

Town of Westlake, Texas
Candidate Packet for May 10, 2008, Election
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4. A copy of an **Application For A Place on the Town of Westlake General Election Ballot** may be obtained from the office of the Town Secretary or from the Secretary of State website at <http://www.sos.state.tx.us/elections/forms/a2-15.pdf> . This form must be filed in the Town Secretary's office between the hours of 8:00 a.m. and 5:00 p.m. beginning February 9, 2008 and ending March 10, 2008. There is no filing fee.
5. One copy of **Appointment of a Campaign Treasurer by a Candidate** can be obtained from the office of the Town Secretary or from the Texas Ethics Commission website at <http://www.ethics.state.tx.us/forms/cta.pdf> . This form is to be filed in the Town Secretary's Office as soon as you become a candidate and before you make any expenditure or accept any contributions. Following is a link to instruction to complete the form <http://www.ethics.state.tx.us/forms/CTA%20ins.pdf> .
6. **Political Advertising "What You Need to Know"**
<http://www.ethics.state.tx.us/pamphlet/G03polad.htm>
7. Excerpt from Chapter 258 of the Texas Election Code **Fair Campaign Practices Act.**
<http://tlo2.tlc.state.tx.us/statutes/docs/EL/content/pdf/el.015.00.000258.00.pdf> and
Code of Fair Campaign Practices. <http://www.ethics.state.tx.us/forms/cfcp.pdf>
8. One copy of **Title 15 of the Texas Election Code**
<http://www.ethics.state.tx.us/statutes/07title15.htm>
9. One copy of Texas Ethics Commission **2008 Filing Schedule**
<http://www.ethics.state.tx.us/schedule/s08uniform.pdf>
10. Texas Ethics Commission **Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities.**
http://www.ethics.state.tx.us/guides/COH_local_guide.htm
11. **Candidate/Officeholder Campaign Finance Report**
<http://www.ethics.state.tx.us/forms/coh.pdf> and **Instruction Guide.**
<http://www.ethics.state.tx.us/forms/coh.pdf> . These reports are to be filed in the Town Secretary's Office by the dates specified on the enclosed calendar.

If you have filed for office in the past, please note that many of the forms have been revised. Additional blank copies of forms are available in my office. If I may be of assistance, please do not hesitate to contact me at Town Hall, 817-490-5710. If you have questions regarding the Texas Ethics Commission reports, they should be directed to the Texas Ethics Commission at 1-800-325-8506.



January 2008
May 10, 2008, General and Special Election Candidates

The following information is provided to any citizen interested in becoming a candidate for a position on the Town of Westlake Board of Aldermen. While this packet provides general information and all of the forms required to file with this office as a candidate, it will not answer all of your questions.

Information is also provided from the Texas Ethics Commission. The Texas Ethics Commission's role is to guide the candidate in meeting the requirements of Texas Elections Law, Title 15 Texas Election Code, Regulating Political Funds/Campaign. Their staff attorneys are there to answer all of your financial disclosure questions from appointing a Treasurer to filing a final report. Their toll free number is 1 (800)325-8506, and their Internet address is www.ethics.state.tx.us. Information and forms are also available at this site.

Attached is an Election Calendar that highlights a few of the key dates for the upcoming election. Also attached is an *Application for Place on the General Election Ballot*. The filing period for the May 10, 2008, General Election is February 9 through March 10, 2008, at 5 p.m. Please note that Town offices will not be open on Saturday, February 9, 2008.

I have also included an *Appointment of Campaign Treasurer* (CTA) form and instruction guide. The CTA form must be filed in my office before you may accept any campaign contributions or before you make or authorize any campaign expenditures, including any expenditure from your personal funds.

In addition, I would also like to take this opportunity to provide you with a copy of the Fair Campaign Practices Act, along with a form that may be used to subscribe to the act upon filing an Appointment of a Campaign Treasurer. Subscription to the code is voluntary.

If you have any questions, please feel free to contact the Town Secretary's Office at (817) 490-5710.

DUTIES OF ALDERMEN

The Town of Westlake will order a general and special election to be held on May 10, 2008, for the positions of Mayor and two Aldermen to two-year terms (expiring May 2010) and the election of one Alderman to an unexpired term (expiring May 2009). Below are the qualifications and duties of each office.

The **General Election** ballot will include the election of a Mayor and two (2) aldermen seats for two-year terms, expiring May 2010. The **Special Election** ballot will include the election of one (2) alderman seat to an unexpired term (May 2009).

Below are the qualifications and duties of the office of Aldermen:

Aldermen are the Town's legislators. Their primary duty is policymaking, which includes identifying the needs of local residents and formulating programs to meet the changing effectiveness of ongoing municipal services.

