



CITY OF HOUSTON
Legal Department

Interoffice
Correspondence

To: All Candidates,
City of Houston
General Election, November 3, 2009

Subject: Applications for a Place on the
November 3, 2009 General
Election Ballot

The City Charter designates the Mayor's Office as the location for filing applications for a place on the election ballot and declarations of write-in candidacy. **The filing period for a place on the election ballot begins at 8:00 a.m. on Monday, August 3, 2009, and ends at 5:00 p.m. on Wednesday, September 2, 2009.** In addition to the ballot application filing period, a **declaration of write-in candidacy** may be filed in the Mayor's Office until **5:00 p.m. on Tuesday, September 8, 2009.**

Individuals seeking to file an application for elective office will be directed to the Mayor's Office to obtain a packet of information relevant to such filing. In addition, packets are available through the City's website at www.houstontx.gov. **Please note that the City will not accept the application form provided on the Texas Secretary of State's website.** Each packet contains the following:

- General information concerning the November 3, 2009 General Election (includes helpful telephone numbers, dates, etc.);
- Detailed instructions and an application for a place on the ballot, including a sample application;
- A sample petition for individuals as an alternative to payment of the required filing fee;
- A list showing the minimum number of signatures required on petitions for a candidate to have his or her name placed on the ballot (or list of declared write-in candidates) as an alternative to payment of the required filing fee;
- Information concerning solicitation and acceptance of campaign contributions, including a copy of Chapter 18 of the City of Houston Code of Ordinances;
- A copy of the Candidate Agreement Regarding Campaign Solicitations and Contributions **to be filed with the City Secretary;** and
- A copy of a Personal Financial Statement (Form PFS) **to be filed with the City Secretary by Tuesday, September 22, 2009.**
- A Candidate Contact Information page (voluntary) to be submitted to the Mayor's Office.
- Acknowledgment of Receipt: Candidate Agreement Regarding Campaign Solicitations, Financial Disclosure Statement, and Information Regarding Solicitation and Acceptance of Campaign Contributions. **If you downloaded this package, please note that you need to complete this form and submit it to the Mayor's Office immediately.**

Each application or declaration should be checked to ensure that:

- It has been completed in accordance with the instructions and properly notarized; and
- It is accompanied by **either**:
 - (a) the appropriate filing fee, **or**
 - (b) the properly completed and acknowledged Petition for a Place on the City General Election Ballot (item number 4 on the previous page) containing the required number of signatures and other information required by the Texas Election Code.

The filing fee **must** be paid in cash (exact amount), or by cashier's or certified check payable to the City of Houston, and each applicant, or his designated representative, should obtain a receipt for payment of the filing fee. **No application or declaration will be accepted unless it is accompanied by either a filing fee or signature petition. No personal checks or money orders will be accepted.**

Copies of the form for declaration of write-in candidacy promulgated by the Secretary of State are available (but not enclosed) for distribution to those who request it. **The same materials furnished to applicants for a place on the ballot will be given to those filing a declaration of write-in candidacy.** The declaration will be checked in the same manner as an application for a place on the ballot and must be accompanied by a filing fee or signature petition.