



January 8, 2024

Dear City of Commerce Council Candidate:

Thank you for your interest in serving on the Commerce City Council. This Candidate Packet will serve as a reference to you for information on candidate qualifications, filing your application, conducting your campaign and the election process in general. Please remember the importance of reading every page contained in the packet.

The City Secretary's Office is responsible for overseeing the election process. It is the duty of this office to administer the election process accurately and fairly according to State and Local Election Laws. The election and campaign process should be a positive and constructive experience for everyone. We are here to guide and support you on this journey.

This packet contains information provided by the Secretary of State's Elections Division. They can assist in answering your questions regarding election procedures. If you need assistance, please contact them directly at (800) 252-8683 or through their website at [www.sos.state.tx.us](http://www.sos.state.tx.us).

Information has also been provided by the Texas Ethics Commission. Their role is to guide candidates in meeting the requirements of Texas Election Laws regulating political campaign funds. Staff attorneys are available to answer all of your financial disclosure questions and can be reached by calling (512) 463-5800 or through their website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

I have included a General Election Calendar that highlights key dates for the upcoming elections. The filing period for this election is from January 17, 2024 – February 16, 2024, and all required forms for filing are due **no later than 5:00 p.m. on February 16, 2024**. The City Secretary's Office is limited to accepting and filing the various applications, affidavits, statements, and noting the date of filing therein. The City Secretary's Office cannot judge or comment upon the timeliness or sufficiency of the reports filed. Please note that once your application has been filed, it is considered public information.

I look forward to working with you and once again, thank you for considering a position of public office with the City of Commerce. If I may be of assistance, please do not hesitate to contact me at (903) 886-1125 or by e-mail at [molly.jacobsen@commercetx.org](mailto:molly.jacobsen@commercetx.org).

Sincerely,

Molly Jacobsen  
City Secretary/Assistant City Manager