

**City of Granite Shoals**  
**Candidate Packet**



**General Election**  
**May 2, 2026**

**Dear 2026 Candidate:**

The Office of the City Secretary has prepared this packet to acquaint you with applicable legal requirements pertaining to campaign contributions, expenditures, and responsibilities outlined in the State Election Code. The packet contains important information for anyone wanting to run for Mayor or a City Council position for the City of Granite Shoals. This packet is not all-inclusive of what you may be required to do. Therefore, reading all the information is recommended.

Election law, especially campaign finance law, is complex; therefore, candidates may consider retaining legal counsel to assist them. This office cannot advise candidates or groups who support or oppose candidates or measures or members of the public on matters pertaining to an election or campaign finance law. The City's staff must maintain neutrality in the electoral process.

This office serves as your filing authority and is limited to accepting and retaining the various applications and forms from the candidates. Staff will note the date and time of filing on the forms. We will not judge or comment upon the timeliness or sufficiency of the reports filed. The staff cannot help a candidate complete the forms. We cannot interpret election laws for the candidates. No filing fee is required with your forms; once filed, forms become public information.

***No Application for a Place on the General Election Ballot will be accepted without the signature and seal of a current Notary Public.*** The City of Granite Shoals is not required to provide this service. At the end of the filing period, unless positions are unopposed, there will be a drawing for the order of the names on the ballot. The date for the drawing shall be **Tuesday, February 19, 2026**, at 9:00 a.m. at City Hall. You are encouraged to attend or send a representative to draw on your behalf.

Other helpful forms, instructions, and guides can be viewed at  
<https://www.ethics.state.tx.us/>

and

<https://www.sos.state.tx.us/elections/candidates/index.shtml>

# **City of Granite Shoals 2026 General Election May 2, 2025**

## **Important Dates (Fechas Importantes)**

***See full calendar for all dates for the 2026 election***

<b>Date</b>	<b>Day of Week</b>	<b>Description</b>
January 14, 2026 14 de enero	Wednesday miércoles	8:00 a.m.–5:00 p.m. -FIRST day for filing application for a place on the ballot. Primer día para presentar solicitud para un lugar en la boleta para candidatura.
February 13, 2026 13 de febrero	Friday viernes	5:00 p.m. – LAST day to file application for a place on the ballot. 5:00 p.m. – Ultimo día para presentar solicitud para un lugar en la boleta para candidatura.
February 19, 2026 19 de febrero	Thursday jueves	9:00 a.m. – Date/Time that City Clerk will conduct drawing for place on the ballot at City Hall. 9:00 a.m. – Fecha/Hora en la cual la Secretaria municipal llevara a cabo el sorteo para determinar como aparecerán los nombres en la boleta. Dicho sorteo se efectuará en las sala de comisionados.
February 20, 2026 20 de febrero	Friday viernes	5:00 p.m. - LAST day for a ballot candidate to withdraw and have name omitted from the ballot. 5:00 p.m. - Fecha y plazo limite para que un candidato retire su nombre de la boleta.
April 2, 2026 2 de abril	Thursday jueves	<b>LAST day to register to vote in the May 2, 2026 election.</b> <b>Último día para registrarse para votar en las Elecciones del 2 de mayo de 2026.</b>
April 20, 2026 20 de abril	Tuesday martes	FIRST day for early voting by personal appearance. Primer día de votación anticipada en persona.
April 28, 2026 28 de abril	Tuesday martes	LAST day to vote early by personal appearance. Último día para votar temprano en persona.
May 2, 2026 2 de mayo	Saturday Sábado	<b>ELECTION DAY (7:00 a.m. - 7:00 p.m.)</b> <b>DÍA DE ELECCION! (7:00 a.m. – 7:00 p.m.)</b>

Please refer to the Texas Ethics Commission for all questions regarding candidacy and elections.

[https://www.ethics.state.tx.us/resources/cf/  
StartingYourCampaign.php](https://www.ethics.state.tx.us/resources/cf/StartingYourCampaign.php)

**1. REQUIRED FORMS AND GUIDES:**

- Appointment of A Campaign Treasurer By A Candidate
- Code Of Fair Campaign Practices
- Candidate/Officeholder Campaign Finance Report

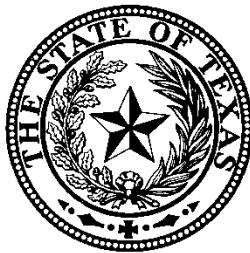
**2. FREQUENTLY ASKED QUESTIONS:**

[https://www.ethics.state.tx.us/resources/FAQs/FAQ\\_COH\\_Legal.php](https://www.ethics.state.tx.us/resources/FAQs/FAQ_COH_Legal.php)

# TEXAS ETHICS COMMISSION

## APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### FORM CTA--INSTRUCTION GUIDE



Revised January 1, 2026

## FORM CTA—INSTRUCTION GUIDE

### TABLE OF CONTENTS

<b>GENERAL INSTRUCTIONS .....</b>	<b>1</b>
DUTIES OF A CANDIDATE OR OFFICEHOLDER .....	1
QUALIFICATIONS OF CAMPAIGN TREASURER .....	1
DUTIES OF A CAMPAIGN TREASURER.....	1
REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN .....	1
WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT.....	2
FILING WITH A DIFFERENT AUTHORITY .....	3
FORMING A POLITICAL COMMITTEE.....	4
CHANGING A CAMPAIGN TREASURER.....	4
AMENDING A CAMPAIGN TREASURER APPOINTMENT .....	4
REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS .....	4
TERMINATING A CAMPAIGN TREASURER APPOINTMENT .....	4
FILING A FINAL REPORT .....	5
ELECTRONIC FILING.....	5
GUIDES.....	5
<b>SPECIFIC INSTRUCTIONS .....</b>	<b>5</b>
PAGE 1 .....	5
PAGE 2 .....	7

## APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### GENERAL INSTRUCTIONS

*These instructions are for the APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form CTA). Use Form CTA only for appointing your campaign treasurer. Use the AMENDMENT (Form ACTA) for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. Note: Candidates for most judicial offices use Form JCTA to file a campaign treasurer appointment.*

### DUTIES OF A CANDIDATE OR OFFICEHOLDER

As a candidate or officeholder, you alone, not the campaign treasurer, are responsible for filing this form and all candidate/officeholder reports of contributions, expenditures, and loans. Failing to file a report on time or filing an incomplete report may subject you to criminal or civil penalties.

### QUALIFICATIONS OF CAMPAIGN TREASURER

A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision. Note: A candidate may appoint himself or herself as his or her own campaign treasurer.

### DUTIES OF A CAMPAIGN TREASURER

State law does not impose any obligations on a candidate's campaign treasurer.

### REQUIREMENT TO FILE BEFORE BEGINNING A CAMPAIGN

If you plan to run for a public office in Texas (except for a federal office), you must file this form when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures. A "candidate" is a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

- (A) the filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of the automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;
- (B) the filing of an application for a place on the ballot;

- (C) the filing of an application for nomination by convention;
- (D) the filing of a declaration of intent to become an independent candidate or a declaration of write-in candidacy;
- (E) the making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;
- (F) before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication;
- (G) the soliciting or accepting of a campaign contribution or the making of a campaign expenditure; and
- (H) the seeking of the nomination of an executive committee of a political party to fill a vacancy.

Additionally, the law provides that you must file this form before you may accept a campaign contribution or make or authorize a campaign expenditure, including an expenditure from your personal funds. A filing fee paid to a filing authority to qualify for a place on a ballot is a campaign expenditure that may not be made before filing a campaign treasurer appointment form with the proper filing authority.

If you are an officeholder, you may make officeholder expenditures and accept officeholder contributions without having a campaign treasurer appointment on file. If you do not have a campaign treasurer appointment on file and you wish to accept *campaign* contributions or make *campaign* expenditures in connection with your office or for a different office, you must file this form before doing so. In such a case, a sworn report of contributions, expenditures, and loans will be due no later than the 15th day after filing this form.

