



City of Martindale

409 Main Street, P.O. Box 365, Martindale, Texas 7865

512-357-2639, Fax 512-357-6826

Dear Candidate(s):

Thank you for your interest in running for the position of City Council Place 1, City Council Place 3, and City Council Place 4.

The City of Martindale is a Type A General Law Municipality. The City Council consists of a Mayor and five Council Members, each elected at large, serving two-year terms. The City Council enacts local legislation, makes policies, approves ordinances, and adopts the annual budget. Regular Council Meetings are held every first and third Tuesday of the month at 6:30 p.m. in the City Hall Meeting Room, 407 Main Street, with occasionally held Special Meetings and Work Sessions.

All candidates running for office must be citizens of the United States, have lived in the state for a minimum of 12 months and in the city for 6 months immediately preceding the deadline for filing. Must be a registered voter from which the office is elected.

To be eligible for the office of council member of the municipality, a person must be a registered voter and must reside on election day in the city from which the person may be elected.

The Election Binder contains forms and information needed to run for City Council Member and will guide you through the process. Please take time to thoroughly read the enclosed information and please understand the material in the packet is not exhaustive and it is the duty and responsibility of each candidate/officeholder to become familiar with all the laws applicable to campaign for office and to comply with all reporting deadlines.

The role of the City Clerk's Office is to accept and file the various candidate applications, affidavits and statements required and note the date of filing thereon. There is no legal duty to inform anyone of the necessity of, or deadlines for filing

any of the documents or to advise anyone regarding the meaning and requirements of statutes. The City Clerk should not be expected to judge or comment upon the timelines or sufficiency of reports filed, but rather serve only as the custodian of the records for the benefit and convenience of the public.

All applications, affidavits, statements and campaign reports filed with the City Clerk's office are considered public information and are open for inspection by any person.

Persons needing questions answered, regarding the application, forms, reporting procedures, contributions, or expenditures, may contact the Texas Ethics Commission at **512-463-5800** or <https://www.ethics.state.tx.us/>. Questions regarding election law contact the Elections Division of the Secretary of State's Office at **800-252-VOTE** or <https://www.sos.state.tx.us/>. They are very helpful and responsive.

Enclosed in your application packet is the Application for a Place on the Ballot. **The last day for filing an Application for a Place on the Ballot is February 18, 2022 by 5:00 p.m.** Also, I encourage you to log into <https://www.tml.org/215/Essential-Reading> and read the following

- [A Guide to Becoming a City Official](#)
- [Economic Development Handbook](#)
- [Handbook for Mayors and Councilmembers](#)
- [How Cities Work](#)
- [Key Legal Requirements](#)
- [Texas Municipal League Revenue Manual for Texas Cities](#)
- [Understanding Your Personal Liability as a City Official: A Primer](#)

These guides will answer many of your questions.

Thank you and good luck!

Sylvia Gomez

Sylvia Gomez
City Clerk
City of Martindale, Texas