



2021 TRUSTEE CANDIDATE PACKET

PACKET CONTENTS

- Taylor ISD Trustee Election Calendar showing important dates for election-related events
- **Application for a Place on the Taylor ISD General Election Ballot **** ... the loyalty oath is included on this form and is to be filed at the Taylor ISD Superintendent's Office no later than 5 p.m. on **Friday, February 12, 2021**. The first day of filing was Wednesday, **January 13, 2021**. There is no filing fee! *Your signature on the application will cover the required signature for this document.*
- Policy BAA (Legal) covering the Board's legal status, powers and duties.
- Policy BBA (Legal) outlining eligibility/qualifications for Board Member candidates.
- BBBA (Legal) regarding reporting campaign funds.
- Policy BBBB (Legal) regarding elections ethics.
- Policy BBD (Legal) regarding board members training and orientation.
- Policy DBE (Legal) (Exhibit) regarding Nepotism.
- **Texas Ethics Commission Forms & Instructions**
- *2021 Filing Schedule*
- *Campaign Finance Guide For Candidates and Officeholders Who File With Local Authorities*
- *Political Advertising: What You Need To Know*
- *Fair Campaign Practices Act*
- **Form CFCP – Code of Fair Campaign Practices ****
- **Form CTA – Appointment of Candidate's Campaign Treasurer by a Candidate and Instruction Guide ****
- *Form ACTA – Amended Appointment of Candidate's Campaign Treasurer by a Candidate and Instruction Guide*
- *Form C/OH – Candidate's Campaign Finance Report and Instruction Guide*
- *Form CIQ – Conflict of Interest Questionnaire (To be filed in the Office of the Superintendent, if elected)*
- *Form CIS – Local Government Officer Conflicts Disclosure Statement (To be filed in the Office of the Superintendent, if elected)*

It is the duty of the candidate to become familiar with the applicable law regarding campaigns for office. The duty of Taylor ISD is limited to accepting and filing the reports and noting the date received thereon.

PHONE NUMBERS / WEBSITES

For answers to questions on financial reports or ethics, you can contact the Texas Ethics Commission at 1-800-325-8506 or visit their website at www.ethics.state.tx.us

Information regarding elections can be found on the Secretary of State's website at www.sos.tx.us

Please contact the City of Taylor for information regarding campaign signage at 1-512-352-3675.

For local assistance, please contact Elections Administrator Larry Robbins at 512-365-1391 ext 1052 or at lrobbins@taylorisd.org or Executive Administrative Assistant Dellean Hartmann at 512-365-1391 ext 1020 or dhart@taylorisd.org.

REMINDERS

File Ethics Commission Forms at the Superintendent's Office, located at 3101 North Main, Suite #104, Taylor, Tx 76574. *Notary available at the Administration Offices!*

First day to File an Application for a Place on the Ballot is Wednesday, January 13, 2021. Last day to File an Application for a Place on the Ballot is Friday, February 12, 2021 by 5 p.m.

**** These forms are to be filed at the same time as the application!**



January 13, 2021

To: Potential Taylor ISD Trustee Candidates
From: Larry Robbins, Taylor ISD Elections Administrator
512-365-1391 ext 1052 or lrobbins@taylorisd.org

SUBJECT: BOARD OF TRUSTEES ELECTION DEADLINES

January 13, 2021 1st Day to file application for a place on General Election ballot

Board Positions:
Single Member District – Place 2
At-Large Position
(Both being elected to 3-Year terms)

February 12, 2021 5 p.m. Deadline to order May 1, 2021 General Election and the last day to file Board of Trustee application

February 16, 2021 5 p.m. Last day to file declaration of Write-In Candidacy

February 19, 2021 Last day for a candidate or write-in candidate to withdraw from election. First day an unopposed election may be cancelled.

February 22, 2021 Recommended date to conduct ballot position drawing ... 8 am at Taylor ISD Administration Offices at 3101 North Main Suite #104, Taylor, Texas 76574.

March 3, 2021 Deadline for providing Notice of Election to County Clerk, / Elections Administrator and Voter Registrar

April 1, 2021 Last day to register to vote or to make a change of address effective for the May 1, 2021 general election.