## **WHERE TO FILE A CAMPAIGN TREASURER APPOINTMENT**

The appropriate filing authority depends on the office sought or held.

**a. Texas Ethics Commission.** The Texas Ethics Commission (Commission) is the appropriate filing authority for the Secretary of State and for candidates for or holders of the following offices:

- Governor, Lieutenant Governor, Attorney General, Comptroller, Treasurer, Land Commissioner, Agriculture Commissioner, Railroad Commissioner.
- State Senator or State Representative.
- Supreme Court Justice, Court of Criminal Appeals Judge, and Court of Appeals Judge.\*

- State Board of Education.
- A multi-county district judge\* or multi-county district attorney.
- A single-county district judge.\*
- An office of a political subdivision other than a county if the political subdivision includes areas in more than one county and if the governing body of the political subdivision has not been formed.
- A chair of the state executive committee of a political party with a nominee on the ballot in the most recent gubernatorial election.
- A county chair of a political party with a nominee on the ballot in the most recent gubernatorial election if the county has a population of 350,000 or more.

\* Judicial candidates use FORM JCTA to appoint a campaign treasurer.

**b. County Clerk.** The county clerk (or the county elections administrator or tax assessor, as applicable) is the appropriate local filing authority for a candidate for:

- A county office.
- A precinct office.
- A district office (except for multi-county district offices).
- An office of a political subdivision other than a county if the political subdivision is within the boundaries of a single county and if the governing body of the political subdivision has not been formed.
- An elected position on the board of directors of an appraisal district.

**c. Local Filing Authority.** If a candidate is seeking an office of a political subdivision other than a county, the appropriate filing authority is the *clerk or secretary of the governing body* of the political subdivision. If the political subdivision has no clerk or secretary, the appropriate filing authority is the governing body's presiding officer. Basically, any political subdivision that is authorized by the laws of this state to hold an election is considered a local filing authority. Examples are cities, school districts, and municipal utility districts.

## FILING WITH A DIFFERENT AUTHORITY

If you have a campaign treasurer appointment on file with one authority, and you wish to accept campaign contributions or make or authorize campaign expenditures in connection with another office that would require filing with a different authority, you must file a new campaign treasurer appointment *and* a copy of your old campaign treasurer appointment (certified by the old authority) with the new filing authority before beginning your campaign. You should also

provide written notice to the original filing authority that your future reports will be filed with another authority; use Form CTA-T for this purpose.

## **FORMING A POLITICAL COMMITTEE**

As a candidate, you must file an APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM CTA). You may also form a specific-purpose committee to support your candidacy. Remember that filing a campaign treasurer appointment for a political committee does not eliminate the requirement that a candidate file his or her own campaign treasurer appointment (FORM CTA) and the related reports.

**NOTE:** *See the Campaign Finance Guide for Political Committees for further information about specific-purpose committees.*

## **CHANGING A CAMPAIGN TREASURER**

If you wish to change your campaign treasurer, simply file an amended campaign treasurer appointment (FORM ACTA). This will automatically terminate the outgoing campaign treasurer appointment.

## **AMENDING A CAMPAIGN TREASURER APPOINTMENT**

If *any* of the information reported on the campaign treasurer appointment (FORM CTA) changes, file an AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (FORM ACTA) to report the change.

## **REPORTING REQUIREMENT FOR CERTAIN OFFICEHOLDERS**

If you are an officeholder who appoints a campaign treasurer after a period of not having one, you must file a report of contributions, expenditures, and loans no later than the 15th day after your appointment is effective. This requirement is not applicable if you are a candidate or an officeholder who is merely changing campaign treasurers.

## **TERMINATING A CAMPAIGN TREASURER APPOINTMENT**

You may terminate your campaign treasurer appointment at any time by:

- 1) filing a campaign treasurer appointment for a successor campaign treasurer, or
- 2) filing a final report.

Remember that you may not accept any campaign contributions or make or authorize any campaign expenditures without a campaign treasurer appointment on file. You may, however, accept officeholder contributions and make or authorize officeholder expenditures.

If your campaign treasurer quits, he or she must give written notice to both you and your filing authority. The termination will be effective on the date you receive the notice or on the date your filing authority receives the notice, whichever is later.

## FILING A FINAL REPORT

For filing purposes, you are a “candidate” as long as you have an appointment of campaign treasurer on file. If you do not expect to accept any further campaign contributions or to make any further campaign expenditures, you may file a final report of contributions and expenditures. A final report terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports as a candidate. If you have surplus funds, or if you retain assets purchased with political funds, you will be required to file annual reports. (See *instructions for FORM C/OH - UC*.) If you are an officeholder at the time of filing a final report, you may be required to file semiannual reports of contributions, expenditures, and loans as an officeholder.

If you do not have an appointment of campaign treasurer on file, you may not accept *campaign* contributions or make *campaign* expenditures. A payment on a campaign debt is a campaign expenditure. An officeholder who does not have an appointment of campaign treasurer on file may accept *officeholder* contributions and make *officeholder* expenditures.

To file a final report, you must complete the CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT (FORM C/OH), check the “final” box on Page 1, Section 9, and complete and attach the DESIGNATION OF FINAL REPORT (FORM C/OH-FR).

## ELECTRONIC FILING

All persons filing campaign finance reports with the Commission are required to file those reports electronically unless the person is entitled to claim an exemption. Please check the Commission’s website at <http://www.ethics.state.tx.us> for information about exemptions from the electronic filing requirements.

## GUIDES

All candidates should review the applicable Commission’s campaign finance guide. Guides are available on the Commission’s website at <http://www.ethics.state.tx.us>.

## SPECIFIC INSTRUCTIONS

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

### PAGE 1

- 1. TOTAL PAGES FILED:** After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.
- 2. CANDIDATE NAME:** Enter your full name, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable. Enter your name in the same way on Page 2, Section 11, of this form.
- 3. CANDIDATE MAILING ADDRESS:** Enter your complete mailing address, including zip code. This information will allow your filing authority to correspond with you. **We recommend using a PO Box or other address where you receive mail, rather than your home**

address. This will be public information. If this information changes, please notify your filing authority immediately.

4. **CANDIDATE PHONE:** Enter your phone number, including the area code and extension, if applicable.
5. **OFFICE HELD:** If you are an officeholder, please enter the office you currently hold. Include the district, precinct, or other designation for the office, if applicable.
6. **OFFICE SOUGHT:** If you are a candidate, please enter the office you seek, if known. Include the district, precinct, or other designation for the office, if applicable.
7. **CAMPAIGN TREASURER NAME:** Enter the full name of your campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.
8. **CAMPAIGN TREASURER STREET ADDRESS:** Enter the complete street address of your campaign treasurer, including the zip code. You may enter either the treasurer's business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.
9. **CAMPAIGN TREASURER PHONE:** Enter the phone number of your campaign treasurer, including the area code and extension, if applicable.
10. **CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.
  - The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
  - A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
  - A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
  - Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The degree of consanguinity is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. Examples: (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent

to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

**PAGE 2**

**11. CANDIDATE NAME:** Enter your name as you did on Page 1.

**12. MODIFIED REPORTING DECLARATION:** Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party and candidates for county chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$1,140 in political contributions or make more than \$1,140 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$1,140 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semiannual reports, special pre-election reports (formerly known as telegram reports), or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$1,140 maximums apply to each election within the cycle. In other words, you are limited to \$1,140 in contributions and expenditures in connection with the primary, an additional \$1,140 in contributions and expenditures in connection with the general election, and an additional \$1,140 in contributions and expenditures in connection with a runoff.

**EXCEEDING \$1,140 IN CONTRIBUTIONS OR EXPENDITURES.** If you exceed \$1,140 in contributions or expenditures in connection with an election, you must file according to the regular filing schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the \$1,140 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use the AMENDMENT (FORM ACTA) to renew your option to file under the modified schedule for a different election year or election cycle.

