

**REFUGIO COUNTY ELECTIONS
ADMINISTRATION OFFICE**



**CANDIDATE
INFORMATION
GUIDE**

**RUNNING FOR A
COUNTY OFFICE**

RACHAEL B. GARCIA
REFUGIO COUNTY ELECTIONS ADMINISTRATOR
P.O. BOX 452 – 414 C NORTH ALAMO STREET
REFUGIO, TX 78377
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REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE

NOTE

This packet was created as a reference guide only and should not be used as a substitute for legal advice.

It is solely a guide for running for office and filing reports.

It is the candidate's and officeholder's responsibility to obtain the actual knowledge of the laws, regulations and duties.

INFORMATION IS SUBJECT TO CHANGE AS A RESULT OF ANY LEGISLATIVE SESSIONS

After you make the decision to run for office, you must file a Campaign Treasurer Appointment.

This is required before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy publicly or privately.

Please be aware that becoming a candidate will trigger filing requirements. You can familiarize yourself with these requirements by consulting the appropriate campaign finance guide and filing schedule.

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REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE

ELECTIONS WEBSITE CONTENTS



The Refugio County Elections Administration Office no longer provides Candidate Packets.



Visit The Refugio County Elections Administration Office Website, [CANDIDATE INFORMATION](#) Webpage To View And Print Forms And Other Important Information.



Election Quicklinks Are Now Available Online.



Be Sure To Click On The Election For Specific Information Related To That Election.



All Candidate Texas Ethics Commission Filings And Finance Reports Are Now Viewable Online

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REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE

ELECTIONS WEBSITE CONTENTS

You Will Find The Following Information Listed In The CANDIDATE INFORMATION SECTION:

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REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE

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Appointment of Campaign Treasurer - Instructions

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Code of Fair Campaign Practices

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Refugio County Elections Administration Office

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Refugio County

ELECTIONS ADMINISTRATION

VOTER REGISTRATION

Rachael B. Garcia

Refugio County Elections Administrator

Catherine Fuller

Assistant Elections Administrator

**P.O. BOX 452 – 414 C North Alamo St.
Refugio, Texas 78377**

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EMAIL: rachael.garcia@co.refugio.tx.us

(Office Hours May Vary During Election Cycles)

**A DROP BOX IS NOW AVAILABLE IN THE FRONT (OUTSIDE) OF THE ELECTIONS OFFICE
FOR CANDIDATE & VOTER REGISTRATION FILINGS**

WEBSITE

www.co.refugio.tx.us

Click on Elections Administration

ALSO BE SURE TO LIKE US ON



FACEBOOK

**Visit the Refugio County Elections Administration Website and
Facebook Page for Local Up-To-Date Information and Reminders**

REFUGIO COUNTY PARTY CHAIRS

DEMOCRATIC PARTY

Ray Niehal
Democratic Party Chair
P.O. Box 884
Woodsboro, Texas 78393

Cell (917) 533-2958
E-mail rayniehal@icloud.com

REPUBLICAN PARTY

Jeffrey Steele
Republican Party Chair
606 Oak St.
Refugio, Texas 78377

Home (361) 526-4976
Cell (361) 935-3842
E-mail steelej44@gmail.com

REFUGIO COUNTY, TEXAS LOCAL OFFICES UP FOR 2024 ELECTION

Requirements and filing deadlines for candidates can be found at the Texas Secretary of State's website

[Candidate Information](#)

COUNTY OF REFUGIO			
OFFICE	OFFICE HOLDER	TERM EXPIRES	PARTY
Commissioner, Precinct No. 1	Roy Payne	2024	REP
Commissioner, Precinct No. 3	Gary Wright	2024	REP
County Attorney	Deb Bauer	2024	REP
Sheriff	Raul "Pinky" Gonzales	2024	REP
Tax Assessor-Collector	Ida Mascorro Turner	2024	DEM
Constable, No. 1	Sheldon Wiginton (<i>Appointed</i>)	2024	REP
Constable, No. 2	Johnnie J. Garza	2024	DEM
District Judge, 24th Judicial District	Jack W. Marr	2024	REP
District Judge, 135th Judicial District	Kemper Stephen Williams	2024	REP
District Attorney, 24th Judicial District	Rob Lassmann	2024	REP
<i>Four Year Terms</i>			

MARCH 5, 2024 - PRIMARY ELECTION

First Day To File For A Place On The Primary Ballot For Precinct Chair Candidates	Tuesday, September 12, 2023
First Day To File For Candidates Regularly Scheduled To Be On The Primary Ballot; First Day For Independent Candidates To File Declaration of Intent	Sunday, November 11, 2023
Filing Deadline For Candidates; Filing Deadline For Independent Candidates To File Declaration Of Intent	Monday, December 11, 2023 At 6:00 P.M.
First Day To Apply For A Ballot By Mail	Monday, January 1, 2024* <small>*First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2024 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.</small>
Last Day To Register To Vote	Monday, February 5, 2024
First Day Of Early Voting	Tuesday, February 20, 2024* <small>*First business day after Presidents' Day</small>
Last Day To Apply For Ballot By Mail (Received, <u>Not</u> Postmarked)	Friday, February 23, 2024
Last Day Of Early Voting	Friday, March 1, 2024
Last Day To Receive Ballot By Mail	Tuesday, March 5, 2024 (ELECTION DAY) At 7:00 P.M. <small>if carrier envelope is not postmarked, OR Wednesday, March 6, 2024 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply)⁴</small>

1 For the few entities who do not have a first day to file: For the May 4, 2024 election, Wednesday, January 17, 2024 is the deadline to post notice of candidate filing deadline for local political subdivisions that do not have a first day to file for their candidates. For the November 5, 2024 election, Saturday, July 20, 2024 is the deadline to post notice of candidate filing deadline for local political subdivisions that do not have a first day to file for their candidates.

