



CANDIDATE FILING PACKET

General Election – November 7, 2023

The Woodlands Township

Board of Directors



July 3, 2023

TO: CANDIDATES

RE: NOVEMBER 7, 2023

GENERAL ELECTION - THE WOODLANDS TOWNSHIP - BOARD OF DIRECTORS

Dear Candidate:

Thank you for your interest in The Woodlands Township Board of Directors' General Election to be held November 7, 2023. Candidates may file an application to appear on the ballot for one of the designated positions between July 22, 2023, and the close of business at 5 p.m. on August 21, 2023. Applications may be mailed to the Township Town Hall, Attention: Elections at 2801 Technology Forest Boulevard, The Woodlands, Texas 77381, delivered in person to said address, submitted via facsimile to 281-210-3978, or emailed to elections@thewoodlandstowship-tx.gov, during the filing period.

Please find attached the official candidate's filing forms and instructions. A fact sheet of pertinent qualifications/critical dates and information regarding campaign signs are included in this packet. Such forms, instructions, and information are promulgated and available from the Texas Secretary of State – Elections Division and are provided in this packet for convenience. All prospective candidates are directed to the Secretary of State's website to determine whether there have been any changes or updates to said forms, instructions and information.

Additionally, it is the duty of the 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.**

As the authority responsible for calling and holding a fair and impartial election, **The Woodlands Township cannot provide legal or administrative advice or assistance to candidates or prospective candidates.** You may wish to seek legal counsel or other professional advice in this regard.

Please note that candidates will file for one of three (3) positions: 5, 6, or 7. You must indicate a POSITION in the box labeled OFFICE SOUGHT: Example:

OFFICE SOUGHT: Director, Position (put the number here)

Term of Office: Two (2) years. Check the "Full" box, as there are no unexpired terms on the ballot.

Please refer to the links below for additional election information and updates:

www.thewoodlandstowship-tx.gov

<https://www.sos.state.tx.us/elections/index.shtml>

www.montgomeryvotes.org

www.ethics.state.tx.us

www.harrisvotes.org

Copies of this document can be provided in Vietnamese or Chinese upon request.

November 7, 2023 – Director Election

APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE _____ GENERAL ELECTION BALLOT					
TO: City Secretary/Secretary of Board _____ (name of election)					
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.					
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)				INDICATE TERM <input type="checkbox"/> FULL <input type="checkbox"/> UNEXPIRED	
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*		
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)		
CITY	STATE	ZIP	CITY	STATE	ZIP
PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.)		OCCUPATION (Do not leave blank)	DATE OF BIRTH / /	VOTER REGISTRATION VOID NUMBER² (Optional)	
TELEPHONE CONTACT INFORMATION (Optional) Home: _____ Office: _____ Cell: _____					
FELONY CONVICTION STATUS (You MUST check one)			LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN		
<input type="checkbox"/> I have not been finally convicted of a felony. <input type="checkbox"/> I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³			IN THE STATE OF TEXAS _____ year(s) _____ month(s)		IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED _____ year(s) _____ month(s)
*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.					
Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: "I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."					
X _____ SIGNATURE OF CANDIDATE					
Sworn to and subscribed before me this the _____ day of _____, _____, by _____ (name of candidate).					
Signature of Officer Authorized to Administer Oath ⁴			Printed Name of Officer Authorized to Administer Oath		
Title of Officer Authorized to Administer Oath			Notarial or Official Seal		
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CASHIERS CHECK OR <input type="checkbox"/> PETITION IN LIEU OF A FILING FEE. This document and \$_____ filing fee or a nominating petition of _____ pages received. <input type="checkbox"/> Voter Registration Status Verified					
_____/_____/_____ (See Section 1.007)		_____/_____/_____ (See Section 1.007)		_____ (See Section 1.007)	
Date Received		Date Accepted		Signature of Filing Officer or Designee	

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.



Qualifications for Township Director:

- 18 years of age (as of November 7, 2023)
- Resident of The Woodlands Township for past six (6) months
- Resident of Texas for past twelve (12) months
- U.S. citizen

Disqualifications:

- Mental Incompetence
- Conviction of Felony

Write-In Candidates:

A Declaration of Write-In Candidacy must be filed not later than 5:00 p.m. on August 25, 2023.