*For more information, see the Commission's campaign finance guide that applies to you.*

# APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA

PG 1

See CTA Instruction Guide for detailed instructions.						1 Total pages filed:	
2 CANDIDATE NAME	MS / MRS / MR			FIRST	MI	OFFICE USE ONLY	
	NICKNAME		LAST	SUFFIX		Filer ID #	
3 CANDIDATE MAILING ADDRESS	ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE					Date Received	
						Date Hand-delivered or Postmarked	
4 CANDIDATE PHONE	AREA CODE	PHONE NUMBER		EXTENSION		Receipt #	Amount \$
	( )					Date Processed	
5 OFFICE HELD (if any)						Date Imaged	
6 OFFICE SOUGHT (if known)							
7 CAMPAIGN TREASURER NAME	MS/MRS/MR	FIRST	MI	NICKNAME	LAST	SUFFIX	
8 CAMPAIGN TREASURER STREET ADDRESS (residence or business)	STREET ADDRESS;		APT / SUITE #;	CITY;	STATE;	ZIP CODE	
9 CAMPAIGN TREASURER PHONE	AREA CODE	PHONE NUMBER		EXTENSION			
( )							
10 CANDIDATE SIGNATURE	<p>I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.</p> <p>I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.</p> <p>I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.</p>						
				Signature of Candidate		Date Signed	
<b>GO TO PAGE 2</b>							

# CANDIDATE MODIFIED REPORTING DECLARATION

FORM CTA

PG 2

11 CANDIDATE  
NAME

12 MODIFIED  
REPORTING  
DECLARATION

## COMPLETE THIS SECTION ONLY IF YOU ARE CHOOSING MODIFIED REPORTING

**•• This declaration must be filed no later than the 30th day before  
the first election to which the declaration applies. ••**

**•• The modified reporting option is valid for one election cycle only. ••**  
(An election cycle includes a primary election, a general election, and any related runoffs.)

**• Candidates for the office of state chair of a political party  
may NOT choose modified reporting. ••**

I do not intend to accept more than \$1,140 in political contributions or make more than \$1,140 in political expenditures (excluding filing fees) in connection with any future election within the election cycle. I understand that if either one of those limits is exceeded, I will be required to file pre-election reports and, if necessary, a runoff report.

---

Year of election(s) or election cycle to  
which declaration applies

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Signature of Candidate

**This appointment is effective on the date it is filed with the appropriate filing authority.**

TEC Filers may send this form to the TEC electronically at [treasappoint@ethics.state.tx.us](mailto:treasappoint@ethics.state.tx.us)  
or mail to  
Texas Ethics Commission  
P.O. Box 12070  
Austin, TX 78711-2070

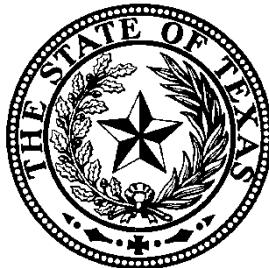
**Non-TEC Filers must file this form with the local filing authority  
DO NOT SEND TO TEC**

For more information about where to file go to:  
<https://www.ethics.state.tx.us/filinginfo/QuickFileAReport.php>

# TEXAS ETHICS COMMISSION

## AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### FORM ACTA—INSTRUCTION GUIDE



Revised January 1, 2026

Texas Ethics Commission, P.O. Box 12070, Austin, Texas 78711

[www.ethics.state.tx.us](http://www.ethics.state.tx.us)

(512) 463-5800 • TDD (800) 735-2989

*Promoting Public Confidence in Government*

## FORM ACTA—AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

### GENERAL INSTRUCTIONS

*These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form ACTA). Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form (CTA)).*

If any of the information required to be reported on your CAMPAIGN TREASURER APPOINTMENT changes, you should file an amendment. Use the AMENDMENT form (Form ACTA) to report the changes. Do not use the APPOINTMENT form (Form CTA).

You must also use the AMENDMENT form to renew your option to file under the modified schedule.

Except for your name at the top of the form (and your filer account number, if you file with the Texas Ethics Commission (Commission)), enter only the information that is *different* from what is on your current campaign treasurer appointment. Do not repeat information that has not changed. The “NEW” boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a “NEW” box will replace the existing information.

### SPECIFIC INSTRUCTIONS

*Each numbered item in these instructions corresponds to the same numbered item on the form.*

#### **PAGE 1**

- 1. CANDIDATE NAME:** Enter your name as it is on your current campaign treasurer appointment. Enter your name in the same way on Page 2, Section 13, of this form. If you are reporting a name change, enter your new name under Section 4.
- 2. FILER ID #:** If you are filing with the Commission, you were assigned a filer account number when you filed your initial campaign treasurer appointment. You should have received a letter acknowledging receipt of the form and informing you of your account number. Enter this number wherever you see “FILER ID #.” If you do not file with the Ethics Commission, you are not required to enter an account number.
- 3. TOTAL PAGES FILED:** After you have completed the form, enter the total number of pages of this form and any additional pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.

4. **CANDIDATE NAME:** Complete this section only if your name has *changed*. If your name has changed, enter your complete new name, including nicknames and suffixes (e.g., Sr., Jr., III) if applicable.
5. **CANDIDATE MAILING ADDRESS:** Complete this section only if your mailing address has *changed*. If your mailing address has changed, enter your complete new address, including zip code. This information will allow your filing authority to correspond with you. We recommend using a PO Box or other address where you receive mail, rather than your home address. This will be public information.
6. **CANDIDATE PHONE:** Complete this section only if your phone number has *changed*. If your phone number has changed, enter your new phone number, including the area code and extension, if applicable.
7. **OFFICE HELD:** If you are an officeholder, complete this section only if your office has *changed*. If your office has changed, please enter the new office held. Include the district, precinct, or other designation for the office, if applicable.
8. **OFFICE SOUGHT:** If you are a candidate, complete this section only if the office you seek has *changed*. If the office has changed, please enter the office you now seek, if known. Include the district, precinct, or other designation for the office, if applicable.

**Note:** Changing the office you are seeking may require you to file your reports with a different filing authority. See the Campaign Finance Guide for further information on filing with a different authority.

9. **CAMPAIGN TREASURER NAME:** Complete this section only if your campaign treasurer has *changed*. If your campaign treasurer has changed, enter the full name of your new campaign treasurer, including nicknames and suffixes (e.g., Sr., Jr., III), if applicable.

**Qualifications of Campaign Treasurer.** A person is ineligible for appointment as a campaign treasurer if the person is the campaign treasurer of a political committee that has outstanding filing obligations (including outstanding penalties). This prohibition does not apply if the committee in connection with which the ineligibility arose has not accepted more than \$5,000 in political contributions or made more than \$5,000 in political expenditures in any semiannual reporting period. A person who violates this prohibition is liable for a civil penalty not to exceed three times the amount of political contributions accepted or political expenditures made in violation of this provision.

10. **CAMPAIGN TREASURER STREET ADDRESS:** Complete this section only if your campaign treasurer's street address has *changed*. If your campaign treasurer's street address has changed, enter the complete new address of your campaign treasurer, including the zip code. You may enter either the treasurer's new business or residential street address. If you are your own treasurer, you may enter either your business or residential street address.

11. **CAMPAIGN TREASURER PHONE:** Complete this section only if your campaign treasurer's phone number has *changed*. If your campaign treasurer's phone number has

changed, enter the new phone number of your campaign treasurer, including the area code and extension, if applicable.

**12. CANDIDATE SIGNATURE:** Enter your signature after reading the summary. Your signature here indicates that you have read the following summary of the nepotism law; that you are aware of your responsibility to file timely reports; and that you are aware of the restrictions on contributions from corporations and labor organizations.