Local political subdivisions include: cities, school districts, water districts, hospital districts, and any other local government entity that conducts elections. Many of these elections are conducted on the May uniform election date.

2 Filing deadlines: generally, the filing deadline is the 78th day prior to Election Day. The Code may provide a different special election filing deadline. See Section 201.054 of the Texas Election Code (the "Code"). Write-in deadlines for general and special elections vary. See the long calendar for this election date for details. The write-in deadline for most local (city, school, other) **special elections** is now the same day as the filing deadline for application for a place on the ballot. Section 201.054.

3 If no candidate for a **four-year term** has filed an application for a place on the ballot for a **city office**, the filing deadline for that office is extended to 5 p.m. of the 57th day before the election. For the May 4, 2024 election, this is Friday, March 8, 2024. See Section 143.008 of the Code.

4 Different deadlines apply to the last day to receive ballots sent by the following: 1) non-military and military voters who mailed ballots from overseas and submitted a regular state Application for Ballot by Mail ("ABBM"), 2) non-military voters who mailed ballots from overseas and who submitted a Federal Postcard Application ("FPCA"), and (3) military voters and members of the Texas National Guard, who mailed ballots domestically or from overseas and who submitted an FPCA. See Secs. 86.007, 101.001 and 101.057 of the Code.

5 Section 2051.201 of the Government Code requires all political subdivisions with the authority to impose a tax maintain a publicly accessible Internet website and post the date and location of the next election for officers of the political subdivision and the requirements and deadline for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for the office.

Please contact the Elections Division of the Office of the Texas Secretary of State at 1-800-252-VOTE (8683) for additional information.

MAY 28, 2024 - PRIMARY RUNOFF ELECTION

First Day To Apply For A Ballot By Mail	Monday, January 1, 2024* <small>*First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2024 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.</small>
Last Day To Register To Vote	Monday, April 29, 2024
First Day Of Early Voting	Monday, May 20, 2024
Last Day To Apply For Ballot By Mail <i>(Received, <u>Not</u> Postmarked)</i>	Friday, May 17, 2024
Last Day Of Early Voting	Friday, May 24, 2024
Last Day To Receive Ballot By Mail	Tuesday, May 28, 2024 (ELECTION DAY) At 7:00 P.M. <small>if carrier envelope is not postmarked, OR Wednesday, May 29, 2024 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply)⁴</small>

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NOVEMBER 5, 2024 – GENERAL ELECTION

Deadline To Post Candidate Requirements ¹ Form 1-15 (PDF)	Sunday, November 5, 2023
Deadline To Post Notice Of Candidate Filing Deadline (Local Non-County Political Subdivisions Only) ¹	Thursday, June 20, 2024 for local political subdivisions that have a first day to file for their candidates ¹
First Day To Apply For A Ballot By Mail	Monday, January 1, 2024* <small>*First day to file does not move because of New Year's Day holiday. An "Annual ABBM" or FPCA for a January or February 2024 election may be filed earlier, but not earlier than the 60th day before the date of the January or February election.</small>
First Day To File For A Place On The General Election Ballot (Local Non-County Political Subdivisions Only) ¹	Saturday, July 20, 2024
First Day To File Declaration Of Write-in Candidacy (General Election For State And County Officers)	Saturday, July 20, 2024
Last Day To Order General Election Or Special Election On A Measure	Monday, August 19, 2024
Last Day To File For A Place On The General Election Ballot (Local Non-County Political Subdivisions Only) ²	Monday, August 19, 2024 At 5:00 P.M. <small>See note below relating to four-year terms³</small>
Last Day To File Declaration Of Write-in Candidacy (General Election For State And County Officers)	Monday, August 19, 2024
Last Day To File Declaration Of Write-in Candidacy (Local Non-County Political Subdivisions Only)	Friday, August 23, 2024
Last Day To Register To Vote	Monday, October 7, 2024
First Day Of Early Voting	Monday, October 21, 2024
Last Day To Apply For Ballot By Mail <i>(Received, <u>Not</u> Postmarked)</i>	Friday, October 25, 2024
Last Day Of Early Voting	Friday, November 1, 2024
Last Day To Receive Ballot By Mail	Tuesday, November 5, 2024 (ELECTION DAY) At 7:00 P.M. <small>if carrier envelope is not postmarked, OR Wednesday, November 6, 2024 (next business day after Election Day) at 5:00 p.m. if carrier envelope is postmarked by 7:00 p.m. at the location of the election on Election Day (unless overseas or military voter deadlines apply)⁴</small>

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VOTER REGISTRATION/ELECTION RECORDS PUBLIC INFORMATION REQUEST

All Request Must Be Submitted In Writing

You may now request voter registration list in person or by email.

(This includes list of registered voters & voting history list)

METHOD	LETTER SIZE 8.5 X 11	LEGAL SIZE 8.5 X 14	OTHER 11 X 17	HOW TO OBTAIN
	COST PER PAGE			
Hard Copy	.10	.25	.50	Complete A Voter Registration/Election Records Public Information Request Form At The Elections Administration Office
	For Colored Copies Add .05/Per Page			
Electronic Format	No Cost To Email			Request Must Be Specific And Detailed Chose Format (Pdf, Excel Or Csv)
	There May Be A Fee For List That Are Not Commonly Generated			In Order To Receive A Daily List, A Request Must Be Received Daily (Ex. Early Voting Voters Voted)
	<i>Note: Some Voter Information/Election Records May Not Be Submitted Via Electronic Format</i>			

***The Information Requested Will Be Furnished Not Later Than The 15th
Day After The Date The Request Is Received.
(Texas Election Code, Section 18.066)***



ELECTION INFORMATION & TURNOUT DATA

ARE NOW UPDATED DAILY AND AVAILABLE ONLINE AT:

