

City of Corinth
3300 Corinth Parkway
Corinth, Texas 76208



Phone: (940) 498-3200
www.cityofcorinth.com

Dear Resident:

Thank you for your interest in serving on the Corinth City Council. If you decide to become a candidate, your candidacy must comply with certain state statutes and local ordinances. Corinth operates under state law and its own Charter. Please realize the material in this packet is not exhaustive and that it is the responsibility of a candidate/officeholder to become familiar with and follow all laws, rules, and regulations applicable to municipal campaigns.

The two places on the City Council for the May 3, 2025, General Election:

Council Member – Place 2
Council Member – Place 3

Candidates filing for office must meet the qualifications as outlined in the City of Corinth Home Rule Charter, Section 3.01, and Chapter 141 of the [Texas Election Code](#). The City Secretary's Office is responsible for the oversight of the election process and is limited to accepting and filing applications, affidavits, and statements, noting the date and time for filing. The City Secretary is not permitted to advise candidates of their responsibilities or able to judge or comment upon the timeliness or sufficiency of reports filed.

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 of the Texas Election Code, Section 141.032, as to form, content, and procedure only. The City Secretary verifies the document was filed correctly and in a timely manner and that all required information is completed and attested to by the applicant. 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 with written notice of the rejection. [EC Sec. 141.032(e)]. Candidates should review materials fully before submitting the application. Corrections are not permitted once submitted.

Please file your application as soon as practicable to allow sufficient time for application review. Filing at the last minute may not allow the City Secretary's Office sufficient time for review, which is subject to state law, not City preference. Please do not leave any required information blank on the application, as doing so may render your application invalid.

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.

Financial questions regarding forms, complaints, and concerns should be directed to the Texas Ethics Commission at (512) 463-5800 or visit their website at www.ethics.state.tx.us. Please understand the importance of financial reporting procedures.

Specific Election questions regarding election law should be directed to the Secretary of State at (800) 252-8683 or visit their website at www.sos.state.tx.us.

The candidate packet contains the following information. Select the name of the document, you will be directed to the appropriate link/form. Please complete the forms highlighted in red and submit them to the City Secretary's Office to file for a place on the ballot. **Please contact me for a printed packet.**

The filing period for a place on the ballot is January 15 – February 14, 2025, 5:00 P.M.

1. [Important Dates](#)
2. [Appointing a Campaign Treasurer - Fillable](#)
3. [Application for a Place on the Ballot - Fillable](#)
4. [Email Authorization - Fillable](#)
5. [Code of Fair Campaign Practices Form - Fillable](#)
6. [City of Corinth – Home Rule Charter](#)
7. [2024/2025 Adopted Budget](#)
8. [Strategic Plans](#)
9. [Long Range Planning – Envision Corinth](#)
10. [City of Corinth – Ethics Ordinance](#)
11. [City of Corinth – Social Media Use by Elected Official Policy](#)
12. [Code of Ordinances/Unified Development Code](#)
13. [Political Signs and Advertising information](#)
14. [Political Advertising – What you need to know](#)
15. [Political Fund Raisers – What you need to know](#)
16. [2025 Filing Schedule for Reports Due in Connection with Elections held on Uniform Election Dates](#)
17. [Campaign Finance Guide for Candidates Who File with Local Filing Authorities](#)
18. [Campaign Finance Reports](#)
19. [Texas Ethics Commission Election Code](#)

Please let me know if you have questions. You may contact me at (940) 498-3242 or via email at ana.wylie@cityofcorinth.com. 2025 General Election information: <https://www.cityofcorinth.com/city-secretary/page/may-3-2025-election>

BE SURE TO COMPLETE ALL FORMS IN THEIR ENTIRETY.

We appreciate your interest in serving the residents of Corinth.

Sincerely,

Lana Wylie

Lana Wylie
City Secretary

Additional Information

City Secretary Office Hours:

Monday through Thursday – 7:30 a.m. to 5:00 p.m. (excluding holidays)

Friday – 7:30 a.m. – 11:00 a.m.

Friday, February 14, 2025 – 7:30 a.m. – 5:00 p.m.

Notarization of Application:

If needed, the City Secretary will administer the required oath.