- The Texas nepotism law (Government Code, chapter 573) imposes certain restrictions on both officeholders and candidates. You should consult the statute in regard to the restrictions applicable to officeholders.
- A candidate may not take an affirmative action to influence an employee of the office to which the candidate seeks election in regard to the appointment, confirmation, employment or employment conditions of an individual who is related to the candidate within a prohibited degree.
- A candidate for a multi-member governmental body may not take an affirmative action to influence an officer or employee of the governmental body to which the candidate seeks election in regard to the appointment, confirmation, or employment of an individual related to the candidate in a prohibited degree.
- Two people are related within a prohibited degree if they are related within the third degree by consanguinity (blood) or the second degree by affinity (marriage). The *degree of consanguinity* is determined by the number of generations that separate them. If neither is descended from the other, the degree of consanguinity is determined by adding the number of generations that each is separated from a common ancestor. **Examples:** (1) first degree - parent to child; (2) second degree - grandparent to grandchild; or brother to sister; (3) third degree - great-grandparent to great-grandchild; or aunt to niece who is child of individual's brother or sister. A husband and wife are related in the first degree by affinity. A wife has the same degree of relationship by affinity to her husband's relatives as her husband has by consanguinity. For example, a wife is related to her husband's grandmother in the second degree by affinity.

**Note:** The changes you have made on this form will replace the information on your previous APPOINTMENT form (Form CTA).

**PAGE 2**

**13. CANDIDATE NAME:** Enter your name as you did on Page 1, Section 1.

**14. MODIFIED REPORTING DECLARATION:** Sign this option if you wish to report under the modified reporting schedule.

The modified reporting option is not available for candidates for the office of state chair of a political party.

To the left of your signature, enter the year of the election or election cycle to which your selection of modified reporting applies.

Your selection of modified reporting is valid for an entire election cycle. For example, if you choose modified reporting before a primary election, your selection remains in effect for any runoff and for the general election and any related runoff. You must make this selection at least 30 days before the first election to which your selection applies.

An opposed candidate in an election is eligible to report under the modified reporting schedule if he or she does not intend to accept more than \$1,140 in political contributions or make more than \$1,140 in political expenditures in connection with an election. The amount of a filing fee paid to qualify for a place on the ballot does not count against the \$1,140 expenditure limit. An opposed candidate who reports under the modified schedule is not required to file pre-election reports (due 30 days and 8 days before an election) or runoff reports (due 8 days before a runoff). (Note: An *unopposed* candidate is not required to file pre-election reports in the first place.) The obligations to file semi-annual reports, special pre-election reports, or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$1,140 maximums apply to each election within the cycle. In other words, you are limited to \$1,140 in contributions and expenditures in connection with the primary, an additional \$1,140 in contributions and expenditures in connection with the general election, and an additional \$1,140 in contributions and expenditures in connection with a runoff.

**Exceeding \$1,140 in contributions or expenditures.** If you exceed \$1,140 in contributions or expenditures in connection with an election, you must file according to the regular schedule. In other words, you must file pre-election reports and a runoff report, if you are in a runoff.

If you exceed either of the \$1,140 limits *after the 30th day before the election*, you must file a sworn report of contributions and expenditures within 48 hours after exceeding the limit. After that, you must file any pre-election reports or runoff reports that are due under the regular filing schedule.

Your selection is not valid for other elections or election cycles. Use another amendment form (ACTA) to renew your option to file under the modified schedule.

*For more information, see the Commission's campaign finance guide that applies to you.*

# CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP  
COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

*Subscription to the Code of Fair Campaign Practices is voluntary.*

## OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

**1 ACCOUNT NUMBER**  
(Ethics Commission Filers)

**2 TYPE OF FILER**

CANDIDATE

POLITICAL COMMITTEE

*If filing as a candidate, complete boxes 3 - 6, then read and sign page 2.*

*If filing for a political committee, complete boxes 7 and 8, then read and sign page 2.*

**3 NAME OF CANDIDATE**  
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

**4 TELEPHONE NUMBER OF CANDIDATE**  
(PLEASE TYPE OR PRINT)

AREA CODE

(      )

PHONE NUMBER

EXTENSION

**5 ADDRESS OF CANDIDATE**  
(PLEASE TYPE OR PRINT)

STREET / PO BOX;

APT / SUITE #;

CITY;

STATE;

ZIP CODE

**6 OFFICE SOUGHT BY CANDIDATE**  
(PLEASE TYPE OR PRINT)

**7 NAME OF COMMITTEE**  
(PLEASE TYPE OR PRINT)

**8 NAME OF CAMPAIGN TREASURER**  
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

**GO TO PAGE 2**

## CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

### THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

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Signature

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Date



## Election Calendar

### For a City's General Election on May 2, 2026

(dated January 27, 2026)<sup>1</sup>

Abbreviations are the same as those in the *Texas Municipal Election Law Manual* (6th edition) [M] with a green cover. SOS form numbers are provided as a convenience not a requirement.

**This calendar presumes that SB 2753 will NOT be implemented in May 2026.** SB 2753 eliminates the gap between early voting by personal appearance and election day and changes the early voting period, among other things highlighted in yellow in this calendar for purposes of discussion. The Secretary of State will implement SB 2753 after publishing a report about how to implement the bill no later than August 1, 2027. Runoff dates appear in green rows.

***This calendar does not apply to all elections.*** For example, to prepare a calendar for a special election to fill a vacancy in office (even one on a uniform election date), see M §12.03; for a special election on a measure, see M §12.12. This calendar omits actions that vary from one city to another (for example, preparation of voting equipment). Each city secretary should use the chart at M §1.62 to create a personal election calendar.

Dates in column 1 are 2026 unless noted otherwise. Actions in column 2 relate to general elections (those in *italics pertain to early voting*). Actions are typically taken by the city secretary; deviations appear in column 3. Column 4 is a cross reference to the Elections Manual. If this cross reference includes a year, then refer to the updated page, not the originally printed one.

“ED Interval” in column 5 is the time between the date of the action and election day. For example, the notation “-50” in the entry for March 13 means mandatory office hours begin the 50th day before election day; the notation “+40” in the entry for June 11 means that the LAST DAY for mandatory office hours is the 40th day after election day. (**For office hours on holidays, see endnote 6 regarding new law.**) An asterisk (\*) in column 5 indicates the time stated is not required by statute; recommendations are not mandatory. Not all due dates revolve around election day and are so noted.

The last column has been reserved to show completion of the event in column 2. A dashed line in the table between entries indicates separate events that fall on the same day.

When reading the Election Code, read the chapter and subchapter titles to determine if the section applies to cities. Not all sections apply. Note that counties cannot order elections of their own in May of even-numbered years and may decline to contract with cities at that time.

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<sup>1</sup> Changes from 1/10/26 version: Early voting on San Jacinto Day (April 21) is not required.

