



CITY COUNCIL CANDIDATE PACKET



**November 5, 2024
General Election**

Mayor

Council Member, Place 1

Council Member, Place 3

Council Member, Place 5



To: Candidates for the City of Manor 2024 General Election
From: Lluvia T. Almaraz TRMC, City Secretary
Re: Election Information – Prospective Candidates

The City of Manor is a "Home-Rule" city that operates as a Council-Manager form of government. Manor's governing body is comprised of six Council Members and the Mayor, all of whom have an equal vote in making decisions for the city. The Mayor and the Council Members are elected at-large, by Place. Each seat on the council, except for the position of mayor, is numbered as Place 1 through Place 6. The Council Member occupying a particular seat is identified by the Place number assigned to that council seat.

The City of Manor appreciates your consideration and interest in running for an elected official position. To assist you in your endeavor, I have prepared an online Candidate Packet ("Packet") with important election information. The links will take you to pages within this document.

All forms and more information can be found on the City of Manor Election's webpage:
www.manortx.gov.

Officers to be elected in the November 5, 2024, General Election for a four-year term are:

Mayor
Council Member, Place 1
Council Member, Place 3
Council Member, Place 5

This packet contains the following information and forms for the November election in Manor, Texas:

- The City Charter – Article III. The City Council - [**Section 3.03 Qualifications and Nepotism Charts**](#)
- [**Ordinance No. 745**](#) - The City Council Compensation Tier Base Structure
- [**Application for a place on the City of Manor General Election Ballot**](#). The 30-day filing period for municipal elections begins July 20 and ends August 19. This form must be filed in the City Secretary's Office no later than 5:00 p.m. on Monday, August 19, 2024, to file for candidacy for one of the open positions. There is no filing fee.
- [**Form CTA Appointment of Campaign Treasurer by a Candidate**](#) and [**CTA Instruction Guide**](#). This form will be filed in the City Secretary's office at the same time as the above application. If you choose modified reporting, the back of the form must be completed. Also, note the statement that must be signed regarding the nepotism law.
- [**Form CFCP Code of Fair Campaign Practices**](#) and [**Chapter 258, Fair Campaign Practices Act**](#). Subscription to the Code of Fair Campaign Practices is voluntary. If you subscribe to the Code, this form can be filed with the City Secretary's office after submitting your campaign treasurer appointment form.

- [**Request for Confidentiality for Candidates**](#). Pursuant to Section 552.1175 of the Texas Government Code, if you are one of the qualifying individuals, you may request that information from your candidate application which identifies your home address, home telephone number, emergency contact information, date of birth, social security number, or whether you have family members be restricted from public access. You must attach a photocopy of documentation showing that you are eligible for confidentiality. If you want to rescind this confidentiality request, you must do so in writing to the filing authority with whom you filed your candidate application.

Filing In Person or by Mail: Applications will be received Monday through Friday during business hours, 8:00 a.m. to 5:00 p.m. An application submitted by mail is considered to be filed when the City Secretary's Office receives it.

City of Manor
City Secretary's Office
105 E. Eggleston St.
Manor, TX 78653

Filing by Fax or Email: A signed, sworn, scanned candidate application may be submitted by fax or email. Please be advised that an application must be notarized before filing via fax or email.

Email: electioncandidate@manortx.gov
Fax: 512-272-8636

*****Please contact the City Secretary's Office to confirm the application was received*****

Once you have made the decision to file for a city office and have returned the forms listed above to the City Secretary's Office, the following forms, information, and guides will assist you in conducting your campaign in accordance with the Texas Election Code and Texas Ethics Commission rules.

- [2024 General Election Candidates Calendar](#)
- Texas Ethics Commission Guide: "[First Steps for Candidates Running for a City Office](#)"
- [2024 Filing Schedule for Reports Due](#)
- [Form C/OH, Candidate/Officeholder Campaign Finance Report](#)
- [Form C/OH Instruction Guide](#)
- [Form C/OH-UC, Candidate/Officeholder Report of Unexpended Contributions](#)
- [Form C/OH-UC Instruction Guide](#)
- [Form CIS, Conflicts Disclosure Statement](#)
- [Form CIQ, Conflict of Interest Questionnaire](#)
- [Form ACTA, Amendment to Appointment of Campaign Treasurer](#)
- [Form ACTA Instruction Guide](#)
- [Form COR-C/OH, Correction/Amendment Affidavit for Candidate/Officeholder](#)

- [Campaign Finance Guide](#)
- Pamphlet, “[Political Advertising – What You Need to Know](#)”
- Pamphlet, “[Political Fundraisers](#)”
- [Poll Watcher Certificate](#) and [Election Code Section 33.001](#)
- Copy of City of Manor Code of Ordinances – [Section 15.04.016](#) and [Section 15.04.031](#)

(Note: Improperly placed signs will be removed by City personnel if they do not follow City of Manor Code of Ordinances Section 3.10.009 and Texas Department of Transportation Regulations.)

- Booklet, “[A Guide to Becoming a City Official](#)”
- [Certificate of Withdrawal](#) (Texas Secretary of State)

Run-Off - *If no candidate for an elective office receives a majority of the votes cast for that position in the regular or special election, a run-off election shall be held between the two candidates who received the greatest number of votes. Such run-off election shall be held in accordance with state election laws on a Saturday within the period set by state law for holding runoff elections. The candidate receiving the highest number of votes cast for the office in the run-off election shall be declared elected.*

City ordinances strictly prohibit city employees from participating in any way in a city election. They cannot campaign for a candidate, speak on behalf of a candidate, wear a candidate’s button or pin, place signs in their yards, or attend political rallies involving city elections. They are discouraged from providing any information to a candidate related to city operations due to the very nature of having the appearance of aiding one candidate over another. They are cautioned to avoid anything that may give the impression of being involved in any way in the election. They are also prohibited from using city equipment for the benefit of any candidate, including copiers or city computers, to copy or transmit information via fax or email to or for the benefit of a candidate. Please do not place city staff in an untenable position by your actions. Direct any general city questions only to the City Secretary.

As a candidate, you are responsible for becoming familiar with the laws applicable to campaign contributions and expenditures. Adherence to the financial reporting procedures and deadlines is essential since campaign reports are considered open records and thus open to the scrutiny of media and opponents. Should you have any questions regarding reporting procedures, contributions, or expenditures, please call the Texas Ethics Commission office at 512-463-5800 or visit their website, <https://www.ethics.state.tx.us/>.

The duties of the City Secretary’s Office include accepting, retaining, and providing public access to the various applications, affidavits, and financial statements from candidates. The City Secretary’s Office does not complete or correct information, report on the timeliness of filings, or report on the sufficiency of the reports filed. Additionally, please note that the City Secretary’s Office cannot interpret election law or campaign finance law for the candidates but will direct the candidates to the correct citation for reference whenever possible.

All applications, affidavits, statements, and campaign reports filed with the City Secretary's office are considered public information, will be posted on the City's website, and are open for inspection by any person.

We appreciate your interest in municipal government and trust that this period will be a positive and exciting experience for you and your supporters. The City Secretary's Office is open to help you and will assist you as best as possible with your questions and needs. Please do not hesitate to contact me at 512-215-8285 or email lalmaraz@manortx.gov.

Sincerely,

L.T. Almaraz

Lluvia T. Almaraz, TRMC
City Secretary