<http://www.co.refugio.tx.us/page/refugio.Elections>

OR

<https://earlyvoting.texas-election.com/Elections/getElectionDetails.do>

POPULAR REQUEST AND DATA INCLUDE:

List of Registered Voters

- County/Precinct/City/School

Voting History

- Daily List of Voters Voted (In Person/By Mail)
- Voters Voted (Democratic Party/Republican Party/General)
- Current/Past Elections

Maps (County/Precinct/City/School)

WHEN CAN I GET THE RECORDS

PUBLIC INFORMATION REQUEST SCHEDULE

FORM	AVAILABLE TO PUBLIC
Application for Ballot by Mail	1st Business Day After Election
Annual Application for Ballot by Mail	1st Business Day After Voter Was Mailed A Ballot For The Earliest Election Submitted
List of Early Voting in Person and Election Day	By 11:00 A.M. The Next Day After Voter Voted
List of Absentee Ballots By Mail - Ballot Received	By 11:00 A.M. The Next Day After Ballot Was Received
List of Absentee Ballots By Mail - Ballot Mailed	1st Business Day After Election

NOTICE OF OFFENSE OF ILLEGAL USE OF LIST OF REGISTERED VOTERS

The Information Obtained From The Copy Of The County Voter File Shall Not Be Used In Connection With Advertising Or Promoting Commercial Products Or Services, An Offense Under Section 18.009 V.T.C.A., Election Code Is A Class A Misdemeanor.



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 Refugio County, Texas

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Email: rachael.garcia@co.refugio.tx.us

VOTER REGISTRATION PUBLIC INFORMATION REQUEST FORM

COUNTY		
<input type="checkbox"/> All		
PRECINCT		
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
<input type="checkbox"/> 1A	<input type="checkbox"/> 2A	<input type="checkbox"/> 3A
	<input type="checkbox"/> 2B	<input type="checkbox"/> 4
		<input type="checkbox"/> 4A
		<input type="checkbox"/> 4B
CITY		
<input type="checkbox"/> Austwell	<input type="checkbox"/> Bayside	<input type="checkbox"/> Refugio
		<input type="checkbox"/> Woodsboro
SCHOOL		
A/T ISD	REFUGIO ISD	WOODSBORO ISD
<input type="checkbox"/> ALL	<input type="checkbox"/> ALL	<input type="checkbox"/> ALL
<input type="checkbox"/> AS4A (Tivoli)	<input type="checkbox"/> RS1	<input type="checkbox"/> WSBA (Bayside)
<input type="checkbox"/> AS4B (Austwell)	<input type="checkbox"/> RS2	<input type="checkbox"/> WSBO (Woodsboro)
	<input type="checkbox"/> RS3	<input type="checkbox"/> WSJR (Jr. High)
	<input type="checkbox"/> RS4	
	<input type="checkbox"/> RS5	
	<input type="checkbox"/> RS6	
	<input type="checkbox"/> RS7	
OPTIONAL VOTER EXTRACTS		
<input type="checkbox"/> Only voters with Texas mailing address	<input type="checkbox"/> Males only	
<input type="checkbox"/> Only voters who are effective to vote between _____ and _____ dates	<input type="checkbox"/> Females only	
<input type="checkbox"/> Only voters between the age ____ and ____	<input type="checkbox"/> Only Active Voters	
<input type="checkbox"/> Hispanic Surnames only	<input type="checkbox"/> Only Suspense Voters	
	<input type="checkbox"/> Only Cancelled Voters	
<input type="checkbox"/> Voters Who Voted in the Following Elections		
Election: _____	Date/Year: _____	
Election: _____	Date/Year: _____	
<input type="checkbox"/> Individual Voter Records		
Name: _____	VOID/Other: _____	
Name: _____	VOID/Other: _____	
<input type="checkbox"/> Other:		
SORTING OPTIONS		
<input type="checkbox"/> Alphabetical	<input type="checkbox"/> Precinct/Districts	<input type="checkbox"/> Voter Street
MEDIA		
<input type="checkbox"/> Print (Plain Paper)	<input type="checkbox"/> PDF	<input type="checkbox"/> Excel
<input type="checkbox"/> CD	<input type="checkbox"/> PDF	<input type="checkbox"/> Excel
<input type="checkbox"/> Email	<input type="checkbox"/> PDF	<input type="checkbox"/> Excel
Email Address: _____		

Request for information will be processed within 15 days after date received (Texas Election Code, Section 18.008)

DATE: _____ NAME: _____
 ADDRESS/CSZ: _____
 PHONE: _____

<i>For Internal Use Only</i>	
<i>Date Processed:</i>	
<i>Processed By:</i>	

**NOTICE OF OFFENSE OF ILLEGAL USE OF
LIST OF REGISTERED VOTERS**

The information obtained from the copy of the county voter file shall not be used in connection with advertising or promoting commercial products or services, an offense under Section 18.009 V.T.C.A., election code is a class A misdemeanor.

**ADVISO DEL USO ILLEGAL DE
LA LISTA DE VOTANTES REGISTRADOS**

La informacion obtenida de la copia de los archivos sobre los votantes del condado no se debera usar para propositos de publicar anuncios o promover productos o servicios comerciales. Una ofensa de la Sec. 18.009 V.T.C.A., codigo de elecciones es un delito menor de la clase A.

