

INTRODUCTION

Prospective Candidate,

Thank you for your interest in serving the Town of Pantego by applying for a place on the **May 3, 2025** ballot for the purpose of electing a **Mayor and Town Council Places 4 and 5**. Following the election, the sitting Council will canvass returns during a public meeting and the qualified person receiving the highest number of votes in each race will be sworn into office for a two-year term. Should a run-off become necessary, it shall be scheduled on a date set by the Secretary of State (SOS).

To assist candidates in their obligation to comply with applicable statutes and ordinances, my office has prepared this Candidate Packet. Ultimately, however, it is each candidate's responsibility to adhere to all applicable laws whether or not they be specifically referenced herein. You are strongly encouraged to familiarize yourself with the enclosed materials and provided links prior to filing or campaigning. My office has compiled the necessary and recommended forms, pertinent dates, and basic information regarding campaign finance and advertising. The City Secretary's role is to accept and retain filings but staff cannot offer input regarding the timeliness nor sufficiency of those documents other than the Application for a Place on the Ballot (see next page).

For questions, complaints, or concerns regarding campaign finance, contact the Texas Ethics Commission (TEC) at ethics.state.tx.us or 512-463-5800. For election law questions, contact the Secretary of State (SOS) at sos.state.tx.us or 800-252-8683 or 512-463-5650.

FORMS CURRENT AS OF THE DATE OF THIS LETTER

Links are also included for your convenience. Additional copies of [Form C/OH](#) are available upon request.

YOU ARE A NON-JUDICIAL LOCAL FILER

On state agency sites, you will find different forms depending upon candidate type. Anyone filing in connection with a Town of Pantego election is classified as a **Non-Judicial** (not running for a judge's seat or other judicial office) **Local Filer** (files with the City Secretary rather than the State) **Candidate/Officeholder** (sometimes abbreviated as COH or C/OH) or **Political Committee** (see below).

FORMS: <https://www.ethics.state.tx.us/forms/local/localcohfrm.php>

POLITICAL COMMITTEE (SOMETIMES CALLED A 'PAC')

"Two or more persons acting in concert with a principal purpose of accepting political contributions or making political expenditures" are [required to appoint a campaign treasurer](#) and to [file campaign finance reports](#).

More information: ethics.state.tx.us/statutes/title15.php and ethics.state.tx.us/forms/local/localspacfrm.php

Every effort has been made to ensure accuracy throughout this packet. If you do, however, find errors please alert us as soon as practicable so that we can make updates. The remainder of this letter discusses some of the key aspects of candidacy. To receive candidacy notices, please email citysecretary@townofpantego.com to be added to the distribution list.

ELIGIBILITY FOR OFFICE

The Town of Pantego is a Type A General Law City that is not divided into districts or wards. Therefore, all officials are elected at large – each representing the community as a whole. Qualifications for office include the provisions set forth in Local Government Code [§22.032](#) and [Chapter 143](#), and Election Code [§141.001\(a\)](#). You can check your voter registration status at gisit.tarrantcounty.com/TCVL. The qualifications are:

- Be a United States citizen;
- Have been a resident of Texas for at least twelve (12) months, as of the deadline for filing for the office;
- Have resided in the city (Town of Pantego) for at least twelve (12) months (for Mayor) or six (6) months (for a Councilmember) preceding election day;
- Be a registered voter in the Town of Pantego ([Precinct 2112](#));
- Be 18 years of age or older upon the commencement of the term to be filled at the election;
- Not have been convicted of a felony for which he or she has not been pardoned or otherwise released from the resulting disabilities; and
- Not have been deemed mentally incompetent by a final judgment of a court.

FILING PERIOD

The filing period begins at 8:00 a.m. Wednesday, January 15, 2025; and **the filing deadline is 5:00 p.m. Friday, February 14, 2025.** The City Secretary's office is located in Town Hall (1614 S Bowen Road) and office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. There is no filing fee. **Required candidate forms are: (1) Application for a Place on the Ballot ([PDF](#)); and (2) Form CTA: Appointment of a Campaign Treasurer by a Candidate ([PDE](#)).**

- (1) Upon receipt of your **APPLICATION FOR A PLACE ON THE BALLOT** the City Secretary is allotted five (5) days to review. If an omission or error is found after the filing deadline has passed, a new application cannot be accepted, and the original may not be valid. **Candidates are urged to file as soon as practicable to allow sufficient time for review.** The application should be filed along with Form CTA.
- (2) You can be your own treasurer. Even if you do not plan to raise or spend any money, **FORM CTA** must be filed before filing an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. A summary of the nepotism law is in the [CTA Instruction Guide. Local Government Code Chapter 252](#) defines the role of Campaign Treasurer. The "Modified Reporting" option on this form is discussed on the following page. Once you file Form CTA, your reporting requirements will not terminate until you file a final [Form C/OH](#) (by including the last page (labeled FR) and indicating on the cover sheet that it is your final report).

Voluntary candidate forms are:

- (3) TEC [Form CFCP](#) signifies your intentions to uphold the principles of decency, honesty, and fair play described in the [Fair Campaign Practices Act](#).
- (4) SOS [Form 2-67](#) allows certain candidates to request confidentiality of certain information.

