

# CANDIDATE PACKET



Municipal Election  
May 6, 2017



CITY OF HILL COUNTRY VILLAGE  
116 ASPEN LANE • SAN ANTONIO • TEXAS • 78232  
PHONE (210) 494-3671 • FAX (210) 490-8645 • WEB [www.hcv.org](http://www.hcv.org)

January 18, 2017

Dear Potential Candidate:

Hill Country Village will conduct its election to elect persons for the City Council places of Place 1, Place 3 and Place 5 on Saturday, May 6, 2017. All positions are elected at-large. This letter includes important dates and requirements of the state as well as a list of included documents.

**Election Day** is Saturday, May 6, 2017. Polls are open 7 a.m. to 7 p.m.

**Filing for a Place on the City of Hill Country Village General Election Ballot**

**The first filing date is Wednesday, January 18, 2017. The last day to file for office is Friday, February 17, 2017 at 5 p.m.** The form must be notarized and that can be done at City Hall. All candidate filings will be at Hill Country Village City Hall.

**Early Voting**

Early voting begins Monday, April 24, 2017 and ends Tuesday, May 2, 2017. Early voting will be at all Bexar County early voting locations. Early voting times will be as follows:

	<b>Open</b>	<b>Close</b>
Monday, April 24, 2017	8:00 a.m.	6:00 p.m.
Tuesday, April 25, 2017	8:00 a.m.	6:00 p.m.
Wednesday, April 26, 2017	8:00 a.m.	6:00 p.m.
Thursday, April 27, 2017	8:00 a.m.	6:00 p.m.
Friday, April 28, 2017	8:00 a.m.	6:00 p.m.
Saturday, April 29, 2017	10:00 a.m.	6:00 p.m.
Monday, May 1, 2017	8:00 a.m.	8:00 p.m.
Tuesday, May 2, 2017	8:00 a.m.	8:00 p.m.

Since Bexar County is running the election, Hill Country Village residents may vote early at any early voting site in Bexar County.

*Election Day Voting will be held at City Hall.* Election results will be posted at City Hall, on the City's website, [www.hcv.org](http://www.hcv.org), and the Bexar County website, [www.bexar.org](http://www.bexar.org).

### **Campaign Signs**

In general, you may place a sign in the City right-of-way in front of a *residential* property with the permission of the adjacent property owner. Signs may not be placed on telephone poles, trees, any property belonging to the City, and street signs; the sign may not interfere with the safe operation of a motor vehicle (i.e. around an intersection). Political signs shall not be erected more than 30 days prior to the election (April 6, 2017) and shall be removed no later than five days after the election (May 11, 2017).

City Staff has been instructed to remove all signs placed on the City Hall property, City-owned properties which front W. Bitters Road between South Tower and Winding Way, as well as the "circle" property on the northern end of Tower Drive, the "triangle" property at the northern intersection of Hill Country Lane and Tower Drive, along the side right-of-way and median of Estate Lane, and the Entry Sign median and right-of-way on Winding Way. The City is aware that the "circle" and "triangle" have been traditional locations to place signs during election time; however, the City's sign ordinance will be enforced equally and fairly. Campaign signs on city properties, the "circle," "triangle," Estate Lane, and Entry Sign areas will be removed.

Additionally, certain state requirements are required on political signs. A document from the Secretary of State's office is enclosed describing these requirements.

**Canvassing** of the election will be held sometime after May 9<sup>th</sup>. The City has not set the time and date as of this writing.

### **Documents Enclosed**

A summary of the included documents is as follows:

1. Candidate Election Calendar
2. Candidate Qualifications List
3. Application for Place on Ballot Form
4. Code of Fair Campaign Practices and Fair Campaign Practices Act
5. Appointment of Campaign Treasurer by Candidate Guide, Forms, Nepotism Law
6. 2016 Filing Schedule
7. Candidate/Officeholder Campaign Finance Report Guide, Forms
8. Political Sign Regulations: City Code and Texas Ethics Commission Political Advertising Guide
9. Texas Election Code Title 15, Regulating Political Funds and Campaigns
10. Local Government Officer Conflicts Disclosure Statement and Conflict of Interest Questionnaire

Election documents are public records and are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or [www.elections@sos.state.tx.us](mailto:www.elections@sos.state.tx.us). Campaign expenditure questions should be directed to the Texas Ethics Commission at toll free number 1-800-325-8506, or [www.ethics.state.tx.us](http://www.ethics.state.tx.us). All completed forms will be filed with the City Administrator unless noted.

### **City Governance**

The City operates as a Type A General Law City. General Law cities may only do that which the state permits. Most of the governing structure for Hill Country Village can be found in the Local Government Code.

Local Government Code Chapter 22 establishes the Aldermanic form of Government in Type A General Law Municipalities. The Mayor and Council Members serve two-year terms and are not subject to term limits. Candidates for office are elected on a plurality vote. Type A General Law Municipalities has one Mayor and five Aldermen (Council Members). All Hill Country Village elected officials are elected at-large.

The City's website has many items of interest including departmental functions and descriptions, agendas and minutes, as well as election information such as how to request a ballot by mail.

### **Open Meetings Act**

The Texas Open Meetings Act governs all meetings of the City Council, the Zoning Commission, Board of Adjustment, Business District Construction Review Board, and their committees. The public's right to know of deliberations and decisions is the overarching thrust behind the Open Meetings Act.

Though there are many rules you will become familiar with if elected, you will find one of the most restricting elements to the office is that you will not be able to have discussions with more than one member of the Council or the Mayor outside of a meeting. This includes telephone and e-mail communications.

As of January 1, 2006, all newly elected officials must complete Open Meetings Act training, a one-hour video, within 90 days of taking office. A certificate will be issued indicating course completion. The certificate must be on file at City Hall.

### **Conclusion**

I appreciate your interest in municipal government and trust this period will be a positive and exciting experience for you and your supporters. Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Morales", with a long horizontal flourish extending to the right.

Frank Morales  
City Administrator