DATE: _____

RECEIVED BY: _____

AMOUNT: _____

LIST OF REGISTERED VOTERS

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ADVISO DEL USO ILLEGAL DE LA LISTA DE VOTANTES REGISTRADOS

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ABBREVIATION CODES

ELECTION TYPE	
GE	General
CP	Primary
RU	Runoff
SE	Special
LO	Local Election
PO	Open Primary
LR	Local Runoff Election
VOTING METHOD	
EV	Early Voting in Person
ED	Election Day
BM	By Mail
PB	Provisional Ballot Accepted
PD	Election Day Provisional Ballot Received
AV	Absentee Ballot Accepted
AB	Absentee Ballot Received
STATUS CODE	
V	Voter
S	Suspense
C	Cancelled
SPANISH SURNAME FLAG	
Y	Yes
N	No

(VOTER COPY)

Texas Ethics Commission (TEC) Filers

Non-Judicial Candidate/Officeholder

CONTACT THE TEXAS ETHICS COMMISSION:

(512) 463-5800

www.ethics.state.tx.us

- * Below is a list of the forms, instructions, filing schedules, and other materials we provide in order to comply with our responsibilities as a filing authority for campaign finance reports under Title 15 of the Texas Election Code. All materials are available on the TEC's website under the "Resources" and "Forms/Instructions" main menu.

Please do not hesitate to call the Texas Ethics Commission if you have any questions about the campaign finance laws or filing obligations.

STARTING YOUR CAMPAIGN

Video & Checklist

Presentation Slide

First Steps For Candidates Running For A County, Precinct Or District Office

Filing Schedule

When Is My Report Due

FAIR CAMPAIGN PRACTICES

* Form CFCP

Fair Campaign Practices Act

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

* Form CTA

Instructions

Fillable Form CTA

AMENDED APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

Form ACTA

Instructions

Fillable Form ACTA

CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORT

* Form C/OH

Instructions

Fillable Form C/OH

Correction Affidavit for Candidate/Officeholder

Form COR-C/OH

CANDIDATE/OFFICEHOLDER REPORT OF UNEXPENDED CONTRIBUTIONS

Form C/OH-UC

Instructions

Correction Affidavit for Candidate/Officeholder

Form COR-C/OH

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Form CIS

CONFLICT OF INTEREST QUESTIONNAIRE

Form CIQ

USING FILLABLE FORMS ON OUR COMPUTER/ONLINE

TITLE 15 OF THE ELECTION CODE

TEXAS ETHICS COMMISSION RULES

FAQs FOR CANDIDATES

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 \$1,010 in political contributions or make more than \$1,010 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

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
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

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA--INSTRUCTION GUIDE



Revised January 1, 2023

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

www.ethics.state.tx.us

(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

FORM CTA—INSTRUCTION GUIDE

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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
- (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 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.

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. 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 \$1,010 in political contributions or make more than \$1,010 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 \$1,010 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, or special session reports, if applicable, are not affected by selecting the modified schedule.

The \$1,010 maximums apply to each election within the cycle. In other words, you are limited to \$1,010 in contributions and expenditures in connection with the primary, an additional \$1,010 in contributions and expenditures in connection with the general election, and an additional \$1,010 in contributions and expenditures in connection with a runoff.

EXCEEDING \$1,010 IN CONTRIBUTIONS OR EXPENDITURES. If you exceed \$1,010 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 \$1,010 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.

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 untrammelled 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.

Signature

Date

TEXAS ETHICS COMMISSION
CHAPTER 258, ELECTION CODE
FAIR CAMPAIGN PRACTICES



**Effective September 1,
1997 (Revised 9/1/2023)**

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

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(512) 463-5800 • TDD (800) 735-2989

Promoting Public Confidence in Government

CHAPTER 258, ELECTION CODE
FAIR CAMPAIGN PRACTICES
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ELECTION CODE

TITLE 15. REGULATING POLITICAL FUNDS AND CAMPAIGNS

CHAPTER 258. FAIR CAMPAIGN PRACTICES

Sec. 258.001. SHORT TITLE. This chapter may be cited as the Fair Campaign Practices Act.

Sec. 258.002. PURPOSE.

(a) The purpose of this chapter is to encourage every candidate and political committee to subscribe to the Code of Fair Campaign Practices.

(b) It is the intent of the legislature that every candidate and political committee that subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play to encourage healthy competition and open discussion of issues and candidate qualifications and to discourage practices that cloud the issues or unfairly attack opponents.

Sec. 258.003. DELIVERY OF COPY OF CODE.

(a) When a candidate or political committee files its campaign treasurer appointment, the authority with whom the appointment is filed shall give the candidate or political committee a blank form of the Code of Fair Campaign Practices and a copy of this chapter.

(b) The authority shall inform each candidate or political committee that the candidate or committee may subscribe to and file the code with the authority and that subscription to the code is voluntary.

Sec. 258.004. TEXT OF CODE. The Code of Fair Campaign Practices reads as follows:

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 untrammelled 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.

VOID – COPY ONLY - VOID¹

Date

Signature

Sec. 258.005. FORMS. The commission shall print copies of the Code of Fair Campaign Practices and shall supply the forms to the authorities with whom copies of the code may be filed in quantities and at times requested by the authorities.

Sec. 258.006. ACCEPTANCE AND PRESERVATION OF COPIES.

(a) An authority with whom a campaign treasurer appointment is filed shall accept each completed copy of the code submitted to the authority that is properly subscribed to by a candidate or the campaign treasurer of a political committee.

(b) Each copy of the code accepted under this section shall be preserved by the authority with whom it is filed for the period prescribed for the filer's campaign treasurer appointment.

Sec. 258.007. SUBSCRIPTION TO CODE VOLUNTARY. The subscription to the Code of Fair Campaign Practices by a candidate or a political committee is voluntary.

¹ This document is a copy of chapter 258, Election Code. To subscribe to the Code of Fair Campaign Practices, a candidate or campaign treasurer of a political committee must submit Texas Ethics Commission FORM CFCP, not a signed copy of this document.

Sec. 258.008. INDICATION ON POLITICAL ADVERTISING. A candidate or a political committee that has filed a copy of the Code of Fair Campaign Practices may so indicate on political advertising in a form to be determined by the commission.

Sec. 258.009. CIVIL CAUSE OF ACTION. This chapter does not create a civil cause of action for recovery of damages or for enforcement of this chapter.

