

The League of Women Voters of the San Antonio Area
Running for Local Office 101

Monday, November 13, 2017
San Antonio Central Library



**Get Informed. Get Expert Advice.
Get Inspired!
Get Elected. You can do it!**

Featured Speaker:

Councilwoman Ana Sandoval

First Steps

- Local Offices for Election in 2018
 - Qualifications
- Choose a Treasurer
 - Filing Options
 - Campaign Costs
 - Critical Dates
 - Forms & More

The LWV-SAA is non-partisan and non-profit.

Offices Up for Election Spring 2018

Bexar County/San Antonio

Office	Local Office	US Citizen	TX Residency	District Residency	Registered Voter	Minimum Age	Practicing Lawyer or Judge	Term Length	File w/ State or County	Filing Fee + 250 Signatures	Filing Petition Signatures	Approximate 2016 Salaries
Judge, 4 th Court of Appeals	Places 1, 2, 3, 4, 5, and 7	Yes	Yes	-	Yes	35	10 yrs	6 yrs	State	\$2,500	750	\$154,000
Criminal District Attorney	✓	Yes	12 mos	6 mos	Yes	18	Yes	4 yrs	State	\$2,500	750	\$140,000
County Judge	✓	Yes	12 mos	6 mos	Yes	18	Yes	4 yrs	County	\$1,250	750	\$129,000
Judge, County Court at Law	1-15	Yes	Yes	2 yrs	Yes	25	4 yrs	4 yrs	County	\$2,500	750	\$157,000
Judge, County Criminal Court	45 th , 144 th , 150 th , 186 th , 187 th , 224 th , 225 th , 226 th , 227 th , 285 th , 288 th , 289 th , 29 th , 436 th , 437 th	Yes	Yes	2 yrs	Yes	25	4 yrs	4 yrs	County	\$2,500	750	\$140,000
Judge, County Probate Court	1 and 2	Yes	Yes	2 yrs	Yes	25	5 yrs	4 yrs	County	\$2,500	750	\$161,000
District Clerk	✓	Yes	12 mos	6 mos	Yes	18	-	4 yrs	County	\$1,250	750	\$115,000
County Clerk	✓	Yes	12 mos	6 mos	Yes	18	-	4 yrs	County	\$1,250	750	\$115,000
County Commissioner	Precincts 2 and 4	Yes	12 mos	6 mos	Yes	18	-	4 yrs	County	\$1,250	750	\$112,000
Justice of the Peace	JP1 1 & 2, JP4 1	Yes	12 mos	6 mos	Yes	18	-	4 yrs	County	\$1,000	750	\$98,000

*Per the Secretary of State website chart at: <http://www.sos.state.tx.us/elections/candidates/guide/index.shtml>

NOTES: This chart was compiled from several pages on the Secretary of State's and other websites as of Nov 6, 2017 and is meant to illustrate first steps in researching a campaign. Please refer to the originals when making decisions to ensure you have accurate and up-to-date information.

- Per Senate Bill 44 (2017) All judicial candidates in Bexar County require the higher filing fee* +250 signature OR 750 signatures in lieu of the filing fee. <http://www.sos.state.tx.us/elections/candidates/guide/demorrep2018.shtml>
- For all county offices not listed above, the filing fee is \$750, unless otherwise indicated by the Bexar County Elections Department.
- For all non-judicial offices in Bexar County the higher fee* is required, unless otherwise indicated by the Bexar County Elections Dept.
- To collect signatures for judicial offices, use the official petition found at: <http://www.sos.state.tx.us/elections/forms/pol-sub/2-3f.pdf>
- To collect signatures for non-judicial offices use the petition found at: <http://www.sos.state.tx.us/elections/forms/pol-sub/2-16f.pdf>
- Approximate salaries were derived from various sources, including: <https://salaries.texastribune.org/agencies/state/>
- JP3 Place 2 and JP4 Place 2 will be abolished December 31, 2018

City of San Antonio

Neither the mayor nor the city council are up for election until 2019.

