



Candidate Packet for 2024 City Council

CITY OF HALE CENTER
CITY SECRETARY OFFICE
702 MAIN ST / P O BOX 543
HALE CENTER, TEXAS 79041
806-839-2411



Mike Cypert – City Manager
Patricia Isaguirre – City Secretary
Lanny Voss - City Attorney

Brandon Richardson - Chief of Police
David Rowell - Municipal Judge
Johnny Ruiz, Director of Public Works/Inspector

Dear Candidate:

Thank you for your interest in serving the citizens of Hale Center, your interest in municipal government and our community is appreciated. The City Secretary office has prepared this “Candidate Packet” to acquaint you with legal requirements pertaining to campaign contributions, expenditures, and responsibilities set forth in the State Election Code. Should you decide to become a candidate, your candidacy requires compliance with certain state statutes and local ordinances. Please realize the material in this packet is not exhaustive and it is the duty of the candidate to become familiar with and follow all laws, rules, and regulations applicable to municipal campaigns.

Hale Center is a General Law Type A city. The Hale Center City Council meet once a month on the second Tuesday at 6:00 PM. Special called meetings can also occur during the month as needed. All meetings are subject to the Texas Open Meetings Act and must be posted 72 hours in advance.

The General Election is scheduled for May 4, 2024, for the purpose of electing one mayor and two councilmembers all places are for two (2) year full terms, along with one councilmember for an unexpired term for one (1) year.

The role of the City Secretary’s Office: Accept and file candidate applications, affidavits, and statements required of candidates, and note the dates of filing thereon. Review the application to determine whether it complies with the requirements as to form, content, and procedure only. City Secretary checks the candidate application was filed correctly and in a timely manner. The review must be completed not later than the fifth day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and provide the candidate written notice of the rejection. [EC Sec. 141.032(e)]. Candidates are not permitted to simply make corrections to the form once submitted, review materials fully submitting. 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.

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. 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.

Please do not leave any blanks on the application, doing so may render your application invalid.

Texas Election Code Section 141.032, which governs the review of a candidate’s application for a place on the ballot for form, content, and procedure, does not apply to a determination of a candidate’s eligibility.

All applications, affidavits, statements, and campaign reports filed with the City Secretary’s office are considered public information and are open to inspection by the public.

It is recommended you read all material provided as points of contact are referenced throughout the material.

If you have specific needs of the City Secretary’s office, call 806-839-2411, email cityhall@cityofhalecenter.com or visit the “Elections” page on the Hale Center City website, www.cityofhalecenter.com. Again, thank you for your interest in serving the citizens of Hale Center and good luck!

Sincerely,

Patricia Isaguirre, TRMC, CPM, City Secretary

2024 Candidate Packet General information (underlined items are included in this packet):

The Texas Election Code Sec. 141.001 provides the following:

ELIGIBILITY REQUIREMENTS FOR PUBLIC OFFICE

- (a) To be eligible to be a candidate for, or elected or appointed to, a public elective office in this state, a person must:
- (1) be a United States citizen;
 - (2) be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;
 - (3) have not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - (A) totally mentally incapacitated; or
 - (B) partially mentally incapacitated without the right to vote;
 - (4) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
 - (5) have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
 - (A) for a candidate whose name is to appear on a general primary election ballot, the date of the regular filing deadline for a candidate's application for a place on the ballot;
 - (B) for an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot;
 - (C) for a write-in candidate, the date of the election at which the candidate's name is written in;
 - (D) for a party nominee who is nominated by any method other than by primary election, the date the nomination is made; and
 - (E) for an appointee to an office, the date the appointment is made;
 - (6) on the date described by Subdivision (5), be registered to vote in the territory from which the office is elected; and
 - (7) satisfy any other eligibility requirements prescribed by law for the office.
- (a-1) For purposes of satisfying the continuous residency requirement of Subsection (a)(5), a person who claims an intent to return to a residence after a temporary absence may establish that intent only if the person:
- (1) has made a reasonable and substantive attempt to effectuate that intent; and
 - (2) has a legal right and the practical ability to return to the residence.
- (a-2) Subsection (a-1) does not apply to a person displaced from the person's residence due to a declared local, state, or national disaster.
- (a-3) The authority with whom an application for a place on a general primary election ballot is filed under Section [172.022](#) shall, to the extent permitted by law, use Subsections (a) and (a-1) in determining whether a candidate meets the residency requirements for a public elective office.
- (b) A statute outside this code supersedes Subsection (a) to the extent of any conflict.
- (c) Subsection (a) does not apply to an office for which the federal or state constitution or a statute outside this code prescribes exclusive eligibility requirements.
- (d) Subsection (a)(6) does not apply to a member of the governing body of a district created under Section [52\(b\)\(1\)](#) or (2), Article III, or Section [59](#), Article XVI, Texas Constitution. Acts 1985, 69th Leg., ch. 211, Sec. 1, eff. Jan. 1, 1986.
- Amended by: Acts 2007, 80th Leg., R.S., Ch. 614 (H.B. [417](#)), Sec. 28, eff. September 1, 2007. Acts 2015, 84th Leg., R.S., Ch. 504 (H.B. [484](#)), Sec. 1, eff. September 1, 2015. Acts 2019, 86th Leg., R.S., Ch. 1047 (H.B. [831](#)), Sec. 1, eff. January 1, 2020.

The City Secretary is the local filing authority for HALE CENTER City Council candidates. The two forms you must submit when you file for office are included:

1) [Application for a Place on the City of Hale Center General Election Ballot](#) or [Application for a Place on the Special Election for City of Hale Center](#). This form MUST be notarized. You may complete the form (without the signature) and I can notarize it for you when you file your application. A summary of the nepotism law, referenced on the application, is in the enclosed CTA Instruction Guide. I must review each application carefully to determine compliance with the Election Code requirements so please submit your application at your earliest convenience to allow time for this evaluation.

2) [Form CTA – Appointment of a Campaign Treasurer by a Candidate](#). This form is to be completed by the candidate or the candidate’s campaign treasurer (but signed only by the candidate). You may not accept any campaign contribution (funds or services) or make or authorize any campaign expenditure before this form has been filed. NOTE: If you select “Modified Reporting” and later exceed \$1080 in political contributions or expenditures, you must file form C/OH - Campaign Finance Reports according to the regular filing schedule. Instructions on filing finance reports and the final report are in the enclosed Instruction Guide for this form.

Additional forms and information:

- A. [2024 Election Calendar](https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml) at <https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml>
- B. [Application for a Place on the City of Hale Center General Election Ballot](#). This form can be filed in my office between January 17, 2024 and February 16, 2024. The application ***must be signed in the presence of a notary***. I will notarize this for you if you have not already signed the form when you file your application.
- C. [Appointment of a Campaign Treasurer by a Candidate \(Form CTA\)](#) – The Form CTA should be filed with me at the same time as you file the application for a place on the ballot. It is prohibited to accept campaign contributions (funds or services) or make any expenditure before this form has been filed. ***Even if you do not intend to accept campaign contributions or make campaign expenditures, you must file this form.*** Please note, there is a summary of the nepotism law included in the CTA Instruction Guide, the guide can be at http://www.ethics.state.tx.us/forms/CTA_ins.htm.
- D. [Code of Fair Campaign Practices Form \(CFCP\) and CFCP Act](#) – By signing this form you are signifying you intend to run a fair, ethical and honest campaign. This form is voluntary; however, ***it is highly recommended you sign and file it at the same time you file your application for a place on the ballot with the Form CTA.***
- E. [Candidate/Officeholder Campaign Finance Report \(Form C/OH\)](#) - Forms are to be completed by the candidate or the candidate’s campaign treasurer (but signed only by the candidate). These forms are to be filed in my office on the date specified in the filing schedule.
- F. [Candidate/Officeholder Report of Unexpended Contributions \(Form C/OH-UC\)](#)
- G. [Political Advertising brochure](#)

Questions regarding reporting procedures, contributions, or expenditures, call the Texas Ethics Commission at (800) 325-8506 or (512) 463-5800 or go online at www.ethics.state.tx.us.

Questions about election laws, call the Secretary of State-Election Division at (800) 252-8683 or (512) 463-5650, or go online at www.sos.state.tx.us. Please note that a copy of the current Texas Election Code can be found online.

Additional resources:

- TxDOT guidelines for [campaign signs on state property](#)
- TEC’s *Political Advertising*: [What You Need to Know brochure](#) - TEC’s *Political Fundraisers*: [What You Need to Know brochure](#)
- TEC’s frequently asked [questions guide](#)
- Hale Center City Website: <https://www.cityofhalecenter.com>

Please note: all applications, affidavits, statements, and campaign financial reports filed with the City Secretary’s office are considered public information and open for public inspection and copying.

Texas Ethics Commission – Information about Campaign Finance Forms
www.ethics.state.tx.us

Texas Secretary of State – General Election Information
www.sos.state.tx.us

Texas Election Code – State Election Statutes
www.statutes.legis.state.tx.us/?Link=EL

**MAY 4, 2024 - HALE CENTER COUNCIL GENERAL/SPECIAL ELECTION(S)
IMPORTANT DATES AND CANDIDATE INFORMATION**

DRAWING FOR PLACE ON THE BALLOT

The order in which the candidates' names are listed on the ballot is determined by a drawing conducted by the City Secretary. The drawing will be held, Thursday, *February 22, 2024 at 11:30 am* in the City Secretary's office. You are invited, but not required, to attend the drawing.

CAMPAIGN FINANCE REPORT DUE DATES

The first Campaign Finance Report is due April 4, 2024. The second Campaign Finance Report is due April 26, 2024. A Final Report may be filed at a point after the election in which you don't expect to accept or expend any more campaign funds. If a Final Report is not filed, a Semi-Annual Report will be due annually by January 16 and July 15. The Campaign Treasurer Appointment form has an option to choose modified reporting for the next election cycle. Modified reporting excuses an opposed candidate from filing reports 30 days and 8 days before an election. An opposed candidate is eligible for modified reporting only if the candidate does not intend to exceed either \$1080 in contributions or \$1080 in expenditures in connection with an election. All forms are filed with The City Secretary. The City Secretary is not required to send a candidate or officeholder a notice to file; has no responsibility for either assuring the candidates, officeholders, or political committees file the required documents; or the authority to penalize a filer for failure to submit a required filing. Filers should be aware, however, that there are penalties for violating the Campaign Finance Law. The City Secretary is not obligated to answer questions regarding Campaign Finance Law or ensure that forms are completed correctly. Candidates should contact the Texas Ethics Commission for guidance and review Title 15 at the following link:
<http://www.ethics.state.tx.us/statutes/title15.pdf>

VOTING INFORMATION

The last day to register to vote in order to be eligible to vote in the May 4, 2024 Election is April 4, 2024. Early Voting is April 22, 2024 – April 30, 2024, voting hours will be from 8am to 5pm. Election day is May 4, 2024, voting hours are 7am to 7pm. Voting hours and locations will be posted on the city website.

CANVASSING THE ELECTION/OATH OF OFFICE

Canvassing of election returns, issuance of certificates of election, and administration of the oaths of office will take place during a scheduled city council meeting. The City Secretary will notify candidates of the date as soon as possible after it is scheduled.

PUBLIC INFORMATION

The Application for Place on the Ballot, and all Campaign Finance forms will be made available to the public upon request. The media often requests copies of these documents. Please note that the Application for Place on the Ballot has two optional fields; Email Address and Telephone Number. Although it is important for the city to have your contact information, you are not required to place this information on this form.

Since personal email addresses are protected under the Texas Public Information Act, an additional *Authorization to Release* form will need to be filed if you choose to complete the optional fields.

If you choose not to complete the optional fields, please provide this information to the City Secretary in an alternate method.

Important Contact and Reference Information

City of Hale Center

Patricia Isaguirre, TRMC, CPM, City Secretary
702 Main Street / P O Box 532
Hale Center, Texas 79041
806-839-2411 office
806-839-9970 fax
Email: cityhall@cityofhalecenter.com
Website: www.cityofhalecenter.com

Voter Lookup

Israel Flores, Tax Assessor-Collector
Courthouse Annex
521 Broadway Street
Plainview, Texas 79072-8029
806-291-5276 office
806-296-0876 fax
iflores@halecounty.org

Hale County Elections

Christine Reyna, County Clerk
500 Broadway Rm. 140
Plainview, Texas 79021
806-291-5261 Christine office - reynac@halecounty.org
806-291-9810 fax



CANDIDATE AUTHORIZATION TO RELEASE EMAIL ADDRESS
Candidate for the City of Hale Center General Election

Candidate Name: _____

The "Application for a Place on the City of Hale Center General/Special Election Ballot" form includes a box to list a candidate's email address.

Disclosing your email address on that form is optional.

The application is subject to release as an open record under the Public Information Act; however, personal emails are considered confidential.

By signing this acknowledgement form, you are indicating your approval to release your email address if it was included on the application form.

Acknowledged and approved to release:

Signature of Candidate

Date