Other Relevant Dates:

- July 22, 2023..... First Day to File Application to Appear on Ballot for One of the Designated Positions (Monday, July 24 – first business day for acceptance of hand-delivered forms)
- August 21, 2023..... Last Day to File Application to Appear on Ballot for One of the Designated Positions (5 p.m.); Last Day to Order Election
- August 25, 2023..... Last Day to File Declaration of Write-In Candidacy (5 p.m.)
- October 10, 2023..... Last Day to Register to Vote
- October 23, 2023..... First Day of Early Voting by Personal Appearance
- November 3, 2023..... Last Day of Early Voting by Personal Appearance
- November 7, 2023..... Election Day

** The Texas Secretary of State is the chief election officer of the State of Texas and provides the dates set forth herein. Interested persons are encouraged to visit the Secretary of State's Election Division website at <http://www.sos.state.tx.us/elections/index.shtml> or contact the Secretary of State's Election Division by telephone at 1-800-252-VOTE (8683) to obtain the most current information.*



July 3, 2023

To: CANDIDATES FILING FOR

NOVEMBER 7, 2023, GENERAL ELECTION
THE WOODLANDS TOWNSHIP
BOARD OF DIRECTORS

Re: SIGN CRITERIA

The following sign regulation explanation, relative to the Covenants and Standards, is offered as a courtesy to you for your upcoming campaign. Political election sign placement must comply with all applicable state and county laws and regulations as well as Section 2.10 of The Woodlands Residential Development Standards. All candidates are urged to review signage limitations and all applicable statutes with their campaign staff.

Governmental Elections

For the upcoming November 7, 2023, General Election for The Woodlands Township Board of Directors, residents may display one political sign promoting each candidate or issue on the ballot on Residential and Commercial Lots beginning the 90th day preceding the regular election day. The sign must be removed within 10 days following the day of the regular or runoff election.

In addition, the political signs must be ground-mounted, and not attached in any way to plant material, traffic control devices, light standard, or other existing structures or objects. Political signs cannot exceed four feet high by six feet wide, and not exceed five feet in total installed height (including the mounting post). Political election signs may not be placed on a lot without the prior written consent of the owner of the lot.

In accordance with Section 393 of the Texas Transportation Code and per Montgomery County Ordinance, signs cannot be placed in public road rights-of-way.

For complete information regarding the sign standards for Woodlands elections or for information on sign standards pertaining to other elections, please contact The Woodlands Township, Covenant Administration Department, at 281-210-3973, visit our website at www.thewoodlandstownship-tx.gov/covenants or view the Standards directly at www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/4042.

RESOLUTION NO. 012-13

WHEREAS, The Woodlands Township (the "Township") has been heretofore duly created and organized and is operating pursuant to the authority of Chapter 289, Acts of the 73rd Texas Legislature, Regular Session, 1993, as amended (the "Act"); and

WHEREAS, the Township is charged by the Act with the responsibility for calling and conducting an annual election for members of the Board of Directors of the Township pursuant to the Act and the applicable provisions of the Texas Election Code; and

WHEREAS, from time to time, the Township is requested by candidates, campaign officials, supporters, voters or other interested persons to permit, restrict or prevent certain election activities by candidates, campaign officials or supporters, including requests which are considered inappropriate or beyond the authority of the Township to accomplish; and

WHEREAS, the Board of Directors of the Township deems it appropriate to establish and memorialize certain policies, procedures and priorities in connection with such elections; Now, therefore,

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE WOODLANDS TOWNSHIP, THAT:

Section 1: It shall be the policy of the Township in connection with its duty to call, hold and conduct such annual elections for directors that the Township's foremost responsibility and duty is to call, hold and conduct a fair, free and impartial election and to avoid, where possible, any appearance of bias, partiality or favoritism for or against any candidate, party, slate or cause.

Section 2: It shall be the sole responsibility of the candidates and their respective supporters, campaign treasurers and related officials to secure such legal, ethical, advertising, promotional and other advice and assistance as they may need or desire in connection with such elections, and the Township's duties and responsibilities shall be limited to providing and promulgating on a timely basis such forms, orders, notices and related documents and materials as are essential to the calling, holding and conducting of a fair and impartial election, without regard to the individual responsibilities of the candidates for compliance with ethical, campaign reporting and disclosure, fair campaign practices, advertising and other election laws, standards and guidelines.