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Dec 15 2025	LAST DAY to post on the city's bulletin board notice of the filing period for the general election (SOS Form 2-1).	City Secretary	2.13(d)(1)	-138 (30 days before 1st day to file)	
Jan 1 2026	New Year's Holiday. <i>FIRST DAY voters may apply for a ballot by mail (ABBM), for an Annual ABBM, or for a Federal Postcard Application (FPCA).</i> Note: The first day does not move despite the New Year's Day holiday. See ED – 11 days for end of period.	City Secretary	9.44(a)	1st day of the year	
Jan 2	Recommended* period to obtain forms: candidate's application for place on ballot, appointment of campaign treasurer (candidate and specific-purpose committee), report of contributions and expenditures (candidate-officeholder and specific-purpose committee), application for mail ballot, administrative forms, and precinct forms.	City Secretary	5.31	*-120	
Jan 2 to Jan 23	Recommended* period to review M §1.62 for possible action: Steps 1-5 (revising election precincts, designating polling places, changing method of voting, and contracting, if any) and Step 12 (establishing or changing terms of election judges).	City Secretary and City Council	1.62	*-120 through *-99	
Jan 14	FIRST DAY for filing application for place on general election ballot (SOS Form 2-49). Note: Filing for a general election may occur before the election is ordered (as opposed to a special election). Period ends at 5 p.m. ED – 78 days.	City Secretary	2.13(a) 2.14(a)	-108 (30 days before filing deadline)	
Jan 14	FIRST DAY for filing declaration of write-in candidacy (SOS Form 2-55). Note: Period generally ends at 5 p.m. ED – 78 days. See that date for exception.	City Secretary	2.18(b)	-108	
Jan 15	LAST DAY for timely filing of semi-annual report of contributions and expenditures. Note: See endnote 6.	City Secretary	3.12(b) 3.16	n/a	
Jan 19	Holidays: Confederate Heroes and Martin Luther King, Jr. Note: Mandatory office hours not yet effective. See endnote 6.	EC	1.52, 6.80	n/a	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Jan 20 to Feb 13	Recommended* period and statutory deadline for ordering a general election (SOS Form 1-2). Note: While the 6th edition of the manual recommends ordering shortly before the opening of the filing period for the general election, there is no statutory "first day" to order a general election, and an order can be made when convenient (meaning as early as you want). However, to avoid confusion, wait until after the prior election and runoff. Sometimes the phrase "calling" election is used. The deadline may be different for a special election. See endnote 2 for mock student elections. Home-rule cities see endnote 3. Cities contracting should informally notify their contracting partners as soon as possible.	Mayor	6.03	*-102 through -78	
Feb 2	LAST DAY for small city in small county to apply for exception to accessibility requirements (SOS Form 16-1). Note: Because the deadline falls on Sun, it moves to Mon.	City Secretary to SOS	5.25(c)	-90	
Feb 10 midnight	Death and ballot preparation: If a candidate dies on or before this date, the City Secretary MUST remove the candidate's name from ballot. Note: If a candidate dies after this date but on or before the filing deadline, see endnote 4.	City Secretary	6.23(c)	-81 [day before day before filing deadline (3rd day)]	
Feb 13	LAST DAY for ordering a general (SOS Form 1-2) or a special election (SOS Form 1-8) for the May uniform date. Note: See endnote 2 for student elections. Home-rule cities see endnote 3.	Mayor	6.03	-78	
Feb 13 5 p.m.	LAST DAY for filing application for place on general election ballot (SOS Form 2-49). Note: City Secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4. If no candidate has filed in a city with 4-year terms, the filing deadline is extended to ED – 57 days (except in Nov. of even-numbered years). A home-rule charter may not change this date.	City Secretary	2.13(a) 6.23(c)	-78	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Feb 13	Recommended* first day to provide 4-day notice of drawing to candidate. Note: Only written notice by mail is required 4 days before the drawing, but phone or email notice should follow the same timeline. Public notice must be posted (SOS Form 3-1) 72 hours before date of drawing. This 72-hour time is required by the EC, not the Open Meetings Act.	City Secretary	6.22(a)(2)	*-78	
Feb 16	President's Day Holiday. Recommended* first date for preliminary work to appoint election judges. Note: Mandatory office hours not yet effective. See Endnote 6.	City Secretary	7.01	*-75	
Feb 16	Recommended* first day to post public's 72-hour notice of drawing for order of names on ballot (SOS Form 3-1).	City Secretary	6.22(a)	*-75	
Feb 17 5 p.m.	LAST DAY for a write-in candidate to declare candidacy in the general election (SOS Form 2-55). Note: City Secretary's office should stay open until 5 p.m. Mailed applications are filed when received. For deceased candidates, see endnote 4.	City Secretary	2.18(b)	-74	
Feb 18	Recommended* date to deliver the certification of unopposed candidates to city council if a candidate does not have an opponent in an election considered to be a separate election (SOS Form 13-1).	City Secretary	6.12	*-73	
Feb 19 to Feb 23	Recommended* period to conduct drawing for order of names on ballot, prepare ballot format, and send information to the printer. Note: Notice of drawing (SOS Form 3-1) must be posted 72 hours before drawing. This 72-hour time is required by the EC, not the Open Meetings Act. Ask candidates to proof their names and offices.	City Secretary	6.22(b) 6.25 6.26	*-72 through *-68	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Feb 20 5 p.m.	LAST DAY for omitting a general election candidate's name from the ballot if the candidate withdraws (SOS Form 2-66) or is declared ineligible. Note: The city secretary's office should stay open until 5 p.m. A withdrawal after this date is valid if it is submitted before the ballots are prepared AND if the public notice of the logic and accuracy test has not been "published." NEW LAW: SB 2166 (2025) requires L&A testing at least 48 days before election day and notice posted (not published) at least 48 hours before then. Per EC §145.092(e), EC §1.006 does not apply to withdrawal deadlines.	City Secretary	6.23(c) 2.31(b) 2.33(d)	-71	
Feb 20	Recommended* first day to cancel a general election (SOS Form 13-2). Note: Unopposed races must be cancelled if no opposed at-large race is on the ballot. General elections cannot be cancelled until after the write-in deadline.	City Council	6.13	*-71	
Mar 2	Texas Independence Holiday. Note: Mandatory office hours not yet effective. See endnote 6.	EC	1.52, 6.80	n/a	
Mar 3 to at least May 3	Texas Ethics Commission will defer an investigation of candidates until after the election any applicable runoff.	City Secretary Texas Ethics Commission	3.01(b)(2)	-60 through ED or runoff	
Mar 3	LAST DAY to deliver notice of the election to the county clerk and voter registrar of each county where the city is located. Note: This is not the publication or posting deadline. For counties with elections administrators, notice goes to them. This notice is due even if the city does not contract with the county.	City Council (City Secretary)	6.54(a)	-60	
Mar 3	Recommended* day to contact the county to get the initial list of voters who submitted annual applications for ballot by mail (ABBM).	City Secretary	9.43	*-60	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Mar 6 5 p.m.	Extended deadline to file for a place on the ballot in a city office having a 4-year term if no candidate files by ED – 78 days. Note: This extension is not applicable in Nov. of even-numbered years.	City Secretary	2.13(b)	-57	
Mar 9 to Mar 20	Recommended* period for appointing election judges (SOS Forms 4-15, 4-16, 4-17) plus members of the EVBB (SOS Forms 4-19) and SVC (SOS Form 10-12, 10-13, 10-14). Note: Home-rule cities see endnote 3. The SVC cannot meet until ED – 20 days. The EVBB can meet any time after ballots are returned and no later than ED – 9 days.	City Council	7.42(a)(2) 7.23-.24 7.33-.34	*-54 through *-43	
Mar 12	Recommended* date to print ballots that have been prepared earlier.	City Secretary	6.25	*-51	
Mar 13	FIRST DAY of mandatory office hours. Note: City Secretary's office must be open at least 3 hours a day during regular office hours on regular business days. Period ends ED + 40 days. See endnote 6.	City Secretary	6.80(a)	-50	
Mar 13	LAST DAY for a challenge of a candidate application based on form, content, and procedure.	City Secretary	2.16(d)	-50	
Mar 16	LAST DAY to conduct logic & accuracy testing and test any automatic tabulating equipment used in a central counting station or polling place. Note: NEW LAW SB 2166 (2025). If testing cannot be done by this date, the SOS must be notified. Expect changes to SOS Forms 15-1 to 15-8. Notice for testing equipment must be posted on the city's website at least 48 hours before testing begins. Tabulators used in a central counting station must be tested again before and after each use. Because the deadline falls on Sunday, it moves to Monday.	City Secretary	6.63(d)(1) 6.63(d)(2) 6.64(c)	-48	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Mar 18	<i>LAST DAY to mail ballots to FPCA voters and other voters who are eligible for early voting because they are voting from outside the U.S.</i> Note: If it is not possible to mail these ballots by this deadline, the City Secretary must notify the SOS within 24 hours. SOS does not apply EC §1.006 to this deadline. Respond to FPCA applications received after this date within 7 days (the same as non-FPCA applications). Rosters must be posted to website by 11 a.m. on the following day (SOS Forms 5-7 & 6-55).	City Secretary	9.49(b) 9.82	-45	
Mar 31	Cesar Chavez Holiday. Note: See endnote 6 for impact on office hours.	EC	1.52, 6.80	n/a	
Apr 2 5 p.m.	LAST DAY for filing first report of campaign contributions and expenditures by opposed candidates and specific-purpose committees. Note: City Secretary's office should stay open until 5 p.m. The deadline is extended to midnight for electronic filing. See endnote 5 for current threshold dollar amounts.	City Secretary	3.13(b)	-30	
Apr 2	LAST DAY for submitting voter registration application in time to vote at the election or for requesting transfer of registration in time to vote in new precinct not in the same county and territory.	Registrar	4.07(f) 4.07(g)	-30	
Apr 2 to Apr 22	Period for publishing notice of election (SOS Form 1-14). Note: Must be published once; perhaps more for a special election on a measure. The city attorney may apply EC §1.006 to publication deadlines, but the SOS does not. Home-rule cities see endnote 3.	Mayor	6.52(a)	-30 through -10	
Apr 2	FIRST DAY to begin posting continuous notice if SVC meets on first available date (ED – 20 days). Note: The city council appoints (SOS Form 10-13) not later than 5 days after the City Secretary calls for appointment (SOS Forms 10-12). Post notice of appointment (SOS Form 10-14), notice of delivery (SOS Form 10-15), and notice of meeting (SOS Form 10-16).	City Secretary City Council	6.70(a) 7.33 7.34	-30	
Apr 2	Recommended* last day to request voter registrar to prepare lists of registered voters and furnish statement of residence forms to be used in conducting the election.	City Secretary	4.34(a)	*-30	
Apr 3	Good Friday Holiday. Note: See endnote 6 for impact on office hours.	EC	1.52, 6.80	n/a	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Apr 11 (Apr 10 recommended)	LAST DAY for posting notice of election (SOS Form 1-14) on the bulletin board used for posting notices of city council meetings and website. Note: For cities conducting special elections on measures, additional posting and publication requirements may apply. Home-rule cities see endnote 3.	City Secretary	6.52(b) 12.15(e)	-21 through ED	
Apr 12 (Apr 10 recommended)	Type B cities: LAST DAY to post notice of election in 3 public places (SOS Form 1-14). Note: EC §1.006 does not apply to this LGC deadline; the better practice is to post before the weekend.	City Secretary	6.52(b)(3)	-20	
Apr 12	<i>FIRST DAY SVC may begin work.</i> Note: EC §1.006 does not apply to the starting date. EC §87.0271 requires SVC to inform voters of certain defects in the carrier envelope within 2 days of identification (SOS Forms 10-28 to 10-32).	City Secretary	6.70(a) 6.72	-20	
Apr 13	<i>LAST DAY for unregistered FPCA applicant to apply and be eligible to vote a full ballot.</i> Note: Because the deadline falls on Sun., it moves to Mon. for postmarked FPCAs.	City Secretary	9.61(a)	-20	
Apr 13 to Apr 21	<i>Period when unregistered FPCA applicants receive a federal ballot only.</i> Note: This may mean no ballot is sent.	City Secretary	9.61 9.68(a) chart	-19 through -11	
Apr 17	<i>LAST DAY to accept an FPCA without a postmark and mail the voter a full ballot.</i> Note: The voter only gets a federal ballot if checking "my intent to return is uncertain" or "my return is uncertain."	City Secretary	9.66(b)	-15	
Apr 17	LAST DAY to notify judges of duty to hold the election (SOS Form 4-17).	Mayor	7.44(a)	-15	
Apr 17	LAST DAY to challenge write-in candidate for form, content, and procedure.	City Secretary	2.18(f)	-15	
Apr 20	<i>FIRST DAY a voter who becomes sick, disabled, or confined due to childbirth on or after this date may apply for late (emergency) early voting ballot (SOS Form 5-32).</i> Note: Period ends at 5 p.m. on ED. For uniform election dates, the calculation is ED – 12 days, but for other elections, the period starts the day before the last day to apply for a ballot by mail. EC § 1.006 does not apply to first day.	Voter	9.73	-12	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Apr 20	<i>LAST DAY to accept any type of application for a ballot to be voted by mail, by 12 noon or close of business, whichever is later.</i> Note: If the deadline falls on a Sat, Sun, or legal holiday, then personal delivery must be the first regular business day preceding that day. EC § 84.007(c). This year, the deadline falls on San Jacinto Day, moving it back to Monday. Originals are due 4 days after fax or email (except emailed FPCA).	City Secretary	9.44(b)(1) 9.45(b-c) 9.68(b) chart	-11 (-12 due to holiday)	
Apr 20	<i>FIRST DAY for early voting by personal appearance.</i> Note: If the first day is a legal state holiday, it moves to the next day. EC § 85.005(a). If voting will be conducted on Sat. or Sun., notice of same must be posted at least 72 hours before such voting begins (SOS Form 5-15). This 72-hour notice is required by the EC, not the Open Meetings Act. Rosters (SOS Form 5-6) must be posted by 11 a.m. on the day after voting. Period ends ED -4 days. The EV period in Nov. is ED -17.	City Secretary	9.14	-12	

