

INFORMATION REGARDING THE CITY OF BAYTOWN ELECTIONS

When does the City of Baytown hold its elections?

The City of Baytown holds its elections on the first Tuesday after the first Monday in November of every year. See §41.001(a)(2) TEC

What are the City Council positions?

The City Council is composed of seven positions; one mayor at-large and six single-member districts with each member serving a three-year term. The members of council are elected in staggered three-year terms as follows:

Position	Election Date	Deadline to File
Mayor, At-Large	11/02/2021	08/16/2021
Council Member, District 1	11/08/2022	08/22/2022
Council Member, District 2	11/08/2022	08/22/2022
Council Member, District 3	11/08/2022	08/22/2022
Council Member, District 4	11/07/2023	08/21/2023
Council Member, District 5	11/07/2023	08/21/2023
Council Member, District 6	11/07/2023	08/21/2023

What are the qualifications for council members?

A candidate for city council must meet all eligibility requirements of state law and the City's Charter, which states that the mayor and each of the six council members shall be a citizen of the United States of America and a qualified voter of the city and shall have resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the date of the regular filing deadline for a candidate's application for place on the ballot. A member of council who lacks any qualification for the office prescribed by this Charter or by law; or convicted of a felony while in office, shall immediately forfeit the office.

In addition to the residency requirements described above, state law provides that a candidate for city council must:

- (1) be a United States citizen;
- (2) be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;
- (3) have not been determined by a final judgment of a court exercising probate jurisdiction to be:
 - (A) totally mentally incapacitated; or
 - (B) partially mentally incapacitated without the right to vote;
- (4) have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities; and
- (5) be registered to vote in the territory the candidate seeks to represent by the filing deadline.

See §141.001 TEC

What are the salaries of the mayor and council members?

As of November 16, 2015, the mayor shall receive as compensation for his/her services the sum of one thousand and no/100 dollars (\$1,000.00) per month; each council member shall receive as compensation for his/her services the sum of five hundred and no/100 dollars (\$500.00) per month; and all members of the city council shall be entitled to all necessary expenses incurred in the performance of their official duties. Salaries are not tied to attendance. See §14 "Compensation of Members of City Council" Charter, City of Baytown, Texas

When can I file for a place on the ballot?

Texas Election Code, Section 143.007(a) states that an application may not be filed earlier than the 30th day before the date of the filing deadline. Texas Election Code, Section 143.007(c) states that for an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

How to file for a place on the ballot?

The application for a place on the ballot can be accessed on the City's website (<https://www.baytown.org/680/Candidate-Information-Packet>) or a copy may be requested from the City Clerk's Office. The application must be completed and notarized prior to submission.

Please see Notice of Deadline To File Applications for Place on the Ballot for more information.

Is there a candidate packet?

A candidate packet is made available at no cost to the public. A candidate may access the candidate packet on the City's website or he/she may request a copy of the packet, which will be provided in electronic format on a thumb drive. This packet will include all forms, applications, guides, and important dates that will help guide the candidates through the election process.

Do I need to appoint a campaign treasurer if I am not going to raise any money?

Yes. The law requires every candidate to file a campaign treasurer appointment, even if the candidate does not intend to raise or spend money. You are allowed to appoint yourself as your treasurer. A campaign treasurer appointment must be on file prior to the acceptance of contributions.

Where and when do I file my Campaign Contributions and Expenditure Report?

Campaign Contributions and Expenditure Report related to the City's local elections must be filed with the Office of the City Clerk, City Hall, 2401 Market Street, Baytown, Texas, 77520. As a candidate for a November election, you must file your report on: (1) July 15th (Semiannual Report), (2) 30-days prior to the election, (3) 8-days prior to the election and (4) January 15th (Semiannual Report) The City Clerk cannot advise a candidate on the form and content of the report and can only receive said record. For more information related to the campaign finance reports, please visit the Texas Ethics Commission at www.ethics.state.tx.us.

Do I still have to file reports if I chose modified reporting on my treasurer appointment?

By selecting the modified reporting schedule, you are indicating that you plan to stay under the \$930.00 threshold in either contributions or expenditures in connection with an election. The modified reporting schedule exempts you from filing 30-day and 8-day pre-election reports. If you have selected the modified reporting schedule, you must still report activity during the entire period you were a candidate, either on a semiannual report or on a final report.

What happens if I select modified reporting and then exceed \$930?

If you select modified reporting and exceed \$930 (in either contributions or expenditures in connection with an election) before the 30-day pre-election report is due, you must file required 30-day and 8-day pre-election reports (keep in mind that unopposed candidates are not required to file these reports regardless of their level of activity). If you exceed a \$930 threshold after the 30-day pre-election report is due, you must file an "Exceeded Modified Reporting Limit report" within 48 hours of exceeding the threshold and, if the threshold is exceeded before the 8-day pre-election report is due, you must file the 8-day pre-election report.

Who do I call if I have a complaint?

For any election related issue or complaint, please contact the Office of the City Clerk at 281-420-6504 or via email at cityclerk@baytown.org.