



# CITY OF BAYTOWN

LETICIA BRYSCH, OFFICE OF THE CITY CLERK

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TO: Candidates Filing for Mayor  
FROM: Leticia Brysch, City Clerk  
DATE: June 1, 2020  
SUBJECT: Election Information and Forms for City of Baytown, November 3, 2020, Municipal Election

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The enclosed and/or attached materials contain information and forms for the November 3, 2020, City of Baytown Municipal Election for the positions of Council Member for District Nos. Four, Five and Six. Please review the information carefully as this packet holds relevant dates, forms and other information related to the election process from beginning to end, as follows:

1. City of Baytown Frequently Asked Questions (FAQs)
2. Notice of Deadline to File Applications for Place on Ballot;
3. Application for a Place on the Ballot;
4. Candidate Qualifications;
5. Mayor's Designee for Filing – City Clerk;
6. Notice of Drawing for Place on Ballot;
7. Instructions and Form for Candidate Certificate of Withdrawal;
8. Texas Ethics Commission 2018 Filing Schedule;
9. Title 15, Texas Election Code, Fair Campaign Practices Act;
10. Chapter 258, Texas Election Code, Regulating political Funds and Campaigns;
11. Code of Fair Campaign Practices Form\*;
12. Instructions and Form for Appointment of a Campaign Treasurer by a Candidate;
13. Campaign Finance Guide for Candidates and Officeholders Who File with a Local Filing Authority;
14. Instructions and Form for Candidate/Officeholder Campaign Finance Report;
15. City of Baytown Charter;
16. City of Baytown Map;
17. Baytown Sign Ordinance, Section 118-139 and map of designated areas for City Hall/Community Center grounds; any signs outside of said times and locations will be removed.

\*Additional finance reporting forms are available online at the Texas Ethics Commission website  
<http://www.ethics.state.tx.us/main/forms.htm>.

It is the duty of the candidate to become familiar with the laws applicable to campaigns for public office. The duty of the City Clerk is limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon. These documents are public records and are open for inspection by any person through the Texas Public Information Act. Should you need assistance with campaign laws, the phone number for the Secretary of State, Elections Division, is 1-800-252 VOTE; their email address is <http://www.sos.state.tx.us>.

Information regarding campaign finance law and reporting requirements is handled by the Texas Ethics Commission at 1-800-252-8506 or their email address is <http://www.ethics.state.tx.us>.

Please make a note of the following important dates:

07/18/ 2020	First day to file for place on ballot (Since this day falls on a Saturday, the first day to file will be the following Monday, July 23, 2018, at 8:00 a.m., when City offices are open.
08/17/2020	Last day to file an Application for Place on Ballot at 5:00 P.M. in City Clerk's Office, City Hall. Candidate Drawing at 5:15 P.M. in City Clerk's Office, City Hall
08/21/2020	Last day for a Write-in Candidate to File for a Place on the Ballot at 5:00 P.M. Last day for Candidacy Withdrawal at 5:00 P.M.
10/05/2020	Due date for filing first Report of Campaign Contributions and Expenditures by Opposed Candidate (30 days prior to Election). Deadline to register to vote for November 6, 2018, Election (Must register with Voter Registrar of the county of residence.)
10/23/2020	Last day to apply (by mail or fax) for an early voting ballot to be voted by mail; applications must be received by the County Clerk in which the registered voter resides (Harris or Chambers County) and not merely postmarked on this date.
10/26/2020	Due date for filing second report of Campaign Contributions and Expenditures (8 days prior to election)
10/19 – 10/30, 2020	Early Voting Period by Personal Appearance (schedule may vary by county)
11/03/2020	Election Day (7:00 A.M. to 7:00 P.M.)
11/17/2020	Last Day to Canvass the Election

Lastly, should you file for a place on the ballot, please provide the City Clerk with a candidate picture and bio in electronic format for placement on the City's Candidate webpage. For more information related to elections, please contact the Office of the City Clerk at [cityclerk@baytown.org](mailto:cityclerk@baytown.org) or at 281-420-6697.

Best of luck to all of you!