

CITY OF HUBBARD

CITY OFFICIALS

CITY MANAGER

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CITY SECRETARY

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ALDERMAN

EVLYN HAWTHORNE

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ASHLEE PEACOCK

LARRY GARRETT

To: Candidates
From: Amber Fuller, City Secretary
Re: General Election Information

Thank you for your consideration to offer your services to the citizens of Hubbard by becoming a candidate for this year's municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes. In an effort to assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. Please refer to the Texas Ethics Commission and the Secretary of States office if you need more information. You can also download some forms from the City's website. ***Please note that I am not responsible for your filings. I do not remind candidates of deadlines for campaign finance forms.***

The attached material contains critical information you will need to run for office. Please refer to these materials to find what you need. I cannot over emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.

The Application for a place on the City of Hubbard General Election Ballot must be filed in my office no earlier than 8:00 a.m., January 18th, 2017 and no later than 5:00 p.m., February 17th, 2017. There is no filing fee. Each application must be carefully reviewed to determine whether or not it complies with the Election Code requirements as to content. Please file your application as soon as practicable to allow sufficient time for this review.

Election Law and especially campaign finance law is complex; therefore, a candidate should consider retaining legal counsel. The Office of the City Secretary and the City Attorney's Office cannot advise you or groups who support or oppose candidates on matters of election or campaign finance law. The City Attorney provides legal services to the City as a municipal corporation and the City must maintain neutrality in the electoral process. The duty of the Office of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements. Staff will note the date and time of filing on the forms. The Office of the City Secretary cannot judge or comment upon the timeliness or sufficiency of reports filed. Any questions on reporting procedures, contributions, or expenditures should be addressed to the Texas Ethics Commission at 800-735-2989 or 512-463-5800 or online at www.ethics.state.tx.us. You may direct questions about election laws to the Secretary of State at 800-252-8683 or 512-463-5650, or go online at www.sos.state.tx.us.

If you have any concerns or if I may be of assistance, do not hesitate to contact me at 254-576-2576, ex 23 or come by my office. Good Luck!

Amber Fuller

This business is an equal opportunity provider and employer.