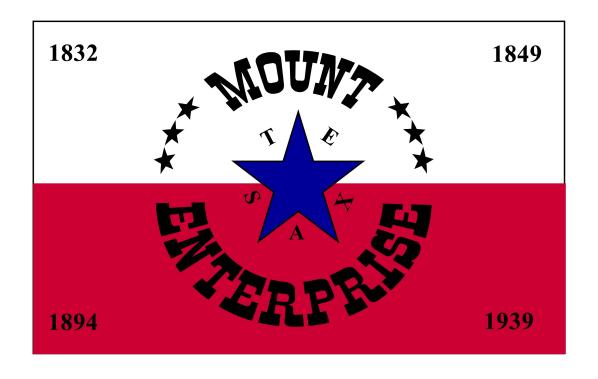
CITY OF MOUNT ENTERPRISE

CANDIDATE PACKET FOR THE NOVEMBER 4, 2025 GENERAL ELECTION





CITY COUNCIL MEMBERS PLACES 2 & 4 & MAYOR

City of Mount Enterprise

Office of the City Secretary

July 21, 2025

Dear Candidates:

Thank you for your interest in serving the citizens of Mount Enterprise. Should you decide to become a candidate, your candidacy requires compliance with certain state statutes and local ordinances. The City of Mount Enterprise, Texas, is a municipal corporation that operates under state law as a Type A city. Please realize the material in this packet is not exhaustive and that it is the duty of a candidate/ officeholder to become familiar with and follow all laws, rules, and regulations applicable to municipal campaigns.

There are three City of Mount Enterprise races for the November 5, 2025, general election — Council members Place 2 and 4 along with Mayor. The term of office for each position is two years.

The role of the City Secretary's Office (CSO) is to accept and file candidate applications, affidavits, and statements required of candidates. Neither the City Secretary nor CSO staff should be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather to serve only as the custodian of the records.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to form, content, and procedure only. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is completed and attested to. The review must be completed not later than the fifth day after the date the application is received by the authority. If an application does not comply with applicable requirements, the City Secretary must reject the application and provide the candidate written notice of the rejection. [EC Sec. 141.032(e)]. Candidates are not permitted to simply make corrections to the form, once submitted, and should review materials fully before turning them in. Please file your application as soon as practicable to allow sufficient time for this review. Filing at the last minute may not give the City Secretary sufficient time for review, which is subject to state law, not to City preference. Please do not leave blank any required information on the application, as doing so may render your application invalid.

Texas Election Code Section 141.032, which governs the review of a candidate's application for a place on the ballot for form, content, and procedure, does not apply to a determination of a candidate's eligibility.

All applications, affidavits, statements, and campaign reports filed with the City Secretary's Office are considered public information and are open to inspection by the public in accordance with the Texas Public Information Act.

Persons with questions concerning the conduct of elections may contact the Elections Division of the Texas Secretary of State's Office at 800-252-VOTE or SoS.state.tx.us. Inquiries about campaign finance or the conduct of candidates and officeholders should be directed to the Texas Ethics Commission at 512-463-5800 or Ethics.State.TX.US. If you have specific needs of the City Secretary's Office, please call us at 903-822-3269 or email us at suzannepharr@CityMTE.com.

Your interest in municipal government and our community is appreciated. We trust that this will be a positive and exciting experience for you, and that you find satisfaction in the call to public service.

Sincerely,

Suzanne M. Pharr Suzanne M. Pharr, CCCI

City Secretary, Court Administrator, Juvenile Case Manager, Records Management Officer

First Steps for Candidates Running for a City Office

This quick-start guide for candidates seeking a city office is not intended to provide comprehensive information. For more details, including information on political advertising requirements, fundraising rules, and filing schedules, see the Texas Ethics Commission's (TEC) website at www.ethics.state.tx.us.

All candidates must file a Campaign Treasurer Appointment (Form CTA).
 All candidates must file Form CTA even if you do not intend to raise or spend any money. Form CTA is required to be filed before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. File Form CTA with the city clerk or city secretary, as applicable.