#### SB 2753 Early Voting Period

Default rule = ED -12.

May and its runoff = ED -9

#### SB 2753 Early Voting Hours (6 a.m. – 10 p.m.)

Weekend and holiday voting is mandatory.

Main EV/permanent branch (satellite office): 9 hours each day or 4 hours if less than 1,000 registered voters.

Temporary branches: 8 hours each day.

November: 12 hours the last 4 days except 9 on Sundays.

#### SB 2753 Early Voting Polling Places

All early voting locations must be used on ED; however, there may be more polling places on ED.

November: Local entities must match the county and cannot add an EV location not used by the county on ED.

Apr 21	<i>San Jacinto Holiday.</i> Note: No voting by personal appearance. EC § 85.001, § 85.005(a-b). See EC § 84.007(c): when the deadline for applications for ballot by mail fall on this holiday, the deadline moves to the preceding business day.	EC	1.52, 6.80	n/a	
Apr 22	<i>LAST DAY for county clerk or election administrator to deliver final list of voters that submitted an annual ABBM.</i> Note: Because the deadline falls on San Jacinto Day, it moves to Wed.	City Secretary	9.43(a)(1)	-11	
Apr 22	LAST DAY to publish notice of election (SOS Form 1-14). Note: The city attorney may apply EC §1.006 to publication deadlines, but SOS does not. Home-rule cities see endnote 3.	Mayor	6.52(a)(1)	-10	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Apr 23	<i>If the EVBB has not yet met, it must do so by this date.</i> Note: While the date the EVBB meets is now uniform regardless of county population, the EVBB may not count ballots until after the end of early voting by personal appearance unless there is a joint election in a county with population of 100,000 or more. 24-hour notice must be posted for each delivery of voting materials made before ED (SOS Forms 10-3 & 10-4). The board must provide notice of opportunity to cure certain defects in the carrier envelope within 2 days of identifying the deficiency (SOS Form 10-32).	Early Voting Ballot Board	9.57(a)(2) [2024] 9.57(f)(2) 10.03	-9	
SB 2753 starts early voting by personal appearance in May on ED -9. Large counties can start counting ballots by mail ED -4. EV by personal appearance cannot be counted until ED.					
Apr 24 5 p.m. or midnight	LAST DAY for filing second report of campaign contributions and expenditures by 5 p.m. or midnight if filing electronically. Note: See endnote 5 for current monetary thresholds. Reports must be posted to the city's website no later than 10 business days after receipt.	City Secretary	3.13(c)	-8	
Apr 27	<i>FIRST DAY for death in family to qualify for late (emergency) early voting (SOS Forms 5-28 &amp; 5-29).</i> Note: While the death occurs on or after the day before the last day of early voting by personal appearance, the application cannot be submitted until the day after early voting by personal appearance ends. Voting by this method ends close of business the day before election day.	City Secretary	9.73(a)	-5	
SB 2753 repeals emergency voting for death in the family.					
Apr 28	<i>LAST DAY of regular early voting by personal appearance.</i>	City Secretary	9.11(b)	-4	
SB 2753 extends early voting by personal appearance to ED -1.					

