



298 W Washington St, Stephenville, TX 76401 (254) 918-1287

2025 May General Election Candidate  
City of Stephenville, Texas

RE: Election Information and Forms

Dear Candidate,

Thank you for your interest in becoming a candidate for the City Council of the City of Stephenville. On May 3, 2025, citizens of Stephenville will be electing four citizens to serve as City Council members for Places 1, 3, 5, and 7. All places on the City Council are at-large and can be held by any qualified candidate. Each member elected will serve a two-year term from May 2025 to May 2027.

Running for office encompasses a broad range of activities. The Secretary of State of Texas and the Texas Ethics Commission each regulate portions of the election process at the local level. It is your responsibility to familiarize yourself with the laws applicable to running for elective office.

The City Secretary's office has prepared this Candidate Packet with necessary forms, pertinent information, and basic instructions to assist you in completing your candidacy filing for the upcoming election. I encourage you to read this letter and the enclosed material carefully prior to filling out the forms.

Upon filing, all candidates will be provided with a link to the Council Agenda Packet during the campaign period. These packets are delivered electronically on the Friday evening prior to the Tuesday Council meeting and can be downloaded from the city website at [www.stephenvilletx.gov](http://www.stephenvilletx.gov). You may expect your first packet the first Friday following acceptance of your application. We encourage you to attend the Council meetings held on the first and third Tuesdays of the month at 5:30 p.m. in the Stephenville City Council Chambers.

Please accept this letter as notification that we will hold the drawing for order of names on the ballot on Tuesday, February 18, 2025, at 8:30 am in the Council Chambers. As a candidate, you are invited and encouraged to attend this drawing.

As City Secretary, I will be happy to answer general questions regarding filing your application and due dates for reporting and filings. The Office of the City Secretary is specifically limited by law to the acceptance and filing of various applications, affidavits, statements and reports, and noting the date and time of all such filings. These documents become public records upon filing and are available for public inspection.

You may direct specific legal questions to the office of the Secretary of State at 1-800-252-VOTE (8683) or [www.sos.state.tx.us](http://www.sos.state.tx.us), or the Texas Ethics Commission at 512-463-5800 or [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

Sincerely,  
Sarah Lockenour  
City Secretary

## City of Stephenville City Council Candidate Packet

### Important Election Dates

January 15- February 14, 2025 - File Application for Place on Ballot

February 18, 2025 – Drawing for contested places on the ballot

April 3, 2025 - Last day to file first report of campaign contributions and expenditures by opposed candidates

April 21, 2024 – First day of Early Voting

April 25, 2025 – Last day to file second report of campaign contributions and expenditures by opposed candidates

April 29, 2025 – Last day of Early Voting

May 3, 2025 – ELECTION DAY

### Qualifications for Candidates

Each of the eight (8) councilmembers and the mayor shall be a citizen of the United States of America, have been a resident of the State of Texas for a period of at least one (1) year, have been a resident of the City of Stephenville for a period of at least six (6) months, be a qualified voter of the State of Texas.

### Documents Needed for Candidate Filing

**1. Application for a place on the General Election Ballot**

The loyalty oath is included on this application and must be notarized. This form must be filed in the City Secretary's office no earlier than Wednesday, January 15, 2025, and no later than Friday, February 14, 2025, by 5:00 pm CST. Office hours are 8:00 a.m. – 5:00 p.m. Monday through Friday.

**2. Appointment of a Campaign Treasurer by Candidate (Form CTA)**

This form is to be filed in the City Secretary's office at the same time as the Application for Place on Ballot. Must be filed before accepting contributions or making expenditures. A candidate who does not intend to accept more than \$1,110.00 in political contributions or make more than \$1,110.00 in political expenditures should sign Page 2 of the form declaring "Modified Reporting" thereby eliminating the pre-elections reporting requirements. NOTE: If you select "Modified Reporting" and later exceed \$1,110.00 in political contributions or expenditures, you must file Form C/OH Campaign Finance Reports according to the regular filing schedule. The CTA Instruction Guide is also included.

