

CITY OF HOLLAND

TO: Potential Candidates

FROM: Sandy Starks, City Secretary

RE: 2024 General Election Information

DATE: January 09, 2024

Thank you for your interest in serving the citizens of Holland. Should you decide to become a candidate, your candidacy requires compliance with certain State statutes and local ordinances. The City of Holland, Texas, is a municipal corporation that operates as a general law Type A municipality and State law. The material in this packet is not exhaustive. It is the duty of the candidate/officeholder to become familiar with, and follow, all laws, rules and regulations applicable to municipal campaigns.

There are three City of Holland races for the May 4, 2024, general election – two (2) Councilmembers positions, Seats 2, and 4, which will each serve a 2-year term. And one (1) Mayoral position for a two (2) year term. Applicants must state the Seat number of the office or Mayor's position for which they are filing.

The role of the City Secretary's Office is to accept and file candidate applications, affidavits and statements required of candidates and to note the dates of filing thereon. There is no legal duty to inform anyone of the necessity of, or deadlines for, filing any of the documents, or to advise anyone in regard to the meaning and requirements of statutes. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather to serve only as the custodian of the records.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to form, content and procedure only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner, and that all required information is completed and attested to. The review must be completed not later than the fifth (5th) day after the date the application is received by the authority. If an applicant does not comply with application requirements, the City Secretary must reject the application and provide the candidate written notice of the rejection (*see* Election Code Sec. 141.032(e)). Candidates are not permitted to simply make corrections to the form once submitted

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and should review materials fully before turning them in. Please file your application as soon as practicable to allow sufficient time for this review. Filing at the last minute may not give the City Secretary sufficient time for review, which is subject to State law, not City preference. **Please do not leave any blanks on the application, as doing so may render your application invalid.**

Running for office encompasses a broad range of activities. The Texas Secretary of State and the Texas Ethics Commission each regulate portions of the election process at the local level. It is your responsibility to familiarize yourself with the laws applicable to running for elective office.

1. *Application for a Place on the City of Holland's General Election Ballot.* **This form must be filed in my office between January 17, 2024, and February 16, 2024. Form must be signed in the presence of a notary.** We have several at City Hall to assist you. Please fill the form out completely, following the instructions carefully and leave no information blank.
2. *Candidate Information Sheet.* **Please complete this form and return it with the application.** This information is provided to the media.
3. Texas Ethics Commission's *Form CTA – Appointment of a Campaign Treasurer by a Candidate.* **This form must be filed in my office at the same time as the Application.** It must be filed before accepting contributions or making expenditures. A candidate that does not intend to accept more than \$1,010 in political contributions, or make more than \$1,010 in political expenditures, should sign Page 2 of the form declaring “Modified Reporting” thereby eliminating the pre-elections reporting requirements. **NOTE:** If you select “Modified Reporting” and later exceed \$1,010 in political contributions or expenditures, you must file *Form C/OH Campaign Finance Reports* according to the regular filing schedule. THE CTA Instruction Guide is also included.
4. A list of important Election Dates is included in the *2024 General Election Calendar.*
5. Texas Ethics Commission's “*First Steps for Candidates Running for a City Office.*” A quick start guide for persons seeking a City office.
6. Texas Ethic Commission's “*Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities.*” This document explains the filing requirements and deadlines for campaign finance reports. This is for information only.
7. Texas Ethics Commission's *Form CFCP – Code of Fair Campaign Practices.* This is a voluntary filing. Although not required, all candidates are encouraged to subscribe to the Code of Fair Campaign Practices.

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8. Texas Ethics Commission's *Political Advertising Guide*. This explains the proper use of political advertising. Excerpts from the City of Holland Zoning Ordinance, on "Political Signs" can be found in [Section 62. Sign Requirements, page 60](#). Also included are excerpts from the Texas Election Code, as well as the Texas Department of Transportation regarding political advertising.
9. Texas Ethics Commission's *Title 15, Election Code – Regulating Political Funds and Campaigns*.
10. Texas Ethics Commission's *Form C-OH – Candidate/Officeholder Campaign Finance Report*. **Pre-election reports must be filed with the City Secretary on the 30th day before the election (April 4, 2024) and the 8th day before the election (April 26, 2024) if the candidate did not select "Modified Reporting" or "Final Report" on Form CTA.** Once the election is over, all candidates should file Form C/OH as a final report (see instruction guide). The C/OH Instruction Guide is also included.
11. Texas Ethics Commission's *Form C/OH-UC – Candidate/Officeholder Campaign Finance Report of Unexpended Contributions*. **Must be filed with the City Secretary if there are unexpended campaign contributions.** The Form C/OH-UC Instruction Guide is also included.

Forms shown in red must be completed and returned to the City Secretary's Office during the filing period. Late applications will NOT be accepted.

Persons with questions concerning the conduct of elections may contact the Elections Division of the Texas Secretary of State's Office at (800) 252-VOTE or www.sos.state.tx.us. Inquiries about candidacy, campaign finance, or the conduct of candidates and officeholders should be directed to the Texas Ethics Commission at (512) 463-5800 or www.ethics.state.tx.us. If you have specific needs of the City Secretary's Office, please call me at (254) 657-2460 or email me at sstarks@cityofholland.org. You may also visit our Elections Page on the City website at <https://www.cityofholland.org/elections>.

Your interest in municipal government and our community is appreciated. We trust that this will be a positive and exciting experience for you, and that you find satisfaction in the call to public service.

Good luck with your campaign!