



Town of Hollywood Park

★ Incorporated 1955 ★

TO: Potential Candidates

FROM: Jeannette Huggins, City Secretary

SUBJECT: May 2021 General Election

DATE: January 12, 2021

Thank you for your interest in serving the citizens of Hollywood Park. 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 local Ordinances as well as the laws applicable to running for elective office.

The Hollywood Park City Council positions are two year terms. All City Council Places are at large, meaning anywhere within the corporate limits of Hollywood Park, and may be held by any qualified and duly elected candidate. There will be three Hollywood Park City Council Places on the May 1, 2021 General Election ballot:

- City Council Place 1
- City Council Place 3
- City Council Place 5

The role of the City Secretary's Office is to accept and file candidate applications, affidavits and statements required of candidates, and note the dates 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 forms and reports filed, but rather to serve only as the custodian of the records. If an applicant does not comply with application requirements, the City Secretary must reject the application and provide the candidate written notice of the rejection [EC Sec. 141.032(e)]. Candidates are not permitted to simply make corrections to the form once submitted and should review materials fully before submitting them. Please do not leave any blanks on the application, as doing so may render your application invalid.

Attached is a "Candidate Packet" designed to assist you in completing your candidacy filing for the upcoming election. Please realize the material in this packet is not exhaustive, and that it is the duty of the candidate/officerholder to become familiar with, and follow, all laws, rules and regulations applicable to municipal campaigns.

1. The [Application for a place on the Town of Hollywood Park's General Election Ballot](#) be filed in the City Secretary's Office **no earlier than 8:00 a.m., Wednesday, January 13, 2021, and no later than 5:00 p.m., Friday, February 12, 2021.** Form must be signed in the presence of a notary. We do have a Notary available at City Hall to assist you. Please file your application as soon as practicable to allow sufficient time for review.

2. **Candidate Bio Form**. Please complete this form and return it with the application. This information is provided to the media.
3. **Texas Ethics Commission's Form CTA – Appointment of a Campaign Treasurer by a Candidate**. This form must be filed in my office at the same time as your Application for a Place on the Ballot. It must be filed before accepting contributions or making expenditures.
4. A list of Important Election Dates and the May 1, 2021 General Election Calendar.
5. Texas Ethics Commission's "First Steps for Candidates Running for a City Office." A quick start guide for persons seeking a City office.
6. Texas Ethic Commission's "Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities." This document explains the filing requirements and deadlines for campaign finance reports. This is for information only.
7. Texas Ethics Commission's Form CFCP – Code of Fair Campaign Practices. This is a voluntary filing. Although not required, all candidates are encouraged to subscribe to the Code of Fair Campaign Practices.
8. Texas Ethics Commission's Political Advertising Guide. This explains the proper use of political advertising. Also included are excerpts from the Hollywood Park Code of Ordinances and the Texas Election Code, as well as the Texas Department of Transportation regarding political advertising
9. Texas Ethics Commission's Form C-OH – Candidate/Officeholder Campaign Finance Report. Pre-election reports must be filed with the City Secretary on the 30th day before the election (April 1, 2021) and the 8th day before the election (April 23, 2021) if the candidate did not select "Modified Reporting" or "Final Report" on Form CTA. Once the election is over, all candidates should file Form C/OH as a final report (see instruction guide). The C/OH Instruction Guide is also included.

Forms shown in **green** must be completed and returned to the City Secretary's Office during the filing period. Late applications will NOT be accepted.

Persons with questions concerning the conduct of elections may contact the Elections Division of the Texas Secretary of State's Office at 800-252-VOTE or www.sos.state.tx.us. Inquiries about candidacy, campaign finance, or the conduct of candidates and officeholders should be directed to the Texas Ethics Commission at (512) 463-5800 or www.ethics.state.tx.us. If you have specific needs of the City Secretary's Office, please call me at (210) 494-2023 or email me at jhughins@hollywoodpark-tx.gov. You may also visit our Elections Page on the City website at www.hollywoodpark-tx.gov.

Your interest in municipal government and our community is appreciated. We trust that this will be a positive and exciting experience for you, and that you find satisfaction in the call to public service.

Good luck with your campaign!