAL / SPECIAL ELECTION

This list is a condensed list of important dates. For a more detailed list, please visit the Secretary of State's website at <http://www.sos.state.tx.us/elections/index.shtml>

July 18, 2020 - First Day to File for a Place on the General Election Ballot

August 17, 2020 - Last Day to File for a Place on the General Election Ballot (5:00 p.m.)

August 23, 2020 - Last Day to File a Declaration of Write-in Candidacy (5:00 p.m.)

October 5, 2020 - Last Day to Register to Vote

October 19, 2020 - First Day of Early Voting by Personal Appearance

October 23, 2020 - Last Day to Apply for Ballot by Mail (Received, not Postmarked)

October 30, 2020 - Last Day of Early Voting by Personal Appearance

November 3, 2020 - Election Day

Election Day, 7 a.m. to 7 p.m.

- Results via Hays County Elections – <http://www.co.hays.tx.us/election-results.aspx>