THINGS TO KNOW - CANDIDATE GUIDE

WHERE DO I FILE MY PAPERWORK			
OFFICE	EA	PARTY CHAIR	COUNTY JUDGE
APPOINTMENT OF CAMPAIGN TREASURER	√		
FINANCE REPORTS	√		
APPLICATION FOR A PLACE ON THE BALLOT			
PRIMARY		√	
PETITION IN LIEU OF A FILING FEE			
PRIMARY		√	
GENERAL			√
WRITE-IN			
GENERAL			√
<p>A Person Who Was A Candidate For Office In The Primary Election Is Ineligible For A Place On The List Of Write-In Candidates For That Same Office In The Succeeding General Election For State And County Officers. Section 162.015, Texas Election Code.</p>			
INDEPENDENT			√
<p>You May Have Your Name Placed On The General Election Ballot As An Independent Candidate If You Are Not Affiliated With A Political Party. Section 1.005(9) Texas Election Code.</p> <p>If You Vote In A Party'S Primary Elections Or Participate In A Party'S Conventions, You Thereby Affiliate With The Party. Sections 142.008, 162.003, 162.007, Texas Election Code.</p>			

INFORMATION IS SUBJECT TO CHANGE AS A RESULT OF THE LEGISLATIVE SESSION(S).

THE FOLLOWING SERVES AS A GUIDE TO THE MOST COMMON QUESTIONS AND IMPORTANT INFORMATION TO HELP YOU DURING YOUR CAMPAIGN.

THINGS TO KNOW - CANDIDATE GUIDE

POLITICAL ADVERTISING

Refer All Campaign Questions To The Texas Ethics Commission Or Texas Secretary Of State Office.

The Refugio County Elections Administration Office Is Not The Monitoring Authority For Candidate Signs, Sign Placements Nor The Accuracy Of The Language On The Signs.

ACTIVITIES IN VICINITY OF THE POLLING PLACE

BYSTANDER

A Person May Not Be In The Polling Place During Early Voting/Election Day Hours From The Time The Election Judge Arrives Until Polls Have Closed.

Exception: Candidates (If Voting Or Conducting Official Business Within The Building, And Not Within View/Hearing Of Voters And Not Engaged In Campaign Activity). It Is A Class C Misdemeanor.

ELECTIONEERING IN THE POLLING PLACE

No Advocating For Or Against A Candidate, Measure, Party Or Issue Within The Protective Legal Boundary Surrounding A Polling Place. Includes Posting, Use Or Distribution Of Political Signs Or Literature. It Is A Class C Misdemeanor.

Any Comments Or Actions Related To Such, Will Be Stopped Immediately Or Removed.

(Includes Political Signs, Shirts, Buttons, Pens, Vehicles Within 100 Feet Of Polling Place With A Car Decal/Sign)

100 FT WITHIN THE POLLING PLACE

Electioneering Is Not Allowed Within 100 Feet Of The Early Voting/Election Day Polling Place.

(Includes Vehicles Within 100 Feet Of Polling Place With A Car Decal Or Sign)

Electioneering Is Allowed Outside The 100 Foot Distance Marker.

SOUND DEVICES WITHIN 1000 FT OF THE POLLING PLACE

A Person May Not Use A Sound Amplification Device With 1000 Feet Of The Polling Place To Make A Political Speech Or Electioneer.

WRITTEN MATERIALS

Voters Are Permitted To Bring Written Materials As A Guide To Help Them Vote In The Polling Place As Long As The Material Is Not Shared Or Left Behind. Any Material Left Behind Will Be Disposed Of.

(Includes Newspaper Clipping, Marked Sample Ballot Or Any Other Guide To Help The Voter)

WIRELESS/RECORDING DEVICES

Wireless/Recording Devices May Not Be Used Within 100 Feet Within The Polling Place.

Includes Cell Phones, Cameras, Tablets, Etc. That Can Communicate Wirelessly Or Take Pictures.

Please Refrain From Talking On The Telephone Or Conversing With Other Voters Directly Outside The Polling Place Or Within The 100 Foot Distance Markers.

Exception: Election Workers Conducting Official Duties For The Conduct Of The Election.

THINGS TO KNOW - CANDIDATE GUIDE

PARTY AFFILIATION

In The State Of Texas, A Voter Does Not Affiliate Or Register Him/Herself With A Certain Party.

The Voter Is Only Affiliated With A Party By Voting In A Party'S Primary Of That Primary Year.

Example: If A Voter Votes In A Democratic Primary, The Voter Is Affiliated For The Rest Of That Year With The Democratic Party. The Voter May Change Parties And Vote Republican In The Next Primary If The Voter Chooses To Do So.

It Means The Voter May Not Vote In Another Party'S Primary, Participate In Another Party'S Convention, Or Sign An Independent Candidates Petition If Independent Candidate Position Appears On The Primary Ballot.

Note: In The General Election In November, All Candidates Will Appear On One Ballot And The Voter May Vote For Any Candidate/Party The Voter Wishes.

SAMPLE BALLOTS

Sample Ballots Are Posted In Each Polling Place And On The Refugio County Elections Administration Office Website.

Voters And Candidates May Pick Up A Sample Ballot In The Refugio County Elections Administration Office.

Sample Ballots Can Be Pre-Marked And Copied For Distribution By Candidates And Voters.

Copies Of The Sample Ballots May Not Be The Same Color (Yellow) As The Original Sample Ballots.

WHERE DO I GO TO SEE IF I'M REGISTERED TO VOTE

Contact The Refugio County Elections Administration Office.

Visit the VOTETEXAS.GOV Website > AM I REGISTERED?

HOW DO I MAKE A VOTER REGISTRATION CHANGE

(ADDRESS CHANGE/NAME CHANGE)

WITHIN THE COUNTY

Correct Your Current Voter Registration Certificate On The Back And Return It To The Refugio County Elections Administration Office.

