

Memorandum

TO: CANDIDATES
FROM: TRICIA SMITH, CITY SECRETARY
DATE: JANUARY 15, 2025
RE: INFORMATION FOR CANDIDATES

Information regarding running for an elected office in the City of Reno:

1. Calendar with Important May 3, 2025 Election Dates.
2. Texas Election Code-Title 9-Candidates, Chapter 141-Candidacy for public office generally, Subchapter A. Eligibility for Public Office.
3. Political Sign Ordinance.
4. Application for a Place on the Ballot.
5. Appointment of a Campaign Treasurer by a Candidate.
6. Form CTA – Instruction Guide.
7. Amendment: Appointment of a Campaign Treasurer by a Candidate.
8. Form ACTA – Instruction Guide.
9. Code of Fair Campaign Practices.
10. Candidate/Officeholder Campaign Finance Report.
11. Form C/OH – Instruction Guide.
12. Candidate/Officeholder Report of Unexpended Contributions.
13. Form C/OH-UC –Instruction Guide.
14. Corrected C/OH-UC use (Correction/Amendment Affidavit for Candidate/Officeholder).
15. Conflict of Interest.

It is the duty of the candidate to become familiar with the law applicable to campaigning for office. While the candidates may certainly expect the City Secretary to be able to advise them when reports are due, