



Campaign Finance Filings Policy

SCOPE: All campaign finance filings shall be governed by this policy pursuant to Texas Election Code, Title 15.

ROLE OF THE TEXAS ETHICS COMMISSION:

- A. All candidates, officeholders, or political committees shall use all forms as prescribed by the Texas Ethics Commission.
- B. Title 15 prescribes the filing deadlines for candidates, officeholders, and treasurers of political committees.
- C. Any individual may file a sworn complaint with the Texas Ethics Commission alleging a violation of certain laws, regarding submission of campaign finance filings.

ROLE OF CITY SECRETARY

- A. The City Secretary is the campaign finance filing authority for the City of Rollingwood.
- B. The City Secretary shall make all forms as required by Title 15 available to filers.
- C. Forms promulgated by the Texas Ethics Commission to be filed with the City Secretary include:
 - 1. CTA Appointment Of A Campaign Treasurer By A Candidate
 - 2. ACTA Amendment: Appointment Of A Campaign Treasurer By A Candidate
 - 3. C/OH Candidate/Officeholder Campaign Finance Report
 - 4. C/OH-FR C/OH Report: Designation Of Final Report
 - 5. C/OH-UC Candidate/Officeholder Report Of Unexpended Contributions
 - 6. STA Appointment Of A Campaign Treasurer By A Specific-Purpose Committee
 - 7. ASTA Amendment: Appointment Of A Campaign Treasurer By A Specific-Purpose Committee
 - 8. SPAC Specific-Purpose Committee Campaign Finance Report
 - 9. PAC-DR Political Committee Affidavit of Dissolution
 - 10. CFCP Code Of Fair Campaign Practices
 - 11. Any additional filings as may be required by federal, state, or local law.
- D. The City Secretary shall accept and acknowledge receipt of all documents that candidates, officeholders, and political committees file under Title 15.
- E. The City Secretary shall not advise filers regarding completeness of forms and is not responsible for ensuring that candidates, officeholders, or political committees file or complete the required documents.
- F. The City Secretary does not have the authority to penalize a filer for failure to submit a required filing, submission of an incomplete or inaccurate filing, or failure to meet a filing deadline.
- G. When available, the City Secretary or their designee shall notarize forms in accordance with Texas law.

PROCESS

For submissions by filers, the following administrative process shall apply:

- A. Forms may be submitted to the City Secretary in paper format or electronic format (such as PDF, JPEG, TIFF) by:
 - 1. By first class United States Mail or common or contract carrier; or
 - 2. By personal delivery; or
 - 3. Facsimile machine; or
 - 4. Electronic mail; or
 - 5. Or any other method of transmission.
- B. Forms transmitted electronically must be complete and contain a notarized signature block prior to submission. Notary services cannot be provided by the City Secretary if a submission is received electronically.
- C. Reports shall conform to the same format and paper size as the forms promulgated by the Texas Ethics Commission per Title 15.
- D. Reports shall be deemed filed upon receipt by the City Secretary.
- E. The deadlines prescribed by Title 15 remain applicable.

PUBLIC INFORMATION

Forms filed under Title 15 are public records and must be made available for public inspection during regular business hours.