Fill Out A New Voter Registration Application Form And Check The "Change" Box.

When You Apply For Or Change Your Texas Driver'S License, You Can Change Your Voter Information At The Same Time.

As Long As You Reside In The Same County, You Can Change Your Information Online At The Secretary Of State'S Voter Registration Name/Address Change Website.

Visit the VOTETEXAS.GOV Website > AM I REGISTERED? > NEED TO CHANGE YOUR NAME OR ADDRESS?

MOVED OUT OF COUNTY

If You Moved To Another County, You Must Re-Register!

Fill Out And Mail A New Application, Or Take It In Person, To The Voter Registrar Of Your New County.

THINGS TO KNOW - CANDIDATE GUIDE

WHEN CAN I VOTE

EARLY VOTING - IN PERSON

Texas Enables Residents To Vote In The Days And Weeks Before An Election To Make The Voting Process More Convenient And Accessible By Showing Up In Person During The Prescribed Early Voting Period.

All Early Voting Is Conducted At The Refugio County Elections Administration Office For All County/Political Subdivision Elections.

Hours Of Early Voting Will Vary Depending On Type Of Election.

EARLY VOTING - BY MAIL

Voters May Contact The Refugio County Elections Administration Office, Download An Application For Ballot By Mail/FPCA Form From The Texas Secretary Of State Website.

YOU MAY VOTE EARLY BY MAIL IF:

- Will Be Away From Your County On Election Day And During Early Voting
- Are Sick Or Disabled
- Are 65 Years Of Age Or Older On Election Day
- Expected To Give Birth Within Three Weeks Before Or After Election Day
- Are Confined In Jail, But Eligible To Vote

The First Day To Apply For A Ballot By Mail Begins January 1St Of Every Year

Voters Must Call And Request An Application For Ballot By Mail For Every Election In Order To Receive A Ballot.

ANNUAL APPLICATION FOR BALLOT BY MAIL

- Over 65 Years Of Age Or Older
- Disability

The First Day To Apply For A Ballot By Mail Begins January 1St Of Every Year.

The Voter Will Only Need To Request Once A Year.

The Voter Will Automatically Receive A Ballot For Each Election The Voter Qualifies To Vote In.

FEDERAL POST CARD REGISTRATION AND ABSENTEE BALLOT REQUEST (FPCA)

- To Temporarily Register And Request Early Voting Ballots For:
 - Member Of Armed Forces, Their Spouses And Dependents
 - Members Of Merchant Marines, Their Spouses And Dependents
 - United States Citizens Domiciled In Texas But Temporarily Living Outside Of The U.S.
 - United States Citizens Dwelling Outside The U.S.

ELECTION DAY

Voters Can Vote From 7:00 A.M. Until 7:00 P.M. On Election Day At Their Polling Location/Precinct Assigned.

In Some Cases, Polling Places/Precincts May Be Combined/Consolidated.

To Find Your Polling Place/Precinct

- It Is Printed On The Right Side Of Your Voter Registration Card
- Contact the Refugio County Elections Administration Office
- Visit the VOTETEXAS.GOV Website > AM I REGISTERED?

THINGS TO KNOW - CANDIDATE GUIDE

WHAT IDENTIFICATION DO I NEED TO VOTE

VOTER ID

Voters Must Present An Acceptable, Valid Form Of Photo Id As Prescribed By Texas Secretary Of State Office. If The Voter Cannot Reasonably Obtain One Of The Acceptable Forms Of Photo ID As Required, The Voter Can Present An Alternate Supporting Form Of ID As Prescribed By The Texas Secretary Of State Office And Complete A Reasonable Impediment Declaration Form And Indicate The reason.

If The Voter Posses A Valid Form Of Photo Id, Such As A Drivers License, But Forgets It At Home, It Does Not Qualify For The Alternate Supporting Document /Reasonable Impediment Declaration Form.

In That Case, The Voter May Leave The Polling Place And Return With The Valid Photo Id Or Vote A Provisional Ballot And Bring Acceptable Form Of Photo Id To The Refugio County Elections Administration Office Within 6 Days To Cure Ballot.

Failure To Do So Will Result In Their Ballot Being Rejected.

The Address On The Voters Id, Such As A Drivers License, Does Not Need To Match Their Voter Registration Address.

VOTER REGISTRATION CARD

A Voter Does Not Have To Provide Their Voter Registration Card To Vote.

Only a valid form of ID is required as prescribed.

DIFFERENT TYPES OF VOTERS

SUSPENSE "S" VOTERS

The Voter Registrar Has Received Information Which Indicates That Voter May Have Moved.

The Voter Will Need To Update Their New Address Or Verify Existing Address Within The County/Political Subdivision.

Voter Must Completed A Statement Of Residence Card Before Being Allowed To Vote.

PROVISIONAL VOTERS

No Voter Will Be Denied The Opportunity To Vote. If The Voter Does Not Meet The Standard Qualifications To Vote, The Voter Will Have The Option To Vote A Provisional Ballot.

Reasons That A Voter May Vote A Provisional Ballot:

A Voter Who Does Not Possess Proper Form Of Acceptable Id Or Supporting Identification

Does Not Have Acceptable Photo Id With Them (There Is A Cure Period To Present Id To Be Accepted For Voting)

Does Not Have Due To Religious Objection To Being Photographed

Due To Natural Disaster Declared By Governor/President

Disability Exemption But Does Not Have Registration Certificate With (E)

THINGS TO KNOW - CANDIDATE GUIDE

DIFFERENT TYPES OF VOTERS (CONTINUED)

PROVISIONAL VOTERS (CONTINUED)

- Id Cannot Be Verified By Photo Id Presented By Voter
- Is Not On The List Of Registered Voters
- Registered In Another Precinct/Wrong Precinct
- Voter Voted By Mail And Has Not Cancelled Mail Ballot Application
- Votes After 7:00 P.M. Due To Court Order Extending Hours
- On List Of Registered Voters But Residence Address Is Outside County/Political Subdivision
- Voter No Longer Lives In County/Political Subdivision

Each Provisional Ballot That Was Cast Will Then Be Researched By The Elections Administrator/Voter Registrar And The Early Voting Ballot Board Will Determine Whether The Ballot Is Counted Or Rejected.

