



City of Breckenridge

DATE: JANUARY 29, 2015

TO: CANDIDATES/COMMISSIONERS PLACE #3 AND #4

FROM: HEATHER ROBERTSON-CARAWAY, CITY SECRETARY

RE: ELECTION INFORMATION

The attached material contains the following information and forms for the 2015 City Officers' Election in Breckenridge:

1. EXHIBIT "A" - SOS form AW2-15 - One copy of APPLICATION FOR A PLACE ON CITY OF BRECKENRIDGE GENERAL ELECTION BALLOT (bilingual) & INSTRUCTIONS. This form is to be filed in my office during the dates specified for filing.
2. EXHIBIT "B" - FORM CTA - One copy of APPOINTMENT OF A CAMPAIGN TREASURER BY CANDIDATE & INSTRUCTION GUIDE. If you have not already done so, this form is to be filed in my office at the same time as the preceding application.
3. EXHIBIT "C" - CANDIDATE'S ELECTION CALENDAR showing relevant dates.
4. EXHIBIT "D" - FORM C/OH & SCHEDULES; FORM C/OH-FR AND C/OH-UC - One copy of CANDIDATE/OFFICEHOLDER CAMPAIGN FINANCE REPORTS & INSTRUCTION GUIDES. This copy is to be filed in my office on date specified on the form and on the calendar. If you file for modified reporting & do not plan to accept or spend more than \$500.00, only the July 15, 2015 report must be filed in my office. Designating a final report terminates your campaign treasurer appointment and no further campaign contribution reports need to be filed.
5. EXHIBIT "E" - Notice of DRAWING FOR POSITION ON BALLOT.
6. EXHIBIT "F" - FORM CFCP - One copy of CODE OF FAIR CAMPAIGN PRACTICES & CHAPTER 258, ELECTION CODE FAIR CAMPAIGN PRACTICES ACT. Purpose of this form is to encourage every candidate and political committee to subscribe to the Code of Fair Campaign Practices.
7. EXHIBIT "G" - One copy of THE TEXAS ETHICS COMMISSION CAMPAIGN FINANCE GUIDE FOR CANDIDATES AND OFFICEHOLDERS WHO FILE WITH LOCAL FILING AUTHORITIES.

8. EXHIBIT “H” - One copy of POLITICAL ADVERTISING - “What You Need To Know”.
9. EXHIBIT “I” - QUALIFICATIONS & ELIGIBILITY REQUIREMENTS TO BE A CANDIDATE FOR MAYOR & CITY COMMISSION.
10. EXHIBIT “J” - NOTICE OF TITLE 15, ELECTION CODE.

It is the duty of the candidate to become familiar with the law applicable to campaigns for office. While the candidates may certainly expect the City Secretary to be able to advise them when reports are due, 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. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed. These documents are public records and are open for inspection by any person.

If you have any further questions, please do not hesitate to call me at my office at 559-8287.

Good Luck!

Heather Robertson-Caraway, City Secretary

Attachments