



CITY OF LIBERTY 2024 GENERAL OFFICERS' ELECTION

Dear Candidate:

We appreciate your interest in municipal government and trust this will be a positive experience for you!

A General Election will be held for the purpose of electing a Mayor and three Council Members (all elected at-large). The term of office for these elected officials is for a period of two years. City Charter Sec. 3.02 states, regarding residency requirements, that "each member of the City Council shall be a permanent resident citizen of the City of Liberty; shall have resided in the State of Texas for a period of twelve (12) months; and shall have been such resident citizen of the City of Liberty for a period of not less than twelve months immediately preceding this election..."

The enclosed packet contains all the documents that you will need to file for a place on the ballot in the City of Liberty's General Election, to be held on Saturday, May 4, 2024. For your information, this packet also contains other necessary related materials.

Following is a list of the enclosed documents and a brief description:

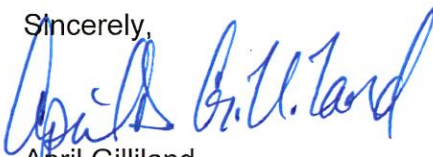
- * Election Calendar at a Glance – This will give you a brief overview of the important dates of which you need to be aware.
- * City of Liberty Home Rule Charter – The document containing the rules by which the city operates.
- * Application for a Place on the Ballot – The document that is used to actually file to run in this election. There is no filing fee. Please have this document notarized **prior** to filing with the City Secretary.
- * Appointment of a Campaign Treasurer – You are required by law to appoint a campaign treasurer. You may appoint yourself or someone else. See attached instruction guide for further information.
- * Code of Fair Campaign Practices – Every candidate is encouraged to subscribe to this code (decency, honesty, fair play); however, it is voluntary.
- * Campaign Reporting Information – Each candidate must file campaign contribution and expenditure reports, unless you file Modified Reporting. A candidate elects to file modified reporting if he or she does not intend to accept more than \$1080.00 in campaign contributions or make more than \$1080.00 in political expenditures. See the enclosed Ethics Commission contact information.

- * Campaign Finance Guide for Candidates – Information regarding campaign finance reporting and related requirements in Texas.
- * 2024 Ethics Commission Filing Schedule – This document gives you information regarding deadlines for filing campaign finance reports.
- * Campaign Finance Report – A campaign finance report that will need to be filled out if you have not elected to file Modified Reporting. However, after the election all candidates must file a Final Report. This document terminates your appointment of a campaign treasurer and relieves you of the obligation of filing further reports. See attached Instruction Guide for further information.
- * Report of Unexpended Contributions – This form is for those candidates who do not file modified reporting and need to report the final disposition of unexpended contributions.
- * Political Advertising – Information from the Texas Ethics Commission regarding political advertising and your campaign.
- * Keep Texas Beautiful – Notice from the Texas Department of Transportation regarding the placement of campaign signs.

As a candidate, it is your responsibility to become familiar with the laws applicable to running for an elected office. You may direct legal questions to the office of the Secretary of State and/or to the Texas Ethics Commission. As City Secretary for the City of Liberty, I will be happy to answer general questions, however, I am constrained from offering legal advice or opinions to any candidate. Please note that all documents become public records upon filing and are available for public inspection.

Thank you for your interest in serving your municipal government and good luck in your campaign! If I can be of further assistance, you may contact the City Secretary's office at 936-336-3684.

Sincerely,



April Gilliland
City Secretary