



914 South Main Street – Suite C
Copperas Cove, TX 76522
(254) 542-8926 (Phone)
(254) 547-8927 (Fax)

TO: Candidates for City of Copperas Cove General Election

FROM: Mariela Altott, City Secretary

DATE: July 13, 2016

SUBJECT: Election Candidate Packet

This packet contains information and forms for the November 8, 2016 General Election in the City of Copperas Cove, Texas.

1. One copy of the ***“Application for a Place on the City of Copperas Cove’s General Election Ballot.”*** The filing period for this form is ONLY between July 23, 2016 through August 22, 2016. No applications will be accepted prior to or after the above-mentioned dates. There is no filing fee to apply for a place on the ballot. Please note that the City Secretary’s office is not open on Saturday, July 23, 2016 or Sunday, July 24, 2016 to accept applications.

To file for candidacy, you must meet the following qualifications:

- Shall be a citizen of the United States;
- Shall be 18 years of age or older on the commencement of the term to be filled at the election;
- Shall be a qualified voter of the City of Copperas Cove;
- Shall be domiciled within the corporate limits of Copperas Cove for at least one (1) year next preceding the day of the election at which they are a candidate;
- Not have been convicted of a felony for which you have not been pardoned or otherwise released from the resulting disabilities;
- Not have been found mentally incompetent by a final judgment of the court; and
- Shall not be disqualified by reason of any section of the City charter or by state or federal law.

2. & 3. One copy each of the **“Appointment of a Campaign Treasurer by a Candidate (Form CTA)”** and the **“Form CTA Instruction Guide.”** This form is to be filed in the City Secretary’s Office at the same time as the application in No. 1 above. Note the modified reporting section on the form, if you are interested.

4. One copy of the **“Nepotism Chart”** as related to Conflict of Interest. Please note that Form CTA refers to the Nepotism Law in Chapter 573 of the Texas Government Code.

A “Candidate Calendar” will be prepared and may be picked up at the City Secretary’s Office at 914 South Main Street – Suite C, after July 13, 2016.

If you decide to file for a place on the ballot for this election, you will need to acquaint yourself with the Ethics Commission website and the directions contained in your packet.

5. A copy of the **“Political Advertising Guidelines”** this document is from the **Ethics Commission**. Please contact (512) 463-5800 for any questions.

6. **Resolution No. 2015-45** Candidate Drawing Policy as adopted 3rd of November 2015.

Also, of general interest, you may wish familiarize yourself with our City’s Charter particularly:

- Article II – The Council.
- Article III – Elections, Initiative, Referendum and Recall

To view, go to the City’s website, www.copperascovetx.gov, click on the **“Government”** tab, then on the drop-down menu, choose **“City Charter & Code of Ordinances.”** On the left side of your screen click on **“Charter”** and choose the Article you wish to view.

Please call or e-mail if you have any questions: Mariela Altott, City Secretary at 542-8926, or maltott@copperascovetx.gov.