



Brookshire - Katy Drainage District

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January 5, 2024

RE: Brookshire-Katy Drainage District (the "District") –
Supervisors Election to be held on May 4, 2024

Dear Candidate:

In connection with your request to become a candidate for the position of Supervisor of the above referenced District, please be advised as follows:

In order to have your name printed on the ballot the enclosed Application For Place On The Ballot must be completed and received by the undersigned, as the duly appointed election agent for the District, at 1111 Kenney St, Brookshire, TX 77423, **no earlier than January 17, 2024, and no later than 5:00 p.m. on February 16, 2024.** As required by law, an application received before or after such filing period will be rejected.

Also enclosed are forms to be utilized pursuant to Title 15 of the Texas Election Code, which requires that candidates make certain campaign finance filings. The enclosed forms must be completed and filed with the undersigned election agent as follows:

1. Appointment of a Campaign Treasurer by a Candidate with Candidate Modified Reporting Declaration (Form CTA). Candidates are required to have a campaign treasurer. You may appoint yourself as campaign treasurer.

If you do not intend to accept contributions totaling more than \$930.00 and do not intend to expend more than \$930.00 during your campaign, you may execute the optional Candidate Modified Reporting Declaration (Form CTA, page 2).

2. If you select the Candidate Modified Reporting Declaration, you are required to file only one additional report, which is the Candidate/Officeholder Campaign Finance Report (Form C/OH, pages 1 and 2, leaving Sections 16 and 17 blank) along with the Candidate/Officeholder Report: Designation of Final Report (Form C/OH-FR). The candidate should contact the Texas Ethics Commission for additional information regarding said reporting requirements. Please also note that certain filing periods and deadlines apply.

If you do not select the Candidate Modified Reporting Declaration, or if you exceed the \$930.00 limitation at any time, there are additional Schedules which must be completed and filed along with Form C/OH. Please contact the Texas Ethics Commission for additional information regarding said reporting requirements.

3. Code of Fair Campaign Practices (Form CFCP), together with Chapter 258, Election Code. Subscription to the Code of Fair Campaign Practices is voluntary.

The enclosed forms and the above comments regarding same are provided as a courtesy only, but it is ultimately your duty as a candidate to become familiar with the laws applicable to Texas elections, ethics, and campaign finance reporting. You are solely responsible for compliance with these laws. The District is responsible for calling and holding a fair and impartial election, and as attorneys for the District, we cannot provide legal or administrative advice to candidates or prospective candidates. You may wish to seek legal counsel or other professional advice in this regard. For more information, please refer to the Texas Ethics Commission's website (<http://www.ethics.state.tx.us/>) or the Texas Secretary of State's website (<http://www.state.tx.us/>).

Upon completion, execution and notarization of the appropriate forms as set forth above, please return same to the undersigned election agent.

Sincerely,



Wendy Sidwell
District Administrator

Enclosures