

## **FILING REQUIREMENTS & QUALIFICATIONS TO RUN FOR CITY COUNCIL**

### **Qualifications:**

- 18 years of age or older on the first day of the term to be filled at the election;
- Must be a citizen of the United States;
- Registered voter of the district from which office is sought
- A resident of the City for one (1) year previous to the date of the election;
- Have not been determined mentally incompetent by a final judgment of a court;
- Have not been convicted of a felony from which the candidate has not been pardoned or had full rights of citizenship restored by other official action;
- Must satisfy any other eligibility requirements prescribed by law.
- A member of the council ceasing to possess any of the qualifications specified in the Charter or by law, or has met any of the criterion described by Section 3.10 of the City of Sweetwater Charter shall immediately forfeit the office held.

### **Filing Process:**

- Applications for a place on the ballot must be filed with the City Secretary during the filing period for the election.
- Note the oath included on the application, which must be sworn before a notary public
- Candidate Packets are generally available in January at the City Secretary's Office.

### **Campaign Treasurer:**

- It is prohibited to accept campaign contributions or make any expenditure before a CTA form has been filed with the City Secretary.
- The Texas Ethics Commission generates the CTA form and instructions.
- Title 15 of the Texas Election Code pertains to filing requirements for expenditure statements. Read this information carefully.
- Questions regarding reporting procedures, contributions or expenditures should be directed to the Texas Ethics Commission at 1-800-325-8506 or 512-463-5800.

**Campaign Finance Report:**

- Campaign Filing Schedule (under normal election cycle)
- Due 30<sup>th</sup> day before Election
- Due 8<sup>th</sup> day before Election
- Runoff Election – due 8<sup>th</sup> day before Runoff Election Date
- Final Report – may be filed at any time after the Election
- If a final report is not filed, Semi-Annual Reports will be due on January 15<sup>th</sup> and July 15<sup>th</sup> of each year.

**Political Advertising:**

- Campaign signs on public lands is illegal. TxDOT only regulates campaign signs under chapter 394 of the Texas Transportation Code.
- In the law, “political advertising” is a specifically defined term. Do not confuse this special term with your own common sense understanding of advertising.
- To figure out if a communication is political advertising, you must look at what it says and where it appears.
- Texas Ethics Commission has a guide posted on the website.
- It is illegal to place any signs on or within the right of way. This includes posting signs on trees, telephone poles, traffic signs and other objects on the right of way.
- Campaign signs along Texas roads can be placed on private property with the owner’s permission.
- Before placing a sign inside of incorporated city limits, check with the city for applicable ordinances. (Code Enforcement)