April 1-16, 2021 Period during which Notice of Election must be published in local newspaper.

April 14, 2021 Last day to post Notice of Elections at each polling site.

April 19, 2021 1st Day of Early Voting for Trustee Election

**Early Voting: Taylor City Hall
400 Porter Street or
** Any Williamson County Early Voting Center ****

April 27, 2021	Last Day of Early Voting for Trustee Election
May 1, 2021	Election Day – Election Site open 7 am – 7 pm Last Day To Receive Early Voting Ballot By Mail
May 3, 2021	Deadline to receive late domestic ballots mailed within the United States from Non-Military voters
May 12, 2021	Last date for Official Canvass of returns by governing authority of political subdivision.

Note: The Williamson County Elections Division has contracted with Taylor ISD to conduct this trustee election. The County has added Early Voting dates and times throughout the county. It is the responsibility of each candidate to comply with all Ethics Commission guidelines. These guidelines are available by contacting the Texas Ethics Commission at 1-800-325-8506 or the following website ... <http://www.ethics.state.tx.us>

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT

TO: City Secretary/Secretary of Board

I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.

OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)	INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED
--	--

FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT ¹
---------------------------------	--

PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)	PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)
--	--

CITY	STATE	ZIP	CITY	STATE	ZIP
------	-------	-----	------	-------	-----

PUBLIC EMAIL ADDRESS (if available)	OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	VOTER REGISTRATION VUID NUMBER (Optional) ²
-------------------------------------	---------------------------------	----------------------	--

TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:	LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN	
	IN STATE _____ year (s) _____ month(s)	IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³ _____ year (s) _____ month(s)

If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.

Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says:

"I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code.

I further swear that the foregoing statements included in my application are in all things true and correct."

X

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me at _____, this the _____ day of _____, _____.

SEAL

Signature of Officer Administering Oath⁴ Title of Officer Administering Oath

TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:
 (See Section 1.007)

Date Received

Signature of Secretary

Voter Registration Status Verified

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields must be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-251-8685.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 373, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office for which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter E, Chapter 32 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

CODE OF FAIR CAMPAIGN PRACTICES

FORM CFCP COVER SHEET

Pursuant to chapter 258 of the Election Code, every candidate and political committee is encouraged to subscribe to the Code of Fair Campaign Practices. The Code may be filed with the proper filing authority upon submission of a campaign treasurer appointment form. Candidates or political committees that already have a current campaign treasurer appointment on file as of September 1, 1997, may subscribe to the code at any time.

Subscription to the Code of Fair Campaign Practices is voluntary.

OFFICE USE ONLY

Date Received

Date Hand-delivered or Postmarked

Date Processed

Date Imaged

1 ACCOUNT NUMBER
(Ethics Commission Filers)

2 TYPE OF FILER

CANDIDATE

POLITICAL COMMITTEE

*If filing as a candidate, complete boxes 3 - 6,
then read and sign page 2.*

*If filing for a political committee, complete
boxes 7 and 8, then read and sign page 2.*

3 NAME OF CANDIDATE
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

**4 TELEPHONE NUMBER
OF CANDIDATE**
(PLEASE TYPE OR PRINT)

AREA CODE

PHONE NUMBER

EXTENSION

()

5 ADDRESS OF CANDIDATE
(PLEASE TYPE OR PRINT)

STREET / PO BOX;

APT / SUITE #;

CITY;

STATE;

ZIP CODE

**6 OFFICE SOUGHT
BY CANDIDATE**
(PLEASE TYPE OR PRINT)

7 NAME OF COMMITTEE
(PLEASE TYPE OR PRINT)

**8 NAME OF CAMPAIGN
TREASURER**
(PLEASE TYPE OR PRINT)

TITLE (Dr., Mr., Ms., etc.)

FIRST

MI

NICKNAME

LAST

SUFFIX (SR., JR., III, etc.)