Section 3: With respect to certain matters which are, or are commonly perceived to be, within the control and authority of the Township, the Township policies shall be as follows:

A. Use of Township Logo

In keeping with the Township's responsibility to conduct a fair and impartial election and to preserve the Township's control over the use of its logo, candidates or campaigns shall not be permitted to use the Township's logo on any campaign materials unless incidental to, and not in a position of prominence in, an image described in paragraph F. of this Section 3.

B. Use of Township E-mail

An incumbent director who is a candidate in an election may not use a Township provided e-mail account for the purpose of advertising or promoting the candidate's campaign or for endorsing, supporting, raising funds for or promoting the campaign of another candidate. Nothing herein shall be deemed or construed to restrict a director from using a Township provided e-mail account to correspond with constituents on issues related to Township business other than election campaigns.

C. Distribution of Candidate Information or Candidate Forums

In keeping with the Township's responsibility to conduct fair and impartial elections, the Township cannot and does not, directly or indirectly, endorse, promote or support, through in-kind services or otherwise, any specific candidate forum, candidate information exchange or similar activities through the use of Township resources, including The Woodlands Community Magazine, the Township website, WoodlandsAlert or similar means. The Township will timely take all necessary steps to provide notice of candidate names, ballot positions, voting locations and voting times.

D. Political Advertising in The Woodlands Community Magazine

No political advertising shall be permitted in The Woodlands Community Magazine, nor shall business advertisements, names or photos which are similar in style or format to the campaign materials of a candidate be placed in The Woodlands Community Magazine during the period from the first date of the filing of candidate applications to the conclusion of the election.

E. Political Activity by Employees

An employee of the Township may not engage in political activity related to a campaign for an elected public office or proposition to be voted on by the public while in Township uniform, on duty or while representing or acting on behalf of the Township, or under circumstances suggesting that such employee is representing or acting on behalf of the Township. Nothing herein shall be deemed or construed to restrict the right of organized labor groups, including firefighters, to form a political action committee to engage in political activity off duty.

F. Images of Township Facilities

Photographs, drawings or other images of public facilities, including administrative facilities, fire stations, parks or other Township facilities, may be used by candidates, supporters or campaigns so long as the taking or making of such images does not interrupt or interfere with access to or the operations of such public facilities.

G. Election Signs on Private Properties

The use of election signs on private properties shall be governed by the Covenants and Standards and all applicable regulations thereunder.

Section 4: The Township will not undertake to interpret, enforce or provide legal, ethical or other advice in connection with election activities which are beyond the scope and authority of the Township to regulate, including, without limitation, electioneering during primary or general elections near polling places where such elections are administered under the authority of Montgomery County and/or Harris County; endorsements of candidates by current or former members of the Board of Directors of the Township, whether with or without use of any officer's title; the use of automated telephone calling; false or misleading advertising or signage; or similar election activities which are beyond the authority of the Township to regulate or control; provided, however, that endorsements of candidates by members of the Board of Directors of the Township, whether with or without the use of officers' titles, should not be made under circumstances suggesting such endorsement is being made by or on behalf of the Township or its Board of Directors.

Section 5: Unless inconsistent or in conflict with the Act, the Board of Directors of the Township hereby adopts and approves for usage in all such elections for members of the Board of Directors of the Township held on a general election day the timetable and calendar of events promulgated and published by the Texas Secretary of State for such election.

Section 6: In the absence of a specific initial filing date for candidates in the Act or other applicable law, the Board of Directors of the Township hereby adopts as the first date for filing of a candidate's application in an election for members of the Board of Directors of the Township the ninety-first (91st) day before the date of the election, but the Township offices will not be open for receipt of such filing if such date falls on a Saturday or a Sunday and may not be open for receipt of such filing on a State holiday. The President/General Manager is hereby authorized and directed to provide notice of such first filing date, as well as the last filing date, in the manner required by law at least thirty (30) days in advance of such first filing date.

Section 7: The provisions of this Resolution shall be effective as of its date of approval by the Board of Directors and shall remain in effect until modified by action of the Board of Directors, and any prior resolutions, including Resolution No. 020-10, which pertain to the

subject matter herein or which are in conflict herewith, are hereby revoked as of the effective date hereof.

PASSED and APPROVED this 22nd day of August, 2013.

Chairman, Board of Directors

ATTEST:

Secretary, Board of Directors

(SEAL)