2. Opposed Candidates: Will you accept or spend more than \$1,110* for the election?

- YES:
 - You do not qualify to file on the modified reporting schedule.
 - You are *required* to file pre-election campaign finance reports using Form C/OH if you have an opponent on the ballot. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.
 - Pre-election reports are due 30 days and 8 days prior to each election. To be timely filed, pre-election reports must be <u>received</u> by the city clerk or city secretary no later than the due date.

NO:

- You can elect to file on the modified reporting schedule by completing the Modified Reporting Declaration on page two of Form CTA. File Form CTA with the city clerk or city secretary.
- If you elect to file on the modified reporting schedule, you do not have to file preelection campaign finance reports due 30 days and 8 days prior to the election.
- Exceed \$1,110*: If you elect to file on the modified reporting schedule but later exceed \$1,110 in either contributions or expenditures, what reports you will be required to file depends upon when you exceed \$1,110*.
 - If you exceed \$1,110* on or before the 30th day before the election, you are **required** to file pre-election campaign finance reports due 30 days and 8 days prior to an election using Form C/OH. To be timely filed, pre-election reports must be <u>received</u> by the city clerk or city secretary no later than the due date. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.
 - o If you exceed \$1,110* <u>after</u> the 30th day before the election, you are **required** to file an Exceeded Modified Reporting Limit report using Form C/OH. To be timely filed, this report must be filed with the city clerk or city secretary within 48 hours of exceeding \$1,110.* You must also file the pre-election report due 8 days prior to an election. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage. If you exceed \$1,110* <u>on or before</u> the 8th day before the election, you are **required** to file a pre-election campaign finance report due 8 days prior to an election using Form C/OH. To be timely filed, the pre-election

report must be <u>received</u> by the city clerk or city secretary no later than the due date. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage.

3. Unopposed Candidates.

If you do not have an opponent whose name will appear on the ballot in the election, you are an unopposed candidate and are not required to file pre-election campaign finance reports prior to that election.

4. All candidates must file semiannual campaign finance reports (Form C/OH).

All candidates are *required* to file semiannual reports using Form C/OH even if you have no campaign activity or were unsuccessful in the election. Semiannual reports are due on January 15th and July 15th and must be filed with the city clerk or city secretary. To end your filing obligations, you must cease campaign activity and file a Final report using Form C/OH and attaching Form C/OH-FR (Designation of Final Report). Form C/OH-FR is found on the last page of Form C/OH. Find Form C/OH and its instructions on our "Local Filers Non-Judicial Candidate/Officeholder" webpage. For more information, see "Ending Your Campaign" for local filers.

5. All candidates can use the TEC's Filing Application to prepare campaign finance reports (Form C/OH).

You can use the TEC's Filing Application to prepare a PDF version of your campaign finance report (Form C/OH). Select "Local Authority" and follow the steps to set up an account and login to the application. Once you have completed your report, print out a copy, add your treasurer information, get it notarized, and file it with the city clerk or city secretary by the appropriate deadline.

6. Need More Information?

See the Campaign Finance Guide for Candidates and Officeholders Who File With Local Filing Authorities, forms, instructions, examples on how to disclose contributions and expenditures, political advertising and fundraising guides, and other information you may find useful on our website at www.ethics.state.tx.us under the "Resources" and "Forms/Instructions" main menu items.

*NOTE: The \$1,110 threshold is specific to transactions made in 2025.

Important Contact & Reference Information

City of Mount Enterprise View the Code of Ordinances and other City Information www.cityofmte.gov

Suzanne M. Pharr, City Secretary - All Election, Campaign, and City Operations Related Questions citysecretary@cityMTE.com https://cityofmte.gov/elections 903-822-3269

Rusk County Elections Office – For Voter Registration Information https://www.ruskcountytx.gov/page/rusk.Elections 903-657-0321 elections@ruskcountytx.gov

Texas Ethics Commission – Information about Campaign Finance Forms www.ethics.state.tx.us

Texas Secretary of State – General Election Information www.sos.state.tx.us

Texas Election Code – State Election Statutes http://www.statutes.legis.state.tx.us/Index.aspx