Date	Action	By or With Whom Taken	M §	ED Interval	Done
Apr 28 to May 2 7 p.m.	<i>Once early voting by personal appearance is over until 7 p.m. on ED, early voting materials may be delivered to the EVBB for qualifying purposes when paper ballots are used or automatically tabulated ballots are used at a central counting station. Note: Ballots may not be counted until election day, except if election is held jointly with a county of 100,000 or more. Post notice of delivery continuously 24 hours before each delivery (SOS Forms 10-3 &amp; 10-4). Ensure that the counting equipment has been tested at least 48 hours before tabulation begins.</i>	City Secretary	9.57(a)(1) 9.57(a)(3)	-4 through close of polls on ED	
SB 2753 repeals EC § 87.023 regarding delivery of automatically tabulated ballots at the CCS.					
Apr 29	<i>FIRST DAY the EVBB may begin counting ballots in an election held jointly with a county having a population of 100,000 or more.</i>	Early Voting Ballot Board	9.57(a)(2) [2024] 9.57(f)(1)	-3	
April 29	LAST DAY to post notice of council meeting to canvass the returns if canvass will be on 3rd day after election. Note: Notice must be posted at least 3 business days before time of meeting. Due to late ballots that can be counted, a later canvass may be likely.	City Secretary	11.13	-3	
SB 2753 allows large counties to start counting ballots by mail ED -4. EV by personal appearance cannot be counted until ED.					
Apr 29 to May 1	<i>Period to apply for late (emergency) early voting because of death in family (SOS Form 5-28 &amp; 5-29). Note: Requires absence from county on ED.</i>	City Secretary	9.73	-3 through -1	
SB 2753 repeals emergency voting for death in the family.					
April 29 to May 2 5 p.m.	<i>Period to apply for late (emergency) early voting because of illness or disability originating on or after ED -12 days (SOS Form 5-32). Note: Application deadline ends at 5 p.m., but ballot can be returned until 7 p.m.</i>	City Secretary	9.72(b)	-3 through ED	
SB 2753 moves the deadline for late (emergency) early voting to 5:00 p.m. on Election Day.					
May 1	<i>LAST DAY to deliver precinct list of registered voters, with the early voting voters marked, to presiding judges.</i>	City Secretary	9.83(e)	-1	
May 1	One-year deadline to post certain candidacy information on the city's website. Note: See endnote 1 (item 4). Continuous posting of notice of voting order priority (SOS form 7-38) is recommended.	City Secretary	2.13(d)(2)	next May election - 365 days	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
May 1	Recommended* date for delivery of equipment to polling places. Note: Statutory deadline is 6 a.m. on ED.	City Secretary	6.65(b)	*-1	
May 2 7 a.m. to 7 p.m.	ELECTION DAY. Note: <i>Early voting clerk's office must remain open for early voting activities.</i> Voting by sick or disabled voters may occur at the main early voting place where electronic voting systems are used at precinct polling place (SOS Form 6-57).	City Secretary	10.13(c)(1)	ED	
May 2	<i>Deliver early voting ballots, etc., to EVBB.</i> Note: Second key to ballot box is delivered by chief of police or marshal.	City Secretary Judge EVBB (sets time)	10.13(c)(1) 9.57(b)(1)	ED	
May 2 5 p.m.	<i>LAST HOUR for late applications for ballots (SOS Form 5-32) from voters who became ill or disabled on or after ED -12 days.</i>	City Secretary	9.72(b)	ED	
May 2 7 p.m.	<i>LAST HOUR for receiving ballots from voters who became ill or disabled ill or disabled on or after ED -12 days.</i>	City Secretary	9.72(b)	ED	
May 2 7 p.m.	<i>LAST HOUR to receive mailed ballots with no postmark, except overseas and armed forces ballots and certain ballots placed for delivery before this deadline.</i> Note: Check mailbox at 7 p.m. regardless of regular delivery schedule. See deadline ED +1 day.	City Secretary	9.50(a)	ED	
May 2 after 7 p.m.	Receive precinct records, voted ballots, etc. Note: Chief of police or marshal receives keys to ballot boxes containing voted ballots.	City Secretary Mayor	10.13(c) 10.32(d)	ED	
May 2 after 7 p.m.	Prepare unofficial tabulation of results. Note: Presiding judge must notify City Secretary if counting will not be complete by 2 a.m.	City Secretary	10.34 10.32(b)	ED	
May 4 5 p.m.	<i>LAST DAY to receive mailed ballots if the carrier envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. local time for the place of election.</i> Note: Because the deadline falls on Sun, it moves to Mon. This deadline applies to voters who applied for a ballot by mail and cast a by-mail ballot from within the U.S. Check your mailbox at 5 p.m.	City Secretary	9.50(a)	+1	
May 4	LAST DAY to deliver provisional ballots to voter registrar of each county in which city is located. Note: Because the deadline falls on Sun, it moves to Mon.	City Secretary	10.30(a)(2)	+1	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
May 5 to May 11	<i>Period during which EVBB may meet to count ballots received from outside the U.S. if the early voting clerk certifies that all ballots mailed from outside the U.S. have been received. Note: The ED interval is +13 in Nov. of even numbered years.</i>	Early Voting Ballot Board	11.02	+3 through +9	
May 5 to May 13	<i>Recommended* period to complete report of early votes cast for each candidate or measure, by election precinct. Note: must occur before canvass.</i>	City Secretary	11.04(b)	*+3 through *+11	
May 5 to May 13	Period for official canvass. Note: <ul style="list-style-type: none"> <li>• TIMING: canvass may occur only if all FPCA and provisional ballots have been counted, and the time to cure any deficiencies in mailed ballot carrier envelopes has expired.</li> <li>• PERIOD: 11 days except even Nov. (14 days).</li> <li>• QUORUM: 2 but see runoff note.</li> <li>• WINNER: cannot assume office (except Type A cities) until canvass &amp; oaths.</li> <li>• PIA: Images of voted ballots or cast vote records are publicly available the day after the canvass. See SOS Advisory 2024-20 for redaction guidance.</li> <li>• RECOUNTS: petition is due 2 p.m. 1st day (expedited) or 5 p.m. 3rd day after canvass.</li> <li>• RUNOFF (not a tie): order not later than 5 days after the canvass. It is recommended that the runoff be ordered and notice issued at the canvass meeting (which would require a normal quorum).</li> </ul>	Mayor (sets time)  City Secretary (records results)  City Council (takes action)	11.12	+3 through +11	
SB 2753 requires the canvass to include the total number of votes received for each candidate and measure to be reported by polling location.					
May 5 to May 16	After canvass, recommended* period to issue certificates of election (SOS Form 23-1), official statement of elected officer (SOS Form 23-3), and oath of office (SOS Form 23-2). Note: If a recount is requested documents are not issued until after the recount.	Mayor City Secretary	11.20 11.21	*+3 through *+14	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
May 5 to May 26	Period for partial manual count of electronically counted ballots to begin not later than 72 hours after polls close and be completed by ED +21st day. Note: Because the deadline falls on Sat. and Mon. is Memorial Day, the deadline moves to Tue. This 72-hour time is mandated by the EC, not the Open Meetings Act. NEW LAW; SB 827 renames the partial manual count as the hand count election audit.	City Secretary	11.31	+3 through +21	
May 7	<i>LAST DAY to receive a ballot from military or non-military voters casting from outside the U.S. who submitted an ABBM, IF cancellation mark indicates ballot was placed for delivery by 7 p.m. on ED.</i>	City Secretary	9.50(b)(1) 9.68 11.02	+5	
May 8	<i>LAST DAY to receive an FPCA ballot from a member of the U.S. Armed Services or Merchant Marines or a spouse or dependent of a member.</i> Note: NO cancellation or receipt mark showing date placed for delivery is required on these ballots.	City Secretary	9.50(b)(2)	+6	
May 8	LAST DAY for provisional voter to present ID to voter registrar or execute required affidavit (SOS Form 9-5).	Voter Registrar	10.30(d) 9.26(d)(3)	+6	
May 8	LAST DAY for voter registrar to complete the review of provisional ballots. Note: The period is one day longer for elections in Nov. of even-numbered years.	Voter Registrar	10.30(d)	+6	
May 8	<i>LAST DAY for a vote-by-mail voter to cure certain deficiencies in the carrier envelope.</i>	Voter	6.72	+6	
May 8	Type A cites: FIRST DAY elected officials may qualify and assume duties of office. Note: LGC §22.006 states 5th day after election not counting Sun. The resulting day is the 6th day after. Officials may not take office until the canvass is complete unless the election was cancelled. EC §1.006 does not apply.	Candidate with City Secretary	11.23(a)	+6 Doesn't move	
May 9	<i>FIRST DAY a mailed ballot can be rejected if (1) the carrier envelope was not properly executed or is missing a statement of residence, and (2) the signatures do not match; provided the voter has been notified.</i> Note: EC §1.006 does not apply to first days.	Early Voting Ballot Board	6.72 11.03(a)	+7	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
May 11	LAST DAY for the EVBB to convene for counting the provisional ballots or any mail ballots timely and properly received after ED. Note: This deadline is the 13th day for elections in Nov. of even-numbered years.	Early Voting Ballot Board	11.01(b)	+9	
May 12	LAST DAY for presiding judge of EVBB to mail notices of rejected mail ballots to voters (SOS Form 6-2).	Judge of EVBB	11.03(a)	+10	
May 13	LAST DAY for conducting the official canvass of the election.	City Council	11.12	+11	
May 14	LAST DAY to register to vote for the runoff of this May election.	Voter Voter Registrar	4.07(f) 4.07(g)	runoff-30	
May 14 to Jun 3	Period to publish notice of the runoff election. Note: The runoff must be ordered first. See note for the canvass period.	City Secretary	6.52(a)	runoff-30 to runoff-10	
May 15 to May 23 (May 22 recommended)	Period when the notice of the outcome of provisional ballots must be mailed to voters (SOS Form 9-9). Note: EC §1.006 arguably does not apply to a timeframe set by rule, 1 TAC 81.176(e). Mon is Memorial Day. Accordingly, Fri is recommended.	Judge of EVBB or City Secretary	11.01(f)	Varies, by 10th day after canvass	
May 18	LAST DAY to make election records available in an electronic format for a fee of not more than \$50.00. Note: Because the deadline is Sun, it moves to Mon.	City Secretary	11.70(c)	+15	
May 25	Memorial Day Holiday. See endnote 6 for impact on mandatory office hours.	EC	1.52, 6.80	n/a	
May 26	LAST DAY for mailing results of manual count to SOS. Note: The deadline is Sat and Mon is Memorial Day. See endnote 6.	City Secretary	11.31(c)	+21	
Jun 1	Type A cities: LAST DAY elected officials may qualify and assume duties of office; if they fail to qualify by this day, the office is considered vacant.	Candidate with City Secretary	11.23(a)	+30	
Jun 1	FIRST DAY of early voting in person for the runoff.	Voter	9.11	runoff-12	
SB 2753 shortens the start of early voting by personal appearance in May to ED -9.					
Jun 9	LAST DAY of early voting in the runoff.	Voter	9.44 9.11	runoff-4	

