



## MEMORANDUM

**TO:** Candidates for Council Election in 2012

**FROM:** Shirley A. Gentry, City Clerk

**DATE:** October 31, 2011

**SUBJECT:** Election Information

The Candidates' Packet is important information for anyone wanting to run for a Council position in 2012. Article II, Section 2 of the charter specifies the eligibility requirements for anyone who wants to serve on Council as follows:

- a candidate needs to be eighteen (18) years of age or older on the commencement of his or her term,
- must reside in the city for at least six (6) months and within the State of Texas for at least twelve (12) months preceding the last day he or she could deliver a ballot application to the city clerk, and
- must be a qualified voter of the State of Texas.

The Table of Contents provides references to various state and local laws and forms as well as web links to those sites. While the City has provided website links in both Spanish and English, the destination websites may or may not contain Spanish translations.

Copies of various forms needed by the candidates have been provided in this guide. Forms that were not created by the City of Austin were downloaded from the web. The forms were current at the time they were downloaded; However, it is possible the forms may have been updated since they were downloaded. Prior to using a form in the guide, you should compare the date of the paper form to the form on the web and use the most current form. The web address for each form located in the guide is listed in the Table of Contents immediately below the name of the form.

Election law, especially campaign finance law, is complex; therefore, a candidate should consider retaining legal counsel to assist them. Staff in the Office of the City Clerk and the Law Department cannot advise candidates, or groups who support or oppose candidates or measures, or members of the public on matters pertaining to election or campaign finance law. The City Attorney provides legal services to the City as a municipal corporation. The City Clerk's staff must maintain neutrality in the electoral process.

The duty of the Office of the City Clerk is limited to accepting and retaining the various applications, affidavits and financial statements from the candidates. Staff will note the date and time of filing on the forms. The Office of the City Clerk will not judge or comment upon the timeliness or sufficiency of reports filed. The staff can not help a candidate complete the forms. We can not interpret election laws for the candidates.