Quick Tips from the City Secretary's Office

- File a CTA form prior to:
 - 1) Accepting or expending any funds for your campaign
 - 2) Announcing your candidacy
 - 3) Beginning your campaign
 - 4) Circulating your petition
 - 5) Filing your application for place on the ballot
- Carefully review the Information and Instructions in the 2025 Candidate Packet before submitting your application.
- All filed candidate forms are subject to the Texas Public Information Act (TPIA) and will be provided to the public and media upon request in accordance with TPIA.
- All Campaign Finance Forms will be posted to the City website in accordance with state law. (This does not include the Personal Financial Statement)
- The Candidate should ensure that all required elements of the Application for Place on the Ballot are completed including the name and member number of the office being sought.
- Note deadlines for all campaign filings and reference instructions/guides. Important Note: Although the Application filing deadline is August 18, 2025, the Candidates should consider the possibility of their application or petition being rejected and allow for enough time to submit a new Application and Petition for consideration on the Ballot within the filing period.
- In general, use of the City's logo, photos and other intellectual property is protected and not available for use without explicit approval from the City's Communications Department.
- Review the state and local guidelines for political advertising and electioneering.
- Review Personal Financial Statement Requirements that will apply to candidates and officeholders during your campaign and the 2025-2027 City Council term.

Council Candidate Qualifications

QUALIFICATIONS PURSUANT TO TEXAS ELECTION CODE SECTION 141.001

& LOCAL GOVERNMENT CODE 22.032

- Be a United States citizen.
- Be a Texas Resident for 12 months.
- Be a Mount Enterprise Resident for 12 months. (Inside established city limits)
- Be Registered to Vote in Area of Office Sought
- Be at least 18 years of age
- 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.
- Have not been finally convicted of a felony from which the person has not been pardoned or otherwise released from the resulting disabilities.
- Satisfy any other eligibility requirements prescribed by law for the office.

Important Dates and Candidate Information

November 4, 2025, Key Election Dates

July 18	Candidate Packets Available
July 19	1st Day to File application for place on ballot
August 18	Last Day to Order Election
August 18	Last Day to File application for place on ballot (5pm deadline)
August 25	Drawing for Order of Ballot 12:00 p.m 401 W. Gregg - City
	Hall
August 25	Last Day for Candidate to Withdraw (5 p.m. deadline)
October 7	Last day to submit voter registration in time to vote at the
	election
October 6	Due date for filing first report of campaign contributions &
	expenditures
October 20	First day of early voting by personal appearance
October 31	Due date for filing second report of campaign contributions &
	expenditures
October 31	Last day for Early Voting by person appearance
November 4	Election Day
November 18	Canvass Election/Oath of Office (unless a run-off election is
	necessary)
December 13	Run-off Election Date
December 16	Run-off Canvass

ELECTION DAY & TERMS

The Mount Enterprise City Council is composed of five (5) members - Council Member (Places 1 - 5) and the Mayor. The Mayor and Council Members are elected by the qualified voters of the entire city to serve two (2) year terms.

DRAWING FOR PLACE ON THE BALLOT & CANDIDATE ORIENTATION

The order in which the candidates' names are listed on the ballot is determined by a drawing conducted by the City Secretary. The drawing will be held on Monday, August 25 at Mount Enterprise City Hall located at 401 W. Gregg St., Mount Enterprise, TX 75681

CANVASSING THE ELECTION/OATH OF OFFICE

The canvassing of election returns, issuance of certificate of election, and the oath of office will

be conducted on November 18, 2025, at the City Council Meeting.

COUNCIL MEETINGS

The City Council generally meets on the last Tuesday of the month, beginning at 5:00 p.m.

A political sign can announce an upcoming election, a position as a candidate for a political office, or an issue in an upcoming election.

- ✓ Signs cannot be attached to utility poles, light poles, street sign poles or other similar structures.
- ✓ The area between the curb and sidewalk is usually City right-of-way: no signs are allowed there.
- **✓** The sign cannot display goods, services, or any other advertising message.
- **✓** The size is limited to 36 square feet and a maximum height of 8 feet, not be illuminated, and have no moving parts.
- **✓** The supporting structure(s) for the sign cannot be larger than a 4" x 4" and cannot be larger than 4" in diameter.
- ✓ Signs must be removed 10 days after the election or activity.
- ✓ Please refer to www.ethics.state.tx.us/resources/advertising for further information.