CAMPAIGN FINANCE

Anyone with a current **FORM CTA** on file – whether a candidate, officeholder, or political committee – is responsible for filing any required **Candidate/Officeholder Campaign Finance Reports (FORM C/OH)** with the City Secretary according to the schedule published by TEC ([ETHICS.STATE.TX.US/DATA/FILINGINFO/SCHEDULES/S25UNIFORM.PDF](https://ethics.state.tx.us/data/filinginfo/schedules/s25uniform.pdf)). Your Campaign Treasurer appointment will remain active unless and until you file a “Final Report” version of **FORM C/OH** (by including the last page (labeled FR) and indicating it is a final report on the cover sheet) to end your filing requirements in association with this election cycle.

The importance of understanding and adhering to campaign finance requirements and procedures cannot be overstated. These reports, along with all political filings, are subject to disclosure, without redaction, to anyone who makes a request under the Public Information Act (PIA). Following the passage of **88(R) HB 2626**, ALL campaign finance reports received after September 1, 2023 will be published to the Town’s website for a minimum of five years, with only donors’ street addresses withheld. It is recommended that you maintain a copy of each report submitted for your records. Forms can be completed by the treasurer but must be signed by the candidate.

Questions about reporting, contributions, or expenditures should be directed to the Texas Ethics Commission (TEC) at 512-463-5800 or ethics.state.tx.us.

HELPFUL LINKS

- TEC Campaign Finance Guide: ethics.state.tx.us/data/resources/guides/coh_local_guide25.pdf
- Filing Schedule: ethics.state.tx.us/data/filinginfo/schedules/s25uniform.pdf
- First Steps for Candidates: ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf
- Frequently Asked Questions: ethics.state.tx.us/resources/FAQs/FAQ_COH_Legal.php
- All Forms and Instructions: ethics.state.tx.us/forms/local/localcofrm.php
- Publications and Guides: ethics.state.tx.us/resources/cf
- Election Code, Title 15: ethics.state.tx.us/statutes/title15.php
- Starting or Ending Your Campaign (Local Filer): ethics.state.tx.us/resources/cf/StartEndCampaign.php

MODIFIED REPORTING

Choosing ‘Modified Reporting’ on the second page of **Form CTA** can reduce campaign finance reporting requirements. Opposed candidates are only eligible for ‘Modified Reporting’ if they do not intend to exceed **\$1,110*** in either political contributions or expenditures.

If you opt for ‘Modified Reporting’, but do exceed the threshold* (see above): (1) by the 30th day before the election, you must file 30 and 8 days before the election; or (2) after the 30th day before the election, you must file within 48 hours, and then by the regular schedule.

This is only meant to introduce you to the Modified Reporting option. It is not – by any means – a comprehensive discussion of all related factors. It is the responsibility of each candidate, officeholder, and political committee to comply with all applicable laws and requirements.

** Threshold updated annually*

QUESTIONS?

Texas Ethics Commission
512-463-5800

POLITICAL ADVERTISING & CAMPAIGN SIGNS

Signage that you believe to be improperly posted can be reported to Code Enforcement by visiting [TOWNOFPANTEGO.COM/311](https://townofpantego.com/311), calling 817-617-3700, or emailing INFO@TOWNOFPANTEGO.COM. Pioneer Parkway (Spur 303) is a State Highway and subject to TxDOT regulations. Overall, please understand the following:

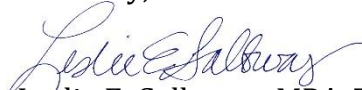
- It is illegal to place any signs on or within any public right-of-way. This includes posting signs on trees, utility poles, traffic signs, or other objects on the right-of-way.
- Campaign signs can be placed on private property with the owner's permission.
- Before placing any campaign or political signs within the Town of Pantego, consult local Code including § 14.10.730(F): [HTTPS://ECODE360.COM/40181406](https://ecode360.com/40181406)
- If you've placed your sign in the right-of-way or if it is posing a traffic hazard, it can be removed without prior notice.

HELPFUL LINKS

- Local Code Regulating Political Signs: ecode360.com/40181406
- Political Advertising: What You Need to Know: ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf
- TxDOT: txdot.gov/business/right-of-way/campaign-signs.html
- Local Gov't Code: statutes.capitol.texas.gov/Docs/EL/htm/EL.259.htm
<https://statutes.capitol.texas.gov/Docs/EL/htm/EL.255.htm>
- TEC: ethics.state.tx.us/resources/advertising/political_advertising_reqts.php
In addition to outdoor signs, this resource includes information about requirements pertaining to promotional items, mailers, flyers, websites, social media pages, etc.

The City Secretary's Office is here to help you and will assist you as best as possible with any questions. Your interest in serving our community is appreciated and I hope that your candidacy will be a positive experience for you and your supporters.

Sincerely,



Leslie E. Galloway, MPA, TRMC
Assistant City Manager | City Secretary
citysecretary@townofpantego.com
817-617-3706

ADDITIONAL RESOURCES

- Town of Pantego Code of Ordinances: ecode360.com/PA6534
- Community Profile: townofpantego.com/about
- Sitting Mayor and Town Council: townofpantego.com/council
- Local Election Information: townofpantego.com/election
- Tarrant County Elections: tarrantcounty.com/evote
- Election Dates: sos.state.tx.us/elections/laws/advisory2022-37.shtml
- Running for Local Office: sos.state.tx.us/elections/candidates/guide/2022/local.shtml
- Local Candidacy Filing: sos.texas.gov/elections/laws/candidacy.shtml
- Texas Municipal League (TML) publications: <https://www.tml.org/183/publications>