**3. Code of Fair Campaign Practices (Form CFCP)**

Voluntary Filing. Although not required, all candidates are encouraged to subscribe to the Code of Fair Campaign Practices. For your convenience, listed below and attached to this letter are forms required by you as a candidate. These and other forms are also available on the Ethics Commission website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

**4. Candidate/Officeholder Campaign Finance Report (Form C/OH)**

Pre-election reports must be filed with the City Secretary on the 30th day before the election (April 3, 2025) and the 8th day before the election (April 25, 2025).

Below are links to information that can be used as a reference for you during your candidacy for City Council.

1. [May 3, 2025 General Election Calendar](https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2025)  
(<https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2025>)
2. [Texas Secretary of State Candidate's Guide for Local Political Subdivisions](https://www.sos.state.tx.us/elections/candidates/candidate%E2%80%99s-guide-for-local-political-subdivisions.shtml)  
(<https://www.sos.state.tx.us/elections/candidates/candidate%E2%80%99s-guide-for-local-political-subdivisions.shtml>)
3. [Texas Ethics Commission Candidate Guide](https://www.ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf)  
(<https://www.ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf>)
4. [Texas Ethics Commission Campaign Finance Guide](https://www.ethics.state.tx.us/resources/guides/coh_local_guide25.pdf)  
([https://www.ethics.state.tx.us/resources/guides/coh\\_local\\_guide25.pdf](https://www.ethics.state.tx.us/resources/guides/coh_local_guide25.pdf))
5. [Political Advertising Information from the Texas Ethics Commission](https://www.ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf)  
([https://www.ethics.state.tx.us/data/resources/advertising/Gpol\\_adv.pdf](https://www.ethics.state.tx.us/data/resources/advertising/Gpol_adv.pdf))
6. [Texas Ethics Commission Fair Campaign Practices Act](https://www.ethics.state.tx.us/data/filinginfo/NTF/local_filing_authorities2025.pdf)  
([https://www.ethics.state.tx.us/data/filinginfo/NTF/local\\_filing\\_authorities2025.pdf](https://www.ethics.state.tx.us/data/filinginfo/NTF/local_filing_authorities2025.pdf))
7. [City of Stephenville Political Sign Regulations \(Chapter 154.12-89\) 12-89](#)  
*Political signs.*
  - (a) *Political signs not exceeding 36 square feet may be erected on private real property only with the permission of the property owner. Private real property does not include real property subject to an easement or other encumbrance that allows a municipality to use the property for a public purpose.*
  - (b) *Political signs shall be removed within ten days after the completion of the election in question.*
  - (c) *In the case of a run-off election, signs advertising those candidates who are in the run-off election may continue to be displayed during the interim period but must be removed within ten days after the run-off election.*
  - (d) *A political sign shall not require a sign permit and shall comply with the following requirements:*
    1. *The total signage area for political signs shall not exceed 36 square feet in area, shall not exceed eight feet in height.*
    2. *Political signs shall not be located in the city right-of-way or in roadway medians, nor should they be placed on city-owned property such as city parks, fire stations, police stations, libraries, city hall and other city-owned buildings. However, such signs may be placed on public property designated as an official polling place on a designated election day, with such signs being located outside the specified distance from the polling place entrance as permitted by state election laws.*
    3. *Political signs may not be placed in the state rights-of-way situated within the city.*
    4. *Political signs shall not be installed in any manner that may result in a potential safety hazard of any type.*
    5. *Political signs shall not be placed in visibility triangles as defined in the subdivision ordinance of the city.*
    6. *Political signs shall be kept in repair and proper state of preservation.*
    7. *Political signs may be erected no earlier than 90 days before the date of the election for which the sign is designated. (February 2, 2025)*
    8. *Notwithstanding any provision in this chapter to the contrary, if a political sign is authorized to be placed or erected under this section, a temporary sign with any other noncommercial message is allowed to be erected in its place provided it otherwise complies with the provisions of this section.*
8. [Stephenville City Charter](https://library.municode.com/tx/stephenville/codes/code_of_ordinances?nodeId=CH)  
([https://library.municode.com/tx/stephenville/codes/code\\_of\\_ordinances?nodeId=CH](https://library.municode.com/tx/stephenville/codes/code_of_ordinances?nodeId=CH))