POLITICAL SIGNS ON PRIVATE PROPERTY

Section 216.903 of the Texas Local Government Code regulates a municipality's power relative to the placement of political signs on private property.

PLEASE NOTE:

A sign that is greater than 36 square feet, taller than eight feet, is lighted or has moving elements, is located on a billboard or any other sign available for rent that generally carries commercial message or other non-political messages will require a permit.

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 OPTIONAL 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 num	ber or	other di	stinguis	shing num	ber, if any.) INDICATE	TERM				
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you do not have a residence address, describe location of residence.)				i noute. II	PUBLIC MAILING ADDRESS (Optional) (Address for which you receive campaign related correspondence, if available.)						
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PUBLIC EMAIL ADDRESS (Optional) (Address	for	OCCUPA	TION (D	o not leav	ve blank) DATE OF BIRTH			VOTER REGISTRATION VUID			
which you receive campaign related emails, if available	.)						_	NUMBER ² (Optional)			
						/	/				
TELEPHONE CONTACT INFORMATION (Op	tional)										
Home:		Offi	ce:				Cell:				
FELONY CONVICTION STATUS (You MUST		one)		LENGTH	OF CONTIN	UOUS RESIDENC		DATE THIS APPLICATION WAS SWORN			
I have not been finally convicted of a felo	ny.			IN T	THE STATE (OF TEXAS	IN TERRITO	TERRITORY/DISTRICT/PRECINCT FROM			
I have been finally convicted of a felony,							WHICH THE	OFFICE SOUGH			
pardoned or otherwise released from the						year(s)		ye	ar(s)		
disabilities of that felony conviction and I proof of this fact with the submission of the submission	-		3						th (-)		
•						month(s)		mo	onth(s)		
This Box Must ONLY be Completed by Car	ndidate	s for Sch	ool Dist	trict Board	of Trustees	5					
Check the Box Below:											
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of Criminal Procedure. *If using a nickname as part of your name to ap	noaro	a tha ball	ot vou a	ro alco cigr	ning and swe	aring to the follo	wing statemer	ats: I further swe	ar that my		
nickname does not constitute a slogan or conta											
known by this nickname for at least three years											
rules for how names may be listed on the offici						•					
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and now duly sworn, upon oath says:											
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the office of	oc oligil	hle to hol	, swea	ir that i will iffice under	support and	tion and laws of	stitution and i	aws of the United	States and of the		
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the nepotism law, Chapter 573, Government Co					•		•	_			
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 co	nvictio	n status c	onstitute	es a Class B	misdemean	or. I further swe	ar that the for	egoing statemen	ts included in my		
application are in all things true and correct.					X						
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Signature of Officer Authorized to Adminis	ter Oat	:h ⁴			Prin	ted Name of Of	ficer Authoriz	ed to Administe	r Oath		
Notarial or Official Seal											
Title of Officer Authorized to Administer Oath									AID DV		
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Date Received Date Accept	ted					Signature of Fili	ng Otticer 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. https://www.sos.state.tx.us/elections/laws/voter-reg-reg-candidate-fag.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.

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL PARA UNA CIUDAD, DISTRITO ESCOLAR U OTRA SUBDIVISIÓN POLÍTICA

TODA LA INFORMACIÓN ES REQUERIDA A MENOS QUE SE INDIQUE COMO OPCIONAL¹ El hecho de no proporcionar la información requerida puede resultar en el rechazo de la solicitud.

