INSTRUCTIONS FOR FILING A PETITION IN LIEU OF THE FILING FEE FOR A PLACE ON THE BALLOT

The City Charter, Article III, Section 4 requires a filing fee of $500.00. Texas Election Code, Section 143.005(c) requires a city to provide candidates an alternative to the filing fee. Therefore, in lieu of the filing fee, the City of Austin provides that a candidate may file his/her application for a place on the ballot along with a petition. The petition must contain the appropriate number of valid signatures [*see below*]. For council districts, a valid signature is one from any qualified voter within that particular district. The required number of valid signatures is determined through reference to Texas Election Code, Section 143.005(d)(2).

Listed below are the numbers of signatures required for the November 3, 2020 Election:

District 2:   96 signatures
District 4:   60 signatures
District 6:   137 signatures
District 7:   180 signatures
District 10:   195 signatures

Texas Election Code, Section 141.066 states:
- Signing more than one petition is prohibited.
- The following statement must appear at the top of each page of a petition: "Signing the petition of more than one candidate for the same office in the same election is prohibited."
- A signature on a candidate's petition is invalid if the signer signed the petition subsequent to signing a petition of another candidate for the same office in the same election.

Completing the Petition

1. The name of the person circulating the petition must be listed in the section in the upper right-hand corner. Indicate the number of pages being submitted. The circulator may make as many copies as needed of the blank petition page and the continuation page.

2. The next section of the petition must contain the following information:
   - City: Austin
   - Name of the candidate
   - Address: Candidate's address
   - Office sought: The specific Council District including District number.

3. The next section contains the signer's information. Please encourage signers to write as legibly as possible. The signature of the voter is required to be in the signer's own handwriting.

   The following should be provided for each signer:
   - Date the petition was signed.
   - Signature of signer.
   - Printed name of signer.
   - Street address including the name of the city, state and zip code.
     Ditto marks [" "] can be used if the city, state and zip code are the same as the line above. The name of the city should be written out at least on the first signature line.
   - County (Hays, Travis or Williamson).
   - Voter registration number.
   - Date of birth.

   (Either the voter registration number or date of birth must be provided. It is recommended that both be provided to ensure the correct signature is validated.)

4. At the bottom of the form, the Affidavit of Circulator must be completed and must be notarized by a Notary. The Affidavit of the Circulator must be attached to the petition pages circulated by that individual. **This section must be completed for each circulator. If the circulator has multiple pages of signatures, one affidavit for all of the pages is acceptable provided the signatures are collected prior to the date of the notarized affidavit.**

Verification of Signatures

Upon receipt of the petition, the City Clerk's office will verify the signatures to ensure the signatures are valid and the petition is sufficient. If the number of valid signatures is equal to or <u>more</u> than the amount required by state law, the petition is declared valid. If the number of valid signatures is <u>less</u> than the amount required by state law, the petition is declared invalid. It is recommended that a person collect <u>more</u> than the required number of signatures to ensure the petition is valid. Once the validation process has been completed, the candidate will be notified of the results.

If the petition is declared invalid and the deadline for a candidate to file an application for a place on the ballot has not passed, another application may be filed along with a payment of the $500.00 filing fee or submission of a new petition.