



CITY OF WEST COLUMBIA, TEXAS

P.O. Box 487
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West Columbia TX 77486

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www.westcolumbiatx.org

So, you want to run for City Council? By now you have picked up the Candidate's Packet and you have all this paperwork! What now?

Here is a checklist of what is included:

- First Steps for Candidates Running for a City Office
- 2023 Candidate's Calendar
- Political Advertising, What You Need to Know brochure
- Political Fundraisers, What You Need to Know brochure
- City of West Columbia Sign Ordinance Summary
- County Clerk Elections Department Request Information
- Application for a Place on the City of West Columbia General Election Ballot
- Campaign Finance Guide for Candidates and Officeholders Who file with Local Filing Authorities
- Fair Campaign Practices Act
- Form CFCP – Code of Fair Campaign Practices
- Form CTA – Instruction Guide
- Form CTA – Appointment of a Campaign Treasurer By a Candidate
- Form C/OH – Instruction Guide
- Form C/OH – Candidate/Officeholder Campaign Finance Report

Review the Candidate's Calendar. It lists many important dates including the deadline for filing. The City Council positions with terms expiring are: Robert Thomas – Council Position 1; Roy Maynor – Council Position 3; and Rory Burke – Council Position 4. These are at-large positions and you may file for any position of your choosing.

For information concerning the City of West Columbia in general, visit the City's website at www.westcolumbiatx.org.

For information about being a candidate, visit the Secretary of State's website at www.sos.state.tx.us and the Texas Ethics Commission at www.ethics.state.tx.us.

Early voting will be held at various locations throughout Brazoria County. The West Columbia location is the Pct. 4 Government Office located at 121 N. 10th Street beginning April 24th and ending May 2nd. Hours for early voting are Monday, April 24th through Friday, April 28th from 8 a.m. to 5 p.m.; Saturday, April 29th from 7 a.m. to 7 p.m. and Monday, May 1st through Tuesday, May 2nd from 7 a.m. to 7 p.m. Election day voting on May 6th will be held at the same location at 7 a.m. and ending at 7 p.m. Both Early Voting and Election Day Voting allow registered voters to cast ballots at any of the county's vote centers. The ballots are processed at the County Courthouse and results are posted on the County's website at www.brazoria-county.com.

If you have any questions, please feel free to contact me at (979)345-3123.

Sincerely,

Kaili M. Avirett

City Secretary

City of West Columbia

First Capitol of the Republic of Texas!

2023 CANDIDATE'S CALENDAR

- January 1, 2023 First day to apply for ballot by mail.
- January 18, 2023 First day for candidates to file applications for place on the ballot.
- February 17, 2023 Last day for candidates to file applications for place on the ballot.
- February 21, 2023 Deadline for write-in candidates to file declaration of write-in candidacy.
- February 22, 2023 Drawing for Order of Names to appear on ballot by position (5:00 p.m.).
- April 6, 2023 Last Day to register to vote for May 6th Election.
- April 24, 2023 First day for early voting by personal appearance.
- May 2, 2023 Last day for early voting by personal appearance.
- May 6, 2022 ELECTION DAY**
- May 6, 2023 Last day to receive provisional ballots or ballots by mail.
- May 15, 2022 City Council canvasses election.
- May 15, 2022 First day candidates may be sworn in (or any time after canvass).
- *July 14, 2023 Last day for candidates and office holders to file semi-annual statement of contributions and expenditures for the 2022 election.

***NOTICE: These forms are required by law to validate your campaign and failure to properly file them is a criminal misdemeanor. It is the sole responsibility of the candidate to see that the forms are filed within the appropriate time span. Failure to do so could also constitute a miss-election and result in the failure of the candidate to qualify for a position to which he/she has been elected.**