



The Office of the City Secretary  
Griselda Rosas, City Secretary  
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PLEASE READ THIS MEMO

To: Candidates for the May 04, 2019, General Municipal Election  
From: Griselda Rosas, City Secretary/Local Registrar  
Date: January 01, 2019

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SUBJECT: Election Binder for May 04, 2019, General Municipal Election

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This “Election” USB/Flashkey contains forms that, as a candidate, you need to complete before applying for a place on the ballot of the May 04, 2019, General Municipal Election. Guideline pages for various codes are included for your reference to assist you in completing the forms. The City Charter and the Code of Ordinances may be accessed at [www.cob.us](http://www.cob.us).

*It is your duty, as the candidate, to become familiar with the laws applicable to campaign for office. While the candidate may certainly expect the City Secretary to be able to advise them when reports are due, the duty of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements, and noting the date and time of filing thereon. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed.*

[Source: Election Code Chapter 141.Candidacy for Public Office Generally]:

Be advised that documents, completed by the candidate, are public records and are open for inspection by any person. EC§141.035

**APPLICATION: EC §141.031 - 1 through 3, and 4(A) through (J)**

- **(J)** The applicant must reflect continuous residence, and be registered to vote, in the District for which he is applying for a place on the ballot – on or before the deadline for submitting the application.
- The applicant must complete the application form in its entirety.

**PETITION SIGNATURE PAGES: EC §141.062, 141.063, 141.064**

**Please review the following sections of the Election Code (EC)**

- **§141.063-5(b):** The registered voter’s signature is the only information that is required to appear on the petition in the signer’s own handwriting.
- **§141.064-4:** Before each petition is filed, circulator must verify each signer’s registration status and ascertain that each registration number entered on the petition is correct

The signer must be a registered voter in the District, if signing for a District Commissioner candidate.

- **Petitions without VOTER REGISTRATION NUMBERS** will take longer to verify.
- The City Secretary’s Office will notify you as to whether you meet the requirement for a place on the ballot.

The Texas Election Code is available, and may be accessed, at [www.sos.state.tx.us](http://www.sos.state.tx.us)

The Secretary of State - Elections Division at [1-800-252-8683](tel:1-800-252-8683) (Election Law).

The Texas Ethics Commission website is [www.ethics.state.tx.us](http://www.ethics.state.tx.us) or contact them at [512-463-5800](tel:512-463-5800) (Campaign Finance Law)