



CITY OF HOUSTON

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Mayor

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To: All Candidates for the
May 5, 2018 City of Houston
Special Election to Fill Vacancy
in District K

Subject: Candidate Packet: General
Information Regarding Application
for a Place on the
May 5, 2018 Election Ballot

The attached packet is provided for your information in filing an application for a place on the ballot or to appear on the list of write-in candidates. Please read the entire packet prior to filing your application. Included in the packet is an application for a place on the ballot and a form for write-in candidates. Select and complete the appropriate candidate application form and file it with the Mayor's Office, 3rd floor, City Hall, 901 Bagby, Houston, Texas 77002.

Candidates for a Place on the Ballot

The following are to be filed by candidates who want their name to appear on the ballot:

Application or Form	Filing Period/Deadline	File with:
Application for a Place on the City of Houston May 5, 2018 Election Ballot (mandatory)	March 20, 2018 to March 26, 2018 (5 p.m.) (*An application may not be filed until City Council orders the election)	Mayor's Office
Personal Financial Statement (PFS) (mandatory)	on or before April 16, 2018	City Secretary
Contact Information Form (optional)	when the application for a place on the ballot is filed	Mayor's Office
Acknowledgment of Receipt (mandatory)	when the application for a place on the ballot is filed	Mayor's Office

Candidates Declaring a Write-In Candidacy

The following are to be filed by candidates who want their name to appear on the list of write-in candidates instead of their name appearing on the ballot:

Application or Form	Filing Period/Deadline	File with:
Declaration of Write-In Candidacy (mandatory)	on or before March 26, 2018 (5 p.m.)	Mayor's Office
Personal Financial Statement (PFS) (mandatory)	on or before April 16, 2018	City Secretary
Contact Information Form (optional)	when the declaration of write-in candidacy is filed	Mayor's Office
Acknowledgment of Receipt (mandatory)	when the declaration of write-in candidacy is filed	Mayor's Office

Contents

Each candidate packet contains the following:

- General information concerning the May 5, 2018 Special Election to Fill a Vacancy in Council District K (includes helpful telephone numbers, dates, etc.);
- Detailed instructions, a sample application for a place on the ballot, a blank application for a place on the ballot, and a blank declaration of write-in candidacy form that must be filed with the **Mayor's Office**;
- A blank petition for a place on the ballot in lieu of a filing fee as an alternative to payment of the required filing fee;
- A list showing the minimum number of signatures required on petitions for a candidate to have his or her name placed on the ballot (or list of declared write-in candidates) as an alternative to payment of the required filing fee;
- A memorandum concerning solicitation and acceptance of campaign contributions and a copy of Chapter 18 of the City of Houston Code of Ordinances;
- A letter concerning political signs in the City's right-of-way and on City property;
- A copy of a Personal Financial Statement (Form PFS) that must be filed with the City Secretary no later than Monday, April 16, 2018;
- A Candidate Contact Information page (voluntary) to be submitted to the Mayor's Office; and
- An Acknowledgment of Receipt: Financial Disclosure Statement and Memorandum Regarding Solicitation and Acceptance of Campaign Contributions. **If you downloaded this package, please note that this form must be completed and submitted to the Mayor's Office along with the application for a place on the ballot or the declaration of write-in candidacy.**

Checklist

Each applicant, or his or her representative, is responsible for ensuring that his or her application or declaration is complete, accurate, and timely filed with the Mayor's Office by 5 p.m. on the day of the filing deadline (March 26, 2018).

Each application or declaration should be checked to ensure that:

- It has been completed in accordance with the instructions and properly notarized; and
- It is accompanied by either:

- (a) the appropriate filing fee, or
- (b) the properly completed and acknowledged Petition for a Place on the City General Election Ballot containing the required number of signatures and other information required by the Texas Election Code.

Filing Fees

- No application or declaration will be accepted unless it is accompanied by either a filing fee or signature petition.
- A petition with the correct number of valid signatures may be submitted in lieu of a filing fee.
- The filing fee must be paid in cash (exact amount), or by cashier's or certified check payable to the City of Houston.
- No personal checks or money orders will be accepted.
- Each applicant or his or her representative should obtain a receipt for payment of the filing fee.
- **FILING FEES ARE NON-REFUNDABLE.** (See City Charter, Art. V, Sec. 6.)
- If an application is rejected because it is defective, a new application and a new filing fee must be filed with the Mayor's Office by 5 p.m. on the day of the filing deadline (March 26, 2018).