LIMITED BALLOT

If A Voter Has Moved To This County From Another County And Has Not Registered Yet, A Voter May Vote A Limited Ballot If The Voter Was Registered In Old County.

This May Only Be Done During The Early Voting Period. Cannot Be Done On Election Day.

This Will Allow The Voter To Only Vote For Candidates Or Issues That Are In Common Between Your Old County And Your New County.

PRESIDENTIAL

Former Residents Of Texas Who Have Recently Moved To Another State But Did Not Register In Time To Vote In The New State May Vote A Presidential Ballot For President/Vice-President Under Certain Circumstances At The Elections Administration Office.

CURBSIDE VOTERS

A Voter Who Is Unable To Enter A Polling Place With Assistance Or Likelihood Of Injury Is Allowed To Vote Curbside.

Curbside Is Available During Early Voting And On Election Day.

The Voter May Want To Call Ahead So That The Election Workers Can Prepare And Be Readily Available To Go Outside When The Voter Arrives Or The Voter May Call Or Text The Number Listed On Reserved Curbside Voter Parking Sign At The Polling Location.

VOTING ORDER PRIORITY VOTER

Voting Order Priority Is Given To Individuals With A Mobility Problem That Substantially Impairs The Person'S Ability To Move Around.

Disabilities And Conditions That May Qualify For Voting Order Priority Include Paralysis, Lung Disease, The Use Of Portable Oxygen, Cardiac Deficiency, Severe Limitation In The Ability To Walk Due To Arthritic, Neurological, Or Orthopedic Condition, Wheelchair Confinement, Arthritis, Foot Disorder, The Inability To Walk 200 Feet Without Stopping To Rest, Or Use Of A Brace, Cane, Crutch, Or Other Assistive Device.

THINGS TO KNOW - CANDIDATE GUIDE

VOTER ASSISTANT/INTERPRETER

IN THE POLLING PLACE

A Voter Who Is Physically Unable To Mark Ballot, Cannot Read The Ballot Due To Visual Or Other Impairment Qualifies To Have A Voter Assistant/Interpreter.

An Assistant Can Be Any Person The Voter Chooses, Except: Employer, Agent Of Their Employer, Officer Or Agent Of Voters Union.

A Candidate May Assist.

Election Workers May Assist.

An Assistant Must Not Mark The Ballot In Any Way Other Than What The Voter Has Indicated. It Is A Class A Misdemeanor.

APPLICATION FOR BALLOT BY MAIL (ABBM)

WITNESS

You Can Qualify To Be A Witness If The Voter Is Unable To Sign Name/Mark Name Only/Unable To Mark Name.

Witness May Only Witness No More Than One (Which Is Only One) Application For Ballot By Mail. It Is A Class B Misdemeanor.

Unless Relative Is A Parent, Grandparent, Spouse Or Child/Sibling.

See Instructions For More Information.

ASSISTANT

An Assistant Is Someone Who Helped Fill Out Or Mail/Fax/Email The Application For Ballot By Mail For The Voter.

An Assistant May Assist As Many Voters As Needed.

See Instructions For More Information.

BALLOT BY MAIL (YELLOW CARRIER ENVELOPE)

WITNESS

You Can Qualify To Be A Witness If Voter Is Unable To Sign Name/Mark Name Only/Unable To Mark Name.

There Is No Limit On How Many Can Be Witnessed.

See Instructions For More Information.

ASSISTANT

An Assistant Is Someone Who Helped Fill Out Or Mail The Ballot For The Voter.

Assistant May Assist As Many Voters As Needed.

See Instructions For More Information.

THINGS TO KNOW - CANDIDATE GUIDE

REQUESTING APPLICATIONS FOR BALLOT BY MAIL (ABBM)

VOTER

Contact The Refugio County Elections Administration Office To Have An ABBM Mailed To You.

The Voter Will Need To Complete Hightlighted Areas, Sign And Return.

Download The ABBM From The Texas Secretary Of State Office Or The Refugio County Elections Administration Website.

CANDIDATE

Candidates May Be Able To Receive Blank ABBM Cards By Contacting The Texas Secretary Of State Office.

ABBM Are Available in Both English and Spanish.

Each Voter Must Call Us Directly To Request That A Completed ABBM Be Mailed To Them.

This Eliminates The Common Errors Such As Incorrect Full Name Of Voter, The Physical/Mailing Address Not Matching The Voter Registration Records, The Primary Party Choice Being Left Blank And Duplicates From Being Received.

Allows Us To Communicate Better With The Voter As The Deadline To Receive It Nears.

We CANNOT Release Voter Information To A Candidate On Whether An ABBM Was Mailed To Or Received By A Voter.

Only A Voter May Call Themselves To Verify Their Own ABBM Status.

REQUESTING VOTER REGISTRATION APPLICATIONS

We Will Only Supply A Candidate, Upon Request, With (10) Blank Voter Registration Cards. We Have Both English And Spanish Available.

Voter Registration Cards Are Available in Both English and Spanish.

We Advise That A Candidate Should Only Be Handing Voter Registration Cards To A Voter To Fill Out And Should Not Complete, Accept Or Mail The Voter Registration Application For The Voter.

If Desired To Do So, We Recommend Becoming A Volunteer Deputy Registrar.

