



CITY OF STAGECOACH, TEXAS

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Stagecoach, TX 77355
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MAYOR
GALEN
MANSEE

SECRETARY
TREASURER
COURT CLERK
BRENDA
RUTT

ALDERMAN
POSITION I
SHARON
McCLURE

ALDERMAN
POSITION II
JIM
COOLEY

ALDERMAN
POSITION III
JAMES
OSTEEN

ALDERMAN
POSITION IV
MARK
McGILL

ALDERMAN
POSITION V
BILL
McGAHEN

MUNICIPAL
JUDGE
CAROLYN
COX

CHIEF OF
POLICE
MIKE
WETHINGTON

DIRECTOR
OF PUBLIC
WORKS
TERRY
RUTT

PLANNING
& ZONING
COMMISSIONER
CHUCK
EVANS

FLOOD PLAIN
ADMINISTRATOR
FRED
HAGANS

CITY
ATTORNEY
JANICE
BALDWIN

January 17, 2017

Dear Prospective Candidate:

Thank you for your consideration to offer your services to the citizens of Stagecoach by becoming a candidate in this year's municipal election. In an effort to inform you of dates that will be important to you and your obligation to comply with certain applicable state statutes and local ordinances, the attached *Candidate's Packet* has been prepared with the necessary forms and pertinent instructions. Please read this letter and the enclosed material prior to filling out the specific forms.

A copy of each of the following forms and information for the May 6, 2017 General Election for City Officials is included in this packet:

- Application for Place on the Ballot. *The loyalty oath is included on this application and must be notarized.*
- Form CTA – Appointment of a Campaign Treasurer by a Candidate and Instruction Guide. *This form should be filed in my office at the same time as the application for place on the ballot. Please note the statement that must be signed regarding the nepotism law. A summary of the nepotism law is in the enclosed CTA Instruction Guide. Can be filled in online <http://www.ethics.state.tx.us/filinginfo/localcohfrm.htm>.*
- Form CFCP – Code of Fair Campaign Practices. *This form may be signed voluntarily. It is not mandatory.*
- Significant Election Dates
- Positions Scheduled for Election
- City's Sign Ordinance and State Rules for Posting Campaign Signs
- Political Advertising: What You Need to Know
- Form C/OH – Candidate Officeholder Campaign Finance Report. *This form is to be completed by the candidate or the candidate's campaign treasurer (but signed only by the candidate). Instructions on filing finance reports and final report can be found on the Texas Ethics Commission website.)*

The following forms can be found on the City's website at: www.stagecoachtx.us and on the Texas Ethics Commission website under Candidate/Officeholder - Forms & Instructions - Non-Judicial Candidate/Officeholder at: <http://www.ethics.state.tx.us/filinginfo/cohfrm.htm>. Copies are available from the City Secretary upon request.

- Form ACTA – Amended Appointment of a Campaign Treasurer by a Candidate and Instruction Guide)
- Form C/OH - Instruction Guide - Candidate/Officeholder Campaign Finance Report

The following form can be found on the City's website and on the Texas Ethics Commission website under Candidates and Officeholders - Publications & Guides - Campaign Finance at: <http://www.ethics.state.tx.us/filinginfo/cfpub.htm>. Copies are available from the City Secretary upon request.

- **Local C/OH Campaign Finance Guide** (Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities)

Filing for a place on the ballot begins January 18, 2017 and ends at 5:00 p.m. on February 17 2017. Each application must be carefully reviewed to determine whether it complies with the Election Code requirements as to content; so, please file your application as soon as practicable to allow sufficient time for this review.

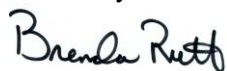
Please make special note of the next two paragraphs of information.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included as referenced above) must be completed by the candidate's campaign treasurer (but signed only by the candidate) and filed in my office. Campaign reports are considered open records and will be viewed as such by residents 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 800.325.8506 or 512.463.5800 for assistance or go online to 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 and the City's current sign ordinance (both of which are also referenced as enclosures). There is no permit required for political signs; however, they do not belong on utility poles, attached to trees or in the street right-of-way. We ask your discretion in the placing of such signs.

Interest in your municipal government is appreciated and I trust that this will be a positive experience for you and your supporters. Please feel free to contact me if you have any concerns, if you need copies of any forms or if I may be of assistance. I can be reached at 281-259-0224 or at office@stagecoachtx.us. Best wishes to you!

Sincerely,



Brenda Rutt
City Secretary

Enclosures