Date	Action	By or With Whom Taken	M §	ED Interval	Done
SB 2753 extends the period for early voting by personal appearance in the May election to runoff day -1.					
Jun 11	LAST DAY of mandatory office hours. Note: SOS does not apply EC §1.006.	City Secretary	6.80(a)	+40	
Jun 13	<u>RUNOFF FOR MAY ELECTION</u>	Voter	12.01(d)	set by SOS	
Jun 19	Juneteenth Holiday. Note: No impact on mandatory office hours, which ended earlier.	EC	1.52, 6.80	n/a	
July 2	FIRST DAY for transfer of voted ballots from the locked ballot box to another secure container and make original voted ballots available	City Secretary	11.70(e)	+61	
July 15	LAST DAY for timely filing of semiannual report of contributions and expenditures.	City Secretary	3.12(b) 3.16(a)	July 15	
Mar 3 2028	Last day of preservation period for ballots and other precinct election records of city election, except for candidate applications.	City Secretary	11.71(c)	day after +22 months	
May 3 2028	Last day of preservation period for candidate applications and certain petitions.	City Secretary	11.71(d)	day after +2 years	

### Endnotes

1. Any city imposing an ad valorem property tax must have a website. [Tax §26.18] The following information must be posted on a city's website [M §2.13(d)]:
  - (1) the city's contact information, including a mailing address, telephone number, and e-mail address;
  - (2) each elected officer of the city;
  - (3) the date and location of the next election for officers of the city;
  - (4) the requirements and deadline for filing for candidacy of each elected office of the city for the next election (posted one year prior to the date of that election);
  - (5) notice of city council meetings; and
  - (6) minutes of city council meetings.

A city with population of less than 5,000 located in a county with population of less than 25,000 does not have to post (5) and (6). [GC §2051.201].

2. The city's governing body may choose to conduct a mock student election under EC §276.007. The major steps taken for a general election should be taken for a student election. The student election may be held on the first day before the election, but results must not be published until after the polls close on election day.

3. Follow home-rule city's charter provision, if any. However, a home-rule city cannot alter the candidate filing deadline. [EC 143.005(a)].
4. If a candidate dies on or before the filing deadline, the City Secretary MAY remove the candidate from the ballot, in which case, the filing deadline is extended 5 days. If that extended filing deadline for filing falls on a weekend or holiday, it moves to the next business day. Withdrawal deadlines after the extended filing deadlines will be impacted.
5. See Texas Ethics Commission rules [1 TAC §18.31] for the full list of reporting triggers and dollar amounts. The following is a summary of the most common amounts [M Ch. 3]:

<b>Election Code §</b>	<b>Threshold Description</b>	<b>Original Amount</b>	<b>2025 Amount</b>	<b>2026 Amount</b>
253.031(b)	<i>PAC</i> : amount of contributions or expenditures before appointment of treasurer is required.	\$500	\$1,080	\$1,110
254.036	<i>Electronic Filing Exemption</i> : amount at or below which a filer may qualify.	\$20,000	\$33,910	\$34,890
254.095	<i>Local officeholders, contributions</i> : amount over which reporting is required.	\$500	\$1,110	\$1,140
254.181 254.182 254.183	<i>Candidate or specific-purpose PAC, modified reporting</i> : contribution or expenditure amount at or below which filers may avoid pre-election reports.	\$500	\$1,110	\$1,140

6. See M §1.52 & §6.80. Under EC §1.006, if a deadline falls on a Sat., Sun., or legal state/national holiday, the deadline moves to the next regular business day. Exceptions where the deadline moves to the first preceding regular business day: EC §84.007 (general rule for applications for ballot by mail); §86.0015 (deadline for certain ABBM based on disability). Under EC §85.001, early voting by personal appearance includes weekends and holidays unless the first day is one of these, moving the start date to the next business day. NEW LAW: HB640 defines a “regular business day” as the day when the city’s main office is regularly open for business. Thus, you do not need to conduct mandatory office hours on a city holiday such as Good Friday or the Battle of Flowers. The following are Election Code holidays *unless noted otherwise in italics*:

<b>Holidays in 2026</b>	<b>Date</b>	<b>Day</b>
New Year's Day	January 1	Thu
Confederate Heroes Day	January 19	Mon
Martin Luther King Jr. Day. (3rd Monday in January)	January 19	Mon
Presidents' Day/Washington's Birthday (3rd Monday in February)	February 16	Mon
Texas Independence Day	March 2	Sun
<i>Cesar Chavez Day (not an Election Code holiday)</i>	March 31	Tues
<i>Good Friday (not an Election Code holiday)</i>	April 3	Fri
San Jacinto Day	April 21	Tues
Memorial Day (last Monday in May)	May 25	Mon
Emancipation Day/Juneteenth	June 19	Fri
Independence Day	July 4	Sat
Lyndon Bains Johnson Day	August 27	Thu
Labor Day (1st Monday in September)	September 7	Mon
<i>National Voter Registration Day (not an Election Code holiday)</i>	September 15	Tue
<i>Yom Kippur</i>	Sept 20	Sun
Columbus Day/Indigenous Peoples Day (2d Monday in October)	October 12	Mon
Veteran's Day	November 11	Wed
Thanksgiving Day (4th Thursday in November)	November 26	Thu
Friday after Thanksgiving	November 27	Fri
<i>Day before Christmas (not an Election Code holiday)</i>	December 24	Thu
Christmas Day	December 25	Fri
<i>Day after Christmas (not an Election Code holiday)</i>	December 26	Sat