December 30, 2024

Dear Prospective Candidate:

Thank you for considering applying for a position on the City Council of Hilshire Village. The positions of **Council Member for Places 3, 4, and 5** will be on the general election ballot, each serving a full two-year term.

The first day to file for a position on the ballot for the General Election is **January 15, 2025**.   
The last day to file for an application for a place on the General Election ballot is **February 14, 2025, at 5:00 p.m.**

As a candidate, you are required to comply with all applicable state statutes and local ordinances. It is your responsibility to ensure that all forms are up-to-date, complete, and include any additional forms not provided by the City.

Candidates are also responsible for understanding the laws governing campaigning for office. The City Secretary’s role is limited to accepting and filing applications, affidavits, and statements, as well as recording the date and time of filing. The City Secretary cannot provide guidance on the timeliness or adequacy of the reports submitted.

The Application for Place on the Ballot and all Campaign Finance forms are public records and available upon request. These documents are also frequently requested by the media. Please note that the Application for Place on the Ballot includes a field for a Public Email Address. Some candidates choose to create a separate email address for campaign purposes, while others use their personal email address. Either way, it is essential for the City to have your email contact information. Only your date of birth can be redacted from this application; all other fields will be visible to the public and posted on the City’s Elections webpage.

Should you have any questions regarding reporting procedures, contributions, or expenditures, please call the **Texas Ethics Commission at (512) 463-5800, or visit online at** [**www.ethics.state.tx.us**](http://www.ethics.state.tx.us)

You may direct questions about election laws to the **Texas Secretary of State at (800) 252-8683 or (512) 463-5650, or visit online at** [**www.sos.state.tx.us**](http://www.sos.state.tx.us)

For any city-related questions during your campaign, please feel free to contact me at (713) 973-1779 or via email at [Cassie.Stephens@HilshireVillageTexas.com](mailto:Cassie.Stephens@HilshireVillageTexas.com)

Sincerely,

Cassie Stephens

City Secretary

City of Hilshire Village