Drawing for Place on the Ballot

In the event more than one applicant applies for the same place on the ballot, a drawing will be conducted by the City Secretary's Office to determine the order in which the candidates' names appear on the ballot. The drawing will be held **Friday, February 21, 2025, at 8:00 am, at City Hall, 3300 Corinth Parkway, Suite 210**. Candidates or their representatives are encouraged to attend, but attendance is not required. If a candidate is not present, the City Secretary or designee will draw for them.

Election Canvass

The election results will be canvassed on **Thursday, May 13, 2025**.

Contact Information

Denton County Elections

(940) 349-3200 or www.votedenton.gov

Scott Campbell – City Manager

(940) 498-3240 or Scott.Campbell@cityofcorinth.com

Forms

Some documents are included within the packet, other information is accessible via the link to the website/webpage.

Campaign Treasurer Appointment Instructions - The CTA must be filed in the City Secretary's office at the same time as the Application for a Place on the Ballot. Please note the statement that must be signed regarding the nepotism law. The second page of the form is to be completed if the candidate would like to use modified reporting.

CTA – Instructions - https://www.ethics.state.tx.us/data/forms/coh/CTA_ins.pdf

Amendment of Campaign Treasurer Form and Instructions – Use this form for changing information previously reported on Form CTA and for renewing your choice to report under the modified schedule. The information you enter on this form will replace the information from your previous APPOINTMENT OF A CAMPAIGN TREASURER BY A CANDIDATE (Form (CTA)).

ACTA – Instructions - https://www.ethics.state.tx.us/data/forms/coh/ACTA_ins.pdf

ACTA – Form - https://www.ethics.state.tx.us/data/forms/coh/e_acta.pdf

Code of Fair Campaign Practices – Voluntarily signed

CFCP – Instructions – Chapter 258 – Election Code - <https://www.ethics.state.tx.us/data/statutes/ch258.pdf>

Campaign Finance Reports

All Campaign Finance Reports are filed locally with the City Secretary. Candidates and officeholders do not file reports with the Texas Ethics Commission. The City Secretary is not required to send a candidate or officeholder a notice to file; has no responsibility for making sure that candidates, officeholders, or political committees file the required documents; nor has the authority to penalize a filer for failure to submit a required filing. However, filers should be aware that there are penalties for violating the Campaign Finance Law, and the forms are open to the public and the media upon request. The City Secretary is not obligated to answer Campaign Finance Law questions or ensure the forms' accuracy.

Council Candidates are considered "local filers," and therefore, all forms should be filed with the City Secretary. No forms are required to be filed with the Texas Ethics Commission or Secretary of State. However, some forms may be available at the source website to fill in the form electronically and print for submittal. Candidates should use the Texas Ethics Commission Title 15, Election Code Regulating Political Funds and Campaigns for guidance: <https://www.ethics.state.tx.us/data/statutes/title15.pdf>.

Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities

https://www.ethics.state.tx.us/data/resources/guides/coh_local_guide.pdf - The City Secretary is the local filing authority for the Corinth City Council candidates.

Candidate/Officeholder Campaign Finance Report – Instruction Guide/Form

https://www.ethics.state.tx.us/data/forms/coh/COH_ins21.pdf

Candidate/Officeholder Campaign Finance Report (Form C/OH) <https://ethics.state.tx.us/data/forms/coh/coh.pdf>

The C/OH form link contains many types of forms, all of which may not be needed by every candidate at each filing. For corrections, utilize the Correction/Amendment Affidavit for Candidate/Officeholder Form https://www.ethics.state.tx.us/data/forms/coh/cor_coh.pdf

Resources

Resolution concerning misleading campaign communications

https://www.ethics.state.tx.us/data/enforcement/sworn_complaints/RESOLUTION.pdf

First Steps for Candidates Running for a City Office

<https://www.ethics.state.tx.us/data/resources/guides/CityCandidateGuide.pdf>

Running for a Local Office -

<https://www.sos.state.tx.us/elections/candidates/candidate%E2%80%99s-guide-for-local-political-subdivisions.shtml>

Frequently Asked Questions for Candidates

https://ethics.state.tx.us/resources/FAQs/FAQ_COH_Legal.php

Texas Ethics Commission Rules - <https://www.ethics.state.tx.us/rules/>

Political Signs - Election Code - Title 15., Chapter 259 <https://statutes.capitol.texas.gov/Docs/EL/htm/EL.259.htm>

Texas Secretary of State condensed calendar – <https://www.sos.texas.gov/elections/voter/important-election-dates.shtml#2025>