



CITY OF BAYTOWN

LETICIA BRYSCH, OFFICE OF THE CITY CLERK

2401 Market Street
P.O. Box 424
Baytown, Texas 77522-0424
(281) 420-6504 • (281) 420-5891 Fax

TO: Candidate Filing for District Nos. One, Two and Three
FROM: Leticia Brysch, City Clerk
DATE: June 20, 2019
SUBJECT: Election Information and Forms for City of Baytown, November 5, 2019, Municipal Election

The enclosed and/or attached materials contain information and forms for the November 5, 2019, City of Baytown Municipal Election for the positions of District Nos. One, Two and Three. 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. Candidate Memo;
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 2019 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 political signs on City Hall/Community Center grounds.

*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 (8683); its 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 512-463-5800 or their email address is <http://www.ethics.state.tx.us>.

Please make a note of the following important dates:

July 15, 2019	Deadline for filing of semiannual report of campaign contributions with the City Clerk (applicable to candidates, officeholders, specific-purpose and/or general-purpose committees require to file under Title 15 of the Texas Election Code and under rules adopted by Texas Ethics Commission). The deadline is 5:00 p.m.
---------------	--

July 20, 2019	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 22, 2019, at 8:00 a.m.)
August 19, 2019	Last day to file an Application for Place on Ballot Candidate Drawing at 5:15 P.M. in City Clerk's Office, City Hall
August 26, 2019	Last day for a Write-in Candidate to File for a Place on the Ballot Candidate Drawing (if needed) at 5:00 P.M. in City Clerk's Office, City Hall Last day for Candidacy Withdrawal
October 7, 2019	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 5, 2019, Election (Must register with Voter Registrar of the county of residence.)
October 25, 2019	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 and not merely postmarked on this date
October 28, 2019	Due date for filing second report of Campaign Contributions and Expenditures (8 days prior to election)
October 21 – November 1, 2019	Early Voting Period by Personal Appearance
November 5, 2019	Election Day (7:00 A.M. to 7:00 P.M.)
November 18, 2019	Last Day to Canvass the Election
December 10, 2019	Run-off Election if needed

Lastly, should you file for a place on the ballot, please provide the City Clerk with a candidate picture and resume in electronic format for placement on the City's Candidate webpage.

During the election period, requests for related data should be directed to the City Clerk at 281-420-6697 or via email at cityclerk@baytown.org. Thank you very much for your interest in municipal government and best wishes to each of you.

Enclosure(s) and/or attachments