SOLICITUD DE INSCRIPCIÓN PARA UN LUGAR EN LA BOLETA DE UNA ELECCIÓN GENERAL DE									
Para: Secretario(a) de la Ciudad/ Secretario(a) del Consejo (nombre de la elección)									
Solicito que mi nombre se incluya en la boleta oficial mencionada anteriormente como candidato(a) al cargo indicado a continuación.									
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no constituye un lema ni contiene un título, ni indica un punto de vista o afiliación política, económica, social o religiosa. He sido comúnmente conocido por este apodo durante al menos tres años antes de esta elección. Por favor, revise las secciones 52.031, 52.032 y 52.033 del Código Electoral de Texas con respecto									
a las reglas sobre cómo se pued			5 5000101100	, 32.031, 32.032 , 32	.000 aci c	codigo Electoral c	ie rexus con respecto		
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Título del oficial autorizado para administrar el juramento									
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY:									
\square Cash \square Check \square money order \square Cashiers Check or \square petition in Lieu of a filing fee.									
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Date Received	Date Accepted			Signature of Filing	officer	or Designee			

INSTRUCCIONES

Una solicitud para un lugar en la elección general para una ciudad, distrito escolar u otra subdivisión política, no puede ser presentada antes de los 30 días antes de la fecha límite prescrita por este código para presentar la solicitud. Una solicitud presentada antes de ese día es nula. Todos los campos de la solicitud **deben** completarse a menos que estén específicamente marcados como opcional.

Para una elección que se lleve a cabo en una fecha de elección uniforme, el día de la fecha límite de presentación es el 78 dia antes del día de la elección.

Si tiene preguntas sobre la solicitud, por favor póngase en contacto con la División de Elecciones del Secretario de Estado llamando al 800-252-8683.

LEY DE NEPOTISMO

El candidato debe firmar esta declaración indicando su conocimiento de la ley del nepotismo. Cuando un candidato firma la solicitud, es un reconocimiento de que el candidato conoce la ley del nepotismo. Las prohibiciones de nepotismo del capítulo 573, Código de Gobierno, se resumen a continuación:

Ningún funcionario puede nombrar, votar o confirmar el nombramiento o empleo de cualquier persona emparentada dentro del segundo grado por afinidad (matrimonio) o del tercer grado por consanguinidad (sangre) con sí mismo, o con cualquier otro miembro del órgano de gobierno o corte en el que se desempeña cuando la compensación de esa persona debe pagarse con fondos públicos o honorarios del cargo. Sin embargo, nada en la ley impide el nombramiento, la votación o la confirmación de cualquier persona que haya estado empleada continuamente en la oficina o el empleo durante el período siguiente antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro es elegido en una elección que no sea la elección general para funcionarios estatales y del condado.

Ningún candidato puede tomar medidas para influir en un empleado del cargo al que aspira a ser elegido o en un empleado o funcionario del organismo gubernamental al que aspira a ser elegido en relación con el nombramiento o el empleo de una persona emparentada con el candidato en un grado prohibido, tal como se ha indicado anteriormente. Esta prohibición no se aplica a las acciones de un candidato con respecto a una clase o categoría de buena fe de empleados o empleados prospectos.

NOTAS

¹Una solicitud para un lugar en la boleta electoral, incluida cualquier petición que la acompañe, es información pública inmediatamente después de su presentación. (Sección 141.035, Código Electoral de Texas)

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, a muchos candidatos se les exige que estén registrados como votantes en el territorio desde el cual se elige el cargo en el momento de la fecha límite de presentación. Por favor, visite el sitio web de la Division de Elecciones de la Secretaría de Estado para obtener información adicional. https://www.sos.state.tx.us/elections/laws/voter-reg-req-candidate-faq.shtml

³La prueba de liberación de las discapacidades resultantes de una condena por un delito grave incluiría prueba de clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701, prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01, o prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05. (Opinión de Fiscal General de Texas KP-0251)

Se debe enviar uno de los siguientes documentos con esta solicitud:

Clemencia judicial según el Código de Procedimiento Penal de Texas 42A.701

Prueba de indulto ejecutivo según el Código de Procedimiento Penal de Texas 48.01

Prueba de una restauración de derechos según el Código de Procedimiento Penal de Texas 48.05

⁴Todos lo los juramentos, declaraciones juradas o afirmaciones hechas dentro de este estado pueden ser administrados y un certificado del hecho dado por un juez, secretario(a) o comisionado de cualquier corte de registro, un notario público, un juez de paz, secretario municipal (para una oficina de la ciudad) y el Secretario de Estado de Texas. Consulte el Capítulo 602 del Código del Gobierno de Texas para obtener la lista completa de personas autorizadas a administrar juramentos.