



CITY OF HOUSTON

Sylvester Turner

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov

To: All Candidates for the
November 5, 2019
City of Houston
General Election

Subject: Candidate Packet: General
Information Regarding Application
for a Place on the
November 5, 2019 Election Ballot

The attached packet is provided for your information in filing an application for a place on the ballot or to appear on the list of write-in candidates. Please read the entire packet prior to filing your application. Included in the packet is an application for a place on the ballot and a form for write-in candidates. Select and complete the appropriate candidate application form and file it with the Mayor’s Office, 3rd floor, City Hall, 901 Bagby, Houston, Texas 77002.

Candidates for a Place on the Ballot

The following are to be filed by candidates who want their name to appear on the ballot:

Application or Form	Filing Period/Deadline	File with:
Application for a Place on the City of Houston November 5, 2019 Election Ballot (mandatory)	July 20, 2019 to August 19, 2019 (5 p.m.) *First day set by state law and does not move; Mayor’s Office hours of operation are Monday through Friday, 8 a.m. to 5 p.m.	Mayor’s Office
Personal Financial Statement (PFS) (mandatory)	On or before September 9, 2019 (5 p.m.)	City Secretary
Contact Information Form (optional)	When the application for a place on the ballot is filed	Mayor’s Office
Acknowledgment of Receipt (mandatory)	When the application for a place on the ballot is filed	Mayor’s Office

Candidates Declaring a Write-In Candidacy

The following are to be filed by candidates who want their name to appear on the list of write-in candidates instead of their name appearing on the ballot:

Application or Form	Filing Period/Deadline	File with:
Declaration of Write-In Candidacy (mandatory)	On or before August 23, 2019 (5 p.m.)	Mayor’s Office
Personal Financial Statement (PFS) (mandatory)	On or before September 9, 2019 (5 p.m.)	City Secretary
Contact Information Form (optional)	When the declaration of write-in candidacy is filed	Mayor’s Office
Acknowledgment of Receipt (mandatory)	When the declaration of write-in candidacy is filed	Mayor’s Office

Contents

Each candidate packet contains the following:

- This memorandum (“(1)CoverLetter”);
- General information concerning the November 5, 2019 General Election (includes helpful telephone numbers, dates, etc.) (“(2)HelpfulInfo”);
- Detailed instructions (“(3)AddtlInstructions”), a sample application for a place on the ballot (“(4)SampAppForm”), a blank application for a place on the ballot (“(5)CandidateAppForm”), and a blank declaration of write-in candidacy form (“(6)DecOfWriteCandForm”) that must be filed with the **Mayor’s Office**;
- A blank petition for a place on the ballot in lieu of a filing fee (“(7)PetInLieuFilingFee”) as an alternative to payment of the required filing fee (translations in Spanish, Vietnamese, and Chinese included);
- 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 (“(8)MinNoSigReqdPet”);
- A memorandum concerning solicitation and acceptance of campaign contributions and a copy of Chapter 18 of the City of Houston Code of Ordinances (“(9)CampaignContribMemo” and “(10)Ch18”);
- A letter concerning political signs in the City’s right-of-way and on City property (“(11)LtrRePoliticlSigns”);
- A copy of a Personal Financial Statement (Form PFS) that must be filed with the City Secretary no later than September 9, 2019 (“(12)e_pfs-LOCAL19”);
- A Candidate Contact Information page (voluntary) to be submitted to the Mayor’s Office (“(14)CandidateContactInfo”); and
- An Acknowledgment of Receipt: Financial Disclosure Statement and Memorandum Regarding Solicitation and Acceptance of Campaign Contributions (“(13)AcknowledgmentofReceipt”). **If you downloaded this package, please note that this form must be completed and submitted to the Mayor’s Office along with the application for a place on the ballot or the declaration of write-in candidacy.**

Candidate Qualifications

Pursuant to Texas Election Code section 141.001 and Article V, section 4 of the City of Houston Charter, to be eligible for public elective office, a candidate must:

- Be a United States citizen;
- Be 18 years of age or older on or before the first day of the term to be filled at the election;
- Have not been determined by a final judgment of a court to be 1) totally mentally incapacitated or 2) partially mentally incapacitated without the right to vote;

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- Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities;
- Have resided continuously in Texas for 12 months immediately preceding the filing deadline for a candidate's application for a place on the ballot (or for write-in candidates, the date of the election at which the candidate's name is written in);
- For candidates for Mayor, City Controller, or At-Large Council Member, have resided continuously in the City for 12 months immediately preceding election day;
- For candidates for District Council Member, have resided continuously in the territory encompassed by the City Council District to be served for 12 months immediately preceding election day; and
- Be registered to vote in the territory from which the office is elected on or before the date of the filing deadline for a candidate's application for a place on the ballot (or for write-in candidates, the date of the election at which the candidate's name is written in).

Checklist

Each applicant, or his or her representative, is responsible for ensuring that his or her application or declaration is complete, accurate, and timely filed with the Mayor's Office by 5 p.m. on the day of the filing deadline.

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 containing the required number of signatures and other information required by the Texas Election Code.

Filing Fees

- No application or declaration will be accepted unless it is accompanied by either a filing fee or signature petition.
- A petition with the correct number of valid signatures may be submitted in lieu of a filing fee.
- The filing fee must be paid in cash (exact amount), or by cashier's or certified check payable to the City of Houston.
- No personal checks or money orders will be accepted.
- Each applicant or his or her representative should obtain a receipt for payment of the filing fee from the Mayor's Office.
- **FILING FEES ARE NON-REFUNDABLE.** (See City Charter, Art. V, Sec. 6.)
- If an application is rejected because it is defective, a new application and a new filing fee must be filed with the Mayor's Office by 5 p.m. on the day of the filing deadline.