



December 7, 2016

Dear Candidate,

Thank you for your interest in the City of Crowley General Election to be held May 6, 2017. The positions up for election are Council Member Place 5 and Place 6, for a term of three (3) years. Your candidacy entails the obligation to comply with certain applicable state and local statutes, laws and ordinances. This "Candidate's Packet" has been prepared in an effort to simplify and consolidate information on running for local office and includes forms, instructions and other useful information. Please keep in mind, although this packet includes the required forms used to run for office, it is not an all-inclusive.

The Application for a place on the City of Crowley General Election Ballot must be filed in the City Secretary's Office **no earlier than 8:00 a.m., Wednesday, January 18, 2017, and no later than 5:00 p.m., Friday, February 17, 2017.** Please file your application as soon as practicable to allow sufficient time for review.

When filing for a City Council position, the following documents are needed:

- 1) Application for Place on the Ballot
- 2) Appointment of Campaign Treasurer by a Candidate (Form CTA)
- 3) Code of Fair Campaign Practices (Form CFCP)

City Council Meetings are held on the first and third Thursday of each month. If a council member fails to attend three (3) consecutive scheduled meetings or fails to maintain an eighty (80) percent attendance record within any 12-month period, they will forfeit their position of office.

Election law, and especially campaign finance law, is complex. It is the duty of the candidate to become familiar with state and local statutes, laws and ordinances applicable to campaigns for local office. While candidates may expect the City Secretary to be able to advise them, the duty of the City Secretary is limited to only accepting and filing the various applications, affidavits and statements, and noting the date and time of receipt of said documents. The City Secretary should not be expected to provide legal advice on matters of election, campaign, or finance law.

During the course of your campaign, you will probably have many questions regarding the election process in general and the candidate's responsibilities. Please feel free to contact the City Secretary's office if you have general questions. If we are unable to answer your questions or concerns, you may contact the Elections Division of the Secretary of State's Office via the internet at www.sos.state.tx.us/elections/ or call them at 1-800-252-8683 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. You may also e-mail questions to that office at elections@sos.state.tx.us. For specific questions regarding finance reporting procedures and filing requirements, contact the Texas Ethics Commission at 512-463-5800 or visit their website at www.ethics.state.tx.us/.

The attached material contains critical information you will need to run for office. I cannot over-emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike. The Texas Ethics Commission has a training video available on their website at www.ethics.state.tx.us/training/video.htm

If you have any concerns or if I may be of assistance, do not hesitate to contact me at (817) 297-2201 ext 4000, or by e-mail at ckonhauser@ci.crowley.tx.us. Best wishes and Good Luck!

Sincerely,

Carol C. Konhauser

Carol C. Konhauser
City Secretary