



# CITY OF FRIENDSWOOD

LETICIA BRYSCH, CITY SECRETARY

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TO: Candidates Filing for Councilmember Position Nos. Four (4) and Six (6)  
FROM: Leticia Brysch, City Secretary  
DATE: January 3, 2022  
SUBJECT: Election Information and Forms for City of Friendswood, May 7, 2022, General Election

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The enclosed and/or attached materials contain information and forms for the May 7, 2022, City of Friendswood General election for the positions of Councilmember for Position Nos. Four (4) and Six (6). Please review the information carefully as this packet holds relevant dates, forms and other information related to the election process from beginning to end. The candidate packet contains the following information:

1. City of Friendswood Frequently Asked Questions (FAQs)
2. Notice of Deadline to File Applications for Place on the Ballot
3. Candidate Qualifications
4. Texas Election Code, Section 141.001 Eligibility Requirements for Public Office
5. Application for a Place on the Ballot
6. City of Friendswood Charter, Section 6.02 Filing for Public Office
  - a. Petition Instruction and Form for Sponsor Signatures
  - b. Public Disclosure Form
7. Instructions and Form for Appointment of a Campaign Treasurer by a Candidate
8. Instructions and Form for Candidate/Officeholders Finance Reports
  - a. Campaign Finance Guide for Candidate and Officeholders Who File with a Local Filing Authority
  - b. Texas Ethics Commission 2022 Filing Schedule for Report due in Connection with Elections
9. Instructions and Form for Code of Fair Campaign Practices
  - a. Title 15, Texas Election Code, Fair Campaign Practices
  - b. Chapter 258, Texas Elections Code, Regulating Political Funds and Campaigns
10. Notice of Drawing for a Place on the Ballot
11. Instructions and Form for Candidate Certificate of Withdrawal
12. City of Friendswood Map
13. City of Friendswood Charter
14. City of Friendswood Sign Code, Appendix A, Section 15.4 "Temporary Political Signs"
15. Texas Ethics Commission Signs & Political Advertising

It is the duty of the candidate to become familiar with the laws applicable to campaigns for public office. The duty of the City Secretary is limited to accepting and filing the various applications, affidavits and statements, and noting the date and time of filing thereon. These documents are public records and are open for inspection by any person through the Texas Public Information Act. Should you need assistance with campaign laws, the phone number for the Secretary of State, Elections Division, is 1-800-252-VOTE; the email address is <http://sos.state.tx.us>.

Information regarding campaign finance laws and reporting requirements are handled by the Texas Ethics Commission at 1-800-252-8506 or via its online service at <http://www.ethics/state/tx/us>.

Please make note of the following important dates:

01/19/2022	First day to file for place on ballot. Filings must be received by the City Secretary's Office. A candidate for City Council must meet the requirements noted in the Texas Election Code, Section 141.001 "Eligibility Requirement for Public Office" as well as Section 6.02 "Filing for Office" of the Charter of the City of Friendswood, Texas.
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02/18/2022	Last day to file an Application for Place on Ballot at 5:00 P.M. in City Secretary's Office, City Hall. Candidate Drawing at 5:15 P.M. in Council Chamber, City Hall
02/22/2022	Last day for a Write-in Candidate to File for a Place on the Ballot. Filing must be received by the City Secretary's Office no later than 5:00 P.M. Write-In Candidate Drawing at 5:30 P.M. in Council Chamber, City Hall, if needed.
02/25/2022	Last day for Candidacy Withdrawal must be filed with the City Secretary's Office no later than 5:00 P.M.
04/07/2022	Due date for filing first Report of Campaign Contributions and Expenditures by Opposed Candidate (30 days prior to Election). Deadline to register to vote for May 7, 2022, Election (Must register with Voter Registrar of the county of residence.)
04/26/2022	Last day to apply (by mail or fax) for an early voting ballot to be voted by mail; applications must be received by the County Clerk in which the registered voter resides (Harris or Galveston County) and not merely postmarked on this date.
04/29/2022	Due date for filing second report of Campaign Contributions and Expenditures (8 days prior to election)
04/25 – 05/03	Early Voting Period by Personal Appearance (schedule may vary by county)
05/07/2022	Election Day (7:00 A.M. to 7:00 P.M.)
05/11/2022	Last Day to Canvass the Election, City Council is the canvassing authority that will canvass and declare the results of the election at a council meeting posted in compliance with the Open Meetings Act.
06/06/2022	Swearing-in of incoming councilmembers at City Council Regular Meeting and first meeting of newly elected officials.
Any time after election	Final report of Campaign Contributions and Expenditures.

Lastly, should you file for a place on the ballot, please provide the City Secretary with a candidate picture and bio of no more than 500 words in electronic format for placement on the City's Candidate webpage. For more information related to elections, please contact the City Secretary's Office at [citysecretary@friendswood.com](mailto:citysecretary@friendswood.com) or at 281-996-3270.

Best of luck to all of you!