School Boards

Several school boards will also be conducting elections. Each school board operates under the basic Texas Education Code (TEC) and Election Code guidelines. Although each has some discretion regarding how they publicize openings, qualify candidates and conduct elections; most adhere closely to the TEC. To determine whether your school district has an open position for the 2018 election, try these steps:

- Access the district website.
- Find District Policies or Board Policy Online.
- Click on Local Governance (usually on the left side)
- Click on BBB – Board Members – Elections (Election timelines specific to the District are usually under Local; Legal refers to the TEC.)
- Other useful information is also found at this site, including:
 - BBA = Board Members – Eligibility/Qualifications
 - BAA = Board Legal Status – Powers & Duties

On some school districts' websites, this information is hard to find. Your best bet, then, is to *call!*

Other local races in the area up for election in 2018 include:

The Edwards Aquifer Authority – Districts 1, 3, 4, 5, and 7 <http://www.edwardsaquifer.org/about/board-of-directors/directors>

Municipal Utilities Districts (MUDs) – MUD 1, Place 1 https://www.runforoffice.org/elected_offices/4829-san-antonio-municipal-utility-district-1-board-of-trustees-place-1

Other Boards

Emergency Service Districts (ESDs) Commissioners are appointed in Bexar County by the County Commissioners Court

Hospital District Board of Managers appointed in Bexar County by the County Commissioners Court

Other board positions may come up for election or appointment. We will be glad to forward that information to you as we learn of it.

County Party Chairs

Both the Republican and Democratic party chairmanships are up for election. This is an at-large election. Check with the party to determine qualifications and filing requirements.

First Steps in Running for Local Office - Spring 2018

Choose a Treasurer

TEC (Texas Ethics Commission) Form CTA

- Name someone you trust (you can name yourself and change this later) *NOTE: You alone are responsible for filing and accuracy.*
- Ensure TEC qualifications are met (see materials provided by the Bexar County Elections Department (BCED))
- *NOTE: Per the Texas Election Code, candidates may not accept any campaign contributions (even from themselves) or make any campaign expenditures (including paying filing fees) until a Campaign Treasurer has been designated.*
- Consult the TEC (Texas Ethics Commission) website for online training, reporting requirements, forms, etc. *NOTE: Financial reports are due in January, February, April, May and July.*

Collect your Filing Fee and Signatures

Filing Fee and Campaign Donations (See TEC guidelines provided by BCED)

- Note donors' contact information and amount of each donation
- Keep accurate and complete records of *all* donations (including your own)
- Keep donations separate from your personal finances
- File reports on time (per the Texas Ethics Commission)

Collecting Signatures

- Use the correct petition form
- Inform signers that they can only *sign one petition per office*
- Ensure signers' information is legible
- You do not have to get the signers' Voter ID at the time of signing; however, be sure they are registered voters

Schedule your Campaign

March 6 Primary per the Secretary of State

December 11, 2017	Filing deadline for the March 6, 2018 Primary Election
January 1, 2018	First day to apply to Vote by Mail (BM) – Use Application for a Ballot by Mail – ABBM
February 5, 2018	Last day to Register to Vote
February 20, 2018	First day of Early Voting
February 23, 2018	Last day to apply to Vote by Mail (NOTE: Ballots must be RECEIVED by BCED, not postmarked by this date)
March 2, 2018	Last day of Early Voting
March 6, 2018	Last day to receive a Vote by Mail (VBM) Primary Election

May 5 Uniform Election

December 11, 2017	Filing deadline for the March 6, 2018 Primary Election
January 1, 2018	First day to apply to Vote by Mail (VBM) – Use Application for a Ballot by Mail – ABBM)
January 17, 2018	First day to file for a place on the General Election Ballot (local political subdivisions)
February 16, 2018	Last day to file for a place on the General Election Ballot (local political subdivisions)
April 5, 2018	Last day to Register to Vote
April 23, 2018	First day of Early Voting
April 24, 2018	Last day to apply to Vote by Mail (NOTE: Ballots must be RECEIVED by BCED, not postmarked by this date)
May 1, 2018	Last day of Early Voting
May 5, 2018	Last day to receive a Vote by Mail (VBM) Election

NOTE: Runoff and November election dates are in the Candidates' packets provided by Bexar County Elections.

Next Workshop

Running for Local Office 201 (Early January, possibly at BCED)

- Publicity
- Public Speaking
- Staffing
- Ethics
- Typical Costs and Benefits
- Financial Reporting
- Poll Watchers