

January 18, 2022



Dear Prospective Candidate:

Thank you for offering your services to the citizens of Argyle by considering becoming a candidate in this year's municipal election. 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. I encourage you to read this letter and the enclosed material prior to filling out the specific forms.

The following information and application forms for the May 7, 2022 General Election for City Officials are included in this packet and are available on the Town of Argyle website at [www.argyletx.com/356/Candidate-for-Council-Packet](http://www.argyletx.com/356/Candidate-for-Council-Packet):

- Candidate Election Calendar.
- Important Contact & Reference Information.
- Application for Place on the Ballot. **The loyalty oath is included on this application and must be notarized. A loose copy is furnished to be executed and returned. The notarization can be done at Town Hall.**
- Candidate Authorization to Release Public Email Address Form. **A loose copy is furnished to be signed and returned.**
- First Steps for Candidates Running for a City Office, Texas Ethics Commission(TEC).
- Texas Ethics Commission 2022 Filing Schedule.
- Political Signs: Rules and Regulations.
- Title 15, Election Code, Regulating Political Funds and Campaigns.
- Form CTA – Appointment of a Campaign Treasurer by a Candidate. **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. A loose copy is furnished. Instruction Guide included.**
- Fair Campaign Practices Act, Chapter 258, Election Code, Texas Ethics Commission.
- Form CFCP – Code of Fair Campaign Practices. **This form may be signed voluntarily. It is not mandatory. A loose copy is furnished.**
- Conflict of Interest Form CIQ.
- 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 are in the attached Instruction Guide for this form. A loose copy is furnished. Instruction Guide included.**

- Form C/OH-UC Report of Unexpended Contributions. Instruction Guide included.
- *A Guide to Becoming a City Official* (Updated 2019) from Texas Municipal League.
- *2012 Texas Conflict of Interest Laws Made Easy* from Attorney General's Office.

Filing for a place on the ballot begins January 19, 2022 and ends at 5:00 p.m. February 18, 2022. 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. **I can not over emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered open records and will be viewed as such by reporters 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 512.463.5800 for assistance or go online to [www.ethics.state.tx.us](http://www.ethics.state.tx.us). The duties of the Town 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 sign information. There is no permit required for political signs; however, they do not belong on utility poles, attached to trees or in street rights-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 and exciting experience for you and your supporters. Please feel free to contact me if you have any concerns or if I may be of assistance. I can be reached at 940-464-7273 x106 or at [dbuchanan@argyletx.com](mailto:dbuchanan@argyletx.com).

Sincerely,

*Dianna Buchanan*

Dianna Buchanan, TRMC, CMC  
Town Secretary/Town Treasurer