



## City Secretary

---

**304 Martin St.  
Liberty, Texas 77575  
936-336-7278**

Dear Candidate:

Thank you for your consideration to offer your services to the citizens of Ames by becoming a candidate in this year's municipal election. Your candidacy entails the obligation to comply with certain applicable state statutes and local ordinances. In an effort to assist you, I have prepared this "Candidate's Packet" with the necessary forms and pertinent instructions. I urge you to read this letter and the enclosed material prior to filling out the specific forms.

The races for the May 3, 2025, election will be held for the purpose of electing a Mayor and two Council Members (all elected at-large). The term of office for three of these elected officials is for a period of two years from May 2025 to May 2027. City Charter Sec. 3.02 states, in regard to residency requirements, that "All candidates for office in Ames must be citizens of the United States, have lived within the State for a minimum of one year, be a resident of Ames, Texas for the six months immediately preceding that person's election to fill such office and be a minimum of 18 years of age.

The enclosed packet contains all the documents that you will need to file for a place on the ballot in the City of Ames's General Election, to be held on Saturday, May 3, 2025. For your information, this packet also contains other necessary related materials.

Following is a list of the enclosed documents and a brief description:

- Election Calendar At A Glance - This will give you a brief overview of the important dates of which you need to be aware.
- Application for A Place on the Ballot - The document that is used to file to run in this election. There is no filing fee. Please have this document notarized prior to filing with the City Secretary.

- Appointment of a Campaign Treasurer - You are required by law to appoint a campaign treasurer. You may appoint yourself or someone else. See attached instruction guide for further information.
- Code of Fair Campaign Practices - Every candidate is encouraged to subscribe to this code (decency, honesty, fair play); however, it is voluntary.
- Campaign Reporting Information - Each candidate must file campaign contribution and expenditure reports, unless you file Modified Reporting. A candidate elects to file modified reporting if he or she does not intend to accept more than \$500.00 om campaign contributions or make more than \$500.00 in political expenditures. See the enclosed Ethics Commission contact information.
- Campaign Finance Guide for Candidates - Information regarding campaign finance reporting and related requirements in Texas.
- Ethics Commission Filing Schedule - This document gives you information regarding deadlines for filing campaign finance reports.
- Campaign Finance Report - A campaign finance report that will need to be filled out if you have not elected to file Modified Reporting. However, after the election all candidates must file a Final Report. This document terminates your appointment of campaign treasurer and relieves you of the obligation of filing further reports. See attached Instruction Guide for further information.
- Report of Unexpended Contributions - This form is for those candidates who do not file modified reporting and need to report the final disposition of unexpended contributions.
- Political Advertising - Information from the Texas Ethics Commission regarding political advertising and your campaign.
- Keep Texas Beautiful - Notice from the Texas Department of Transportation regarding the placement of campaign signs.

As a candidate, it is your responsibility to become familiar with the laws applicable to running for an elected office. You may direct legal questions to the office of the Secretary of State and/or to the Texas Ethics Commission. As City Secretary for the City of Ames, I will be happy to answer general questions, however, I am constrained from offering legal advice or opinions to any candidate. Please not that all documents become public records upon filing and are available for public inspection.

Thank you for your interest in serving your municipal government and good luck in your campaign! If I can be of further assistance, you may contact the City Secretary's office at 936-336-7278.

Sincerely,



Wellona Godfrey  
City Secretary