PEACE OFFICER IN THE POLLING PLACE

Only The Election Judge May Summon A Peace Officer In A Polling Place To Preserve Order During Early Voting And Election Day.

The Voter Should Contact The Refugio County Elections Administration Office Directly If There Is Reason To Believe There May Be An Issue.

NEW LAW: A Peace Office Is Required At The Refugio County Elections Administration Office On Election Night At The Central Count Station.

THINGS TO KNOW - CANDIDATE GUIDE

DAILY ROSTER - VOTING HISTORY

Voters That Voted Early In Person, By Mail And On Election Day Is Available For Public Viewing.

EARLY VOTING

A Roster Of Voters That Voted Each Day Of Early Voting Will Be Posted In The Refugio County Elections Administration Office And/Or Website For Public Viewing By 11:00 A.M. The Next Day And Available On The Texas Secretary Of State Office Website.

ELECTION DAY

The Roster Will Be Available On The Refugio County Elections Administration Office And/Or Website And On The Texas Secretary Of State Office Website For Public Viewing By 11:00 A.M. The Next Day.

ELECTION NIGHT

POLLS CLOSE

Polls Close At 7:00 P.M. On Election Day.

All Voters That Were In Line By 7:00 P.M. Will Be Allowed The Opportunity To Vote.

POST ELECTION

All Results Are Unofficial Results Until The Official Results Have Been Canvassed.

It Is Possible That The Unofficial Results May Change Due To Provisional Ballots Cast/Late Ballots Received That Were Post Marked By 7:00 P.M. On Election Day/FPCA And Overseas Ballots Received By The Deadline After Election.

HOW MANY VOTES DOES IT TAKE TO WIN OFFICE

PRIMARY

MAJORITY VOTE

A Candidate Must Receive More Than 50% Of The Total Vote

PRIMARY RUNOFF

REQUIRED IF

No Candidate Received The Vote Necessary To Be Elected In An Election Requiring A Majority Vote

GENERAL

PLURALITY

A Candidate Must Receive More Votes Than Any Other Candidate For The Office

THINGS TO KNOW - CANDIDATE GUIDE

RELEASING ELECTION RESULTS

THE REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE DOES NOT STRIVE ON RELEASING QUICK RESULTS BUT RATHER THE ACCURACY OF THE RESULTS.

Factors That Could Delay The Release Of Election Night Results:

Late Ballots Received At or By 7:00 P.M. On Election Night.

The Early Voting Ballot Board MUST Review And Qualify Ballots Before They Can Be Tabulated.

Review Of Write-In Candidates From Voted Ballots To Determine Whether They May Be Counted

EARLY VOTING

Early Voting Results Will Be Released At 7:00 P.M. On Election Day Pending Early Voting Ballot Review Of Ballots That Must Be Qualified To Be Counted On Election Night That Were Received By 7:00 P.M.

Note: We Do Not Know The Results Of Early Voting At Any Time During Early Voting Or When The Polls Close For Early Voting.

The Refugio County Elections Administration Office Tabulates The Results On Election Day.

ELECTION DAY

Election Day Results Will Be Released And Posted (2) Times On Election Night:

The First Posting Will Be The Early Voting Results After Polls Have Closed At 7:00 P.M. On Election Night. Any By Mail Ballots Received Before 7:00 P.M. Will Be Processed And Tabulated Before The First Release. The Second Posting Will Be At The End Of The Night After All Election Day Polling Locations Have Been Processed And Tabulated.

In Some Instances, Completed Precinct/District Races May Be Released Sooner And Posted On The Front Door Of The Refugio County Elections Administration Office.

TOTAL

The Total Results For The Election Will Be Complete At The End Of The Night After All Precincts/Polling Locations Have Been Processed.

[All Results Are Unofficial Results Until The Official Results Have Been Canvassed.](#)

It Is Possible That The Unofficial Results May Change Due To Provisional Ballots Cast/Late Ballots Received That Were Post Marked By 7:00 P.M. On Election Day/Fpca And Overseas Ballots Received By The Deadline After Election).

SOCIAL MEDIA

The Refugio County Elections Administration Office Facebook Page Is Only An Information Resource. It Should Not Be Used As An Official Source For Election Results. Please Refer To The Following:

The Refugio County Elections Administration Office Website And/Or

The Texas Secretary Of State Office Website

CALLING THE EA OFFICE

You May Also Call The Refugio County Elections Administration Office For Results.

Phone Lines Will Be Available Until We Have Completed All Of Our Duties For Election Night.

Calls Will Not Be Accepted By The Elections Administrator Once Tabulation Begins And Until All Results Have Been Completed.

Please Address Any Issues, Complaints Or Concerns, That Can Wait, After Election Day .

THINGS TO KNOW - CANDIDATE GUIDE

THE REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE IS A NON-PARTISAN OFFICE. ANY INFORMATION RECEIVED FROM OUR OFFICE IS THE SAME AND EQUAL INFORMATION PROVIDED TO ALL CANDIDATES AND VOTERS.

OUR GOAL IS TO PROVIDE EVERY VOTER THE OPPORTUNITY TO VOTE, TO EASE VOTER DOUBT IN THE CONDUCT OF OUR ELECTION PROCESS AND TO GAIN VOTER CONFIDENCE THAT EACH VOTER IS RECEIVING A SECURE AND PRIVATE VOTE.

IF YOU HAVE QUESTIONS RELATED TO THE CONDUCT OF OUR ELECTIONS, PLEASE CALL THE REFUGIO COUNTY ELECTIONS ADMINISTRATION OFFICE DIRECTLY.

IT IS BEST TO RECEIVE INFORMATION DIRECTLY FROM OUR OFFICE, AS OUTSIDE RESOURCES MAY BE INACCURATE OR MISUNDERSTOOD.

YOU MAY ALSO CONTACT THE TEXAS SECRETARY OF STATE OFFICE.