Each Alderman is entitled to vote on every question decided at a Board meeting. All Aldermen also have full parliament privileges in Board meetings – including the right to speak and make motions when recognized by the Mayor, and the right to introduce new ordinances and amendments to existing ones.

Though foremost in importance, lawmaking is just one of many functions aldermen perform which one writer describes as follows:

Regulator – The Board exercises regulatory powers over the conduct and property of its citizens. It has the power to declare certain conduct to be criminal, to require that certain businesses and activities be licensed, and within limits, how and for what purposes property may be used.

Financier – The Board must levy taxes, assess fees and charges, and sell bonds in order to finance the many functions of the Town Government. The Board also has to budget the expenditure of the Town's funds.

The real tax is in providing leadership and direction for the community, in deciding what needs to be done and helping plan what the Town will be for future generations.

QUALIFICATIONS

1. Be a U.S. Citizen
2. Be a resident of Texas for at least 12 months as of the deadline for filing for office
3. Reside in the Town for at least 6 months for Alderman and 12 months for Mayor preceding Election Day
4. Have a current voter registration certificate
5. Be 18 years of age or older upon the commencement of the term to be filled at the election

If you are not a registered voter, applications are available at the Town Hall. To vote in the May general election, you are required to be a registered voter at least 30 days before the election.



CANDIDATE'S ELECTION CALENDAR GENERAL ELECTION - TOWN OF WESTLAKE

MAY 10, 2008

- FEBRUARY 9, 2008** FIRST DAY for candidates to file applications with Town Secretary for a place on the ballot. *Town offices are closed on Saturday, February 9, 2008; however, there is no statutory provision to change the first day of filing to a weekday.*
- MARCH 10, 2008** LAST DAY for candidates to file applications with Town Secretary for a place on the ballot (5:00 p.m.)
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- JANUARY 15, 2008** DUE DATE FOR semi-annual campaign contributions and expenditures report for candidates and officeholders who have a campaign treasurer on file.
- Beginning date of covered period:** the date of campaign treasurer appointment; or the date after the date the last report ended (July 1, 2007).
- Ending date of period covered:** December 31, 2007.
- MARCH 11, 2008** Draw for order of names on ballot – Town Secretary's Office at 10:00 a.m.
- MARCH 17, 2008** LAST DAY for write-in candidates for town office to file declaration with the Town Secretary (5:00 p.m.).
- MARCH 18, 2008** LAST DAY for a candidate to withdraw (5:00 p.m.) from the election and have name removed from the ballot.
- APRIL 10, 2008** LAST DAY for submitting voter registration application in time to vote in the May 10, 2008, election

GENERAL ELECTION CALENDAR - MAY 10, 2008
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APRIL 10, 2008 DUE DATE for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees supporting or opposing opposed candidates (5:00 p.m.) (30 days prior to Election Day).

Beginning date of covered period: the date of campaign treasurer appointment; or the date after the date the last report ended.

Ending date of period covered: March 31, 2008

APRIL 28, 2008 FIRST DAY for early voting by personal appearance

MAY 02, 2008 LAST DAY for Tarrant County to receive application for early voting ballots to be voted by mail

MAY 02, 2008 DUE DATE for filing second report of campaign contributions and expenditures (5:00 p.m.) (8th day prior to Election Day)

Beginning date of covered period: April 1, 2008; or the date of campaign treasurer appointment; or the date after the date the last report ended.

Ending date of period covered: April 30, 2008.

MAY 06, 2008 LAST DAY to vote early by personal appearance

MAY 10, 2008 ELECTION DAY – 7:00 A.M. TO 7:00 P.M.

MAY 13-21, 2008 Period for Official Canvass of Election Results

May 19, 2008 Qualify and assume duties of office following canvass (5th day after election, excluding Sundays)

JULY 15, 2008 LAST DAY FOR TIMELY FILING OF SEMIANNUAL REPORT OF CONTRIBUTIONS AND EXPENDITURES FOR ALL CANDIDATES AND OFFICEHOLDERS (a Final Report may be filed at this time)

Beginning date of covered period: January 1, 2008; or the date of campaign treasurer appointment; or the date after the date the last report ended.

Ending date of period covered: June 30, 2008.

IF QUESTIONS ARISE REGARDING THE REQUIRED FORMS OR ACTIONS OF OTHER CANDIDATES YOU MAY CALL THE SECRETARY OF STATES OFFICE AT 1-800-252-8683 OR YOU MAY CALL THE TEXAS ETHICS COMMISSION AT 1-800-325-8506.