



CITY OF BAYTOWN

ANGELA JACKSON, OFFICE OF THE CITY CLERK

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TO: Candidates Filing for Mayor
FROM: Angela Jackson, Acting City Clerk
DATE: June 2, 2021
SUBJECT: Election Information and Forms for City of Baytown, November 2, 2021, General Municipal Election

The enclosed and/or attached materials contain information and forms for the November 2, 2021, City of Baytown General Municipal Election for the position of Mayor. Please review the information carefully as this packet holds relevant dates, forms and other information related to the election process from beginning to end, as follows:

1. City of Baytown Election Frequently Asked Questions (FAQs);
2. Notice of Deadline to File Applications for Place on Ballot;
3. Application for a Place on the Ballot (Instruction & Form);
4. Candidate Qualifications;
5. Mayor's Designee Notice for Filing – City Clerk;
6. Notice of Drawing for Place on Ballot;
7. Candidate Certificate of Withdrawal (Instruction & Form);
8. Texas Ethics Commission 2021 Filing Schedule;
9. Title 15, Texas Election Code, Regulating Political Funds and Campaigns;
10. Chapter 258, Texas Election Code, Fair Campaign Practices;
11. Code of Fair Campaign Practices Form*;
12. Appointment of a Campaign Treasurer by a Candidate (Instructions and Form);
13. Campaign Finance Guide for Candidates and Officeholders Who File with a Local Filing Authority;
14. Candidate/Officeholder Campaign Finance Report (Instructions and Form);
15. City of Baytown Charter;
16. City of Baytown Map with Precincts & Districts;
17. Baytown Sign Ordinance, Section 118-139 - Map of Designated Areas applies if a city facility is used as a polling place for City Hall/Community Center grounds; Any signs outside of said times and locations will be removed.

*Additional finance reporting forms are available online at the Texas Ethics Commission website <http://www.ethics.state.tx.us/main/forms.htm>.

It is the duty of the candidate to become familiar with the laws applicable to campaigns for public office. The duty of the City Clerk 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; their email address is <http://www.sos.state.tx.us>.

Information regarding campaign finance law and reporting requirements is handled by the Texas Ethics Commission at 1-800-252-8506 or their email address is <http://www.ethics.state.tx.us>.

Please make a note of the following important dates:

07/19/ 2021	First day to file for place on ballot (Since this day falls on a Saturday, July 17, 2021, the first day to file will be the following Monday, July 19, 2021, at 8:00 A.M., when City offices are open.
08/16/2021	Last day to file an Application for Place on Ballot Monday, August 16, 2021 at 5:00 P.M. in City Clerk's Office, City Hall.
08/18/2021	Candidate Drawing Wednesday, August 18, 2021 at 5:30 P.M. in the Council Chamber, City Hall.
08/23/2021	Last day for a Write-in Candidate to File for a Place on the Ballot at 5:00 P.M. Last day for Candidacy Withdrawal at 5:00 P.M.
10/04/2021	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 November 2, 2021, Election (Must register with Voter Registrar of the county of residence.)
10/22/2021	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 Chambers County) and not merely postmarked on this date.
10/25/2021	Due date for filing second report of Campaign Contributions and Expenditures (8 days prior to election)
10/18 -10/29, 2021	Early Voting Period by Personal Appearance (schedule may vary by county)
11/02/2021	Election Day (7:00 A.M. to 7:00 P.M.)
11/15/2021	Last Day to Canvass the Election

Lastly, should you file for a place on the ballot, please provide the City Clerk with a candidate picture and bio in electronic format for placement on the City's Candidate webpage. For more information related to elections, please contact the Office of the City Clerk at cityclerk@baytown.org or at 281-420-6697.

Best of luck to all of you!