

MEMORANDUM

DATE: August 6, 2019

TO: Candidates for Special Election to Fill a Vacancy of November 5, 2019

FROM: Robyn Densmore, City Secretary

SUBJECT: Election Information and Necessary Application Forms

This packet includes information and forms pertaining to the November 5, 2019 Special Election for the position of Council Member District 1. Please thoroughly review the enclosed information.

A table of contents for this packet follows this memo along with some general information. Please note that the **required documents to file for a position on the ballot are: the Application for a Place on the Ballot and the Appointment of a Campaign Treasurer.** The last day that an application may be accepted for the Special Election to Fill a Vacancy, according to Texas Election Law, is Wednesday, September 4, 2019 at 5 P.M. You may file your documents in person at the City Secretary's office located at City Hall, 808 Martin Luther King Jr. Drive. Or you may mail your original document to P.O. Box 409, Georgetown, TX 78627.

The **financial reports must be completed** by the candidate or the candidate's campaign treasurer. Should you have any questions regarding financial reports, please call the Texas Ethics Commission at 1-800-325-8506 or 512-463-5800. All financial reports shall be filed with the City Secretary's office, and the importance of adhering to the financial reporting procedures is necessary. Please note that campaign reports are open records and will be viewed as such by reporters and campaign opponents. These are posted on the City's website.

Please be sure to read through the form entitled "General Information for 2019 Candidates." You will be able to view the City of Georgetown budgets and audits at georgetown.org.

Please feel free to contact the City Secretary's office at 512-931-7715 if you have any questions or concerns.

Sincerely,



Robyn Densmore
City Secretary