GO TO PAGE 2

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play that every candidate and political committee in this state has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional rights to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I will conduct the campaign openly and publicly and limit attacks on my opponent to legitimate challenges to my opponent's record and stated positions on issues.
- (2) I will not use or permit the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or the candidate's personal or family life.
- (3) I will not use or permit any appeal to negative prejudice based on race, sex, religion, or national origin.
- (4) I will not use campaign material of any sort that misrepresents, distorts, or otherwise falsifies the facts, nor will I use malicious or unfounded accusations that aim at creating or exploiting doubts, without justification, as to the personal integrity or patriotism of my opponent.
- (5) I will not undertake or condone any dishonest or unethical practice that tends to corrupt or undermine our system of free elections or that hampers or prevents the full and free expression of the will of the voters, including any activity aimed at intimidating voters or discouraging them from voting.
- (6) I will defend and uphold the right of every qualified voter to full and equal participation in the electoral process, and will not engage in any activity aimed at intimidating voters or discouraging them from voting.
- (7) I will immediately and publicly repudiate methods and tactics that may come from others that I have pledged not to use or condone. I shall take firm action against any subordinate who violates any provision of this code or the laws governing elections.

I, the undersigned, candidate for election to public office in the State of Texas or campaign treasurer of a political committee, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct the campaign in accordance with the above principles and practices.

Signature

Date

APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE

FORM CTA
PG 1

See CTA Instruction Guide for detailed instructions.

1 Total pages filed:

2 CANDIDATE
NAME

MS / MRS / MR FIRST MI

NICKNAME LAST SUFFIX

OFFICE USE ONLY

Filer ID #

Date Received

3 CANDIDATE
MAILING
ADDRESS

ADDRESS / PO BOX; APT / SUITE #; CITY; STATE; ZIP CODE

Date Hand-delivered or Postmarked

4 CANDIDATE
PHONE

AREA CODE PHONE NUMBER EXTENSION

()

Receipt #

Amount \$

Date Processed

5 OFFICE
HELD
(if any)

Date Imaged

6 OFFICE
SOUGHT
(if known)

7 CAMPAIGN
TREASURER
NAME

MS/MRS/MR FIRST MI NICKNAME LAST SUFFIX

8 CAMPAIGN
TREASURER
STREET
ADDRESS

STREET ADDRESS (NO PO BOX PLEASE); APT / SUITE #; CITY; STATE; ZIP CODE

(residence or business)

9 CAMPAIGN
TREASURER
PHONE

AREA CODE PHONE NUMBER EXTENSION

()

10 CANDIDATE
SIGNATURE

I am aware of the Nepotism Law, Chapter 573 of the Texas Government Code.

I am aware of my responsibility to file timely reports as required by title 15 of the Election Code.

I am aware of the restrictions in title 15 of the Election Code on contributions from corporations and labor organizations.

Signature of Candidate

Date Signed

GO TO PAGE 2

**CANDIDATE MODIFIED
REPORTING DECLARATION**

**FORM CTA
PG 2**

11 CANDIDATE
NAME

12 MODIFIED
REPORTING
DECLARATION

**COMPLETE THIS SECTION ONLY IF YOU ARE
CHOOSING MODIFIED REPORTING**

« This declaration must be filed no later than the 30th day before
the first election to which the declaration applies. »

« The modified reporting option is valid for one election cycle only. »
(An election cycle includes a primary election, a general election, and any related runoffs.)

« Candidates for the office of state chair of a political party
may NOT choose modified reporting. »

I do not intend to accept more than \$500 in political contributions or
make more than \$500 in political expenditures (excluding filing fees)
in connection with any future election within the election cycle.
I understand that if either one of those limits is exceeded, I will be
required to file pre-election reports and, if necessary, a runoff
report.

Year of election(s) or election cycle to
which declaration applies

Signature of Candidate

This appointment is effective on the date it is filed with the appropriate filing authority.

TEC Filers may send this form to the TEC electronically at teesappoint@ethics.state.tx.us or

Fax this form to (512) 463-6808 or mail to

Texas Ethics Commission

P.O. Box 12070

Austin, TX 78711-2070

NOT TEC Filers: must file this form with the local filing authority
DO NOT SEND TO TEC

For more information about where to file go to:

<https://www.ethics.state.tx.us/whatsnew/NewFilersGettingStarted.html>