



January 12, 2022

Dear Candidate:

In an effort to inform you of dates that will be important to you and legal requirements of the State pertaining to campaign funds, the City Secretary's office has prepared the attached *Candidate's Packet*. I would encourage you to take the time to thoroughly read the attached information.

Filing for a place on the General Election ballot begins January 19, 2022 and ends at 5:00 p.m. February 18, 2022.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in my office. 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. Should you have any questions regarding the reporting procedures, contributions or expenditures, please call the Texas Ethics Commission, Disclosure Filings Division at (512) 463-5800 for assistance or you can obtain information from their website at www.ethics.state.tx.us. The duties of the City Secretary are limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon.

The Texas Election Law requires certain disclosures and notices on political advertising. Please review the political advertising guide included in this packet. There is no permit required for political signs; however, they do not belong on city property, utility poles, attached to trees or in the public right-of-way. We ask your discretion in the placing of such signs.

Interest in your municipal government is appreciated. Please do not hesitate to call me if you have further questions. I can be reached at (512) 565-1671 or kholloway@beecavetexas.gov.

Sincerely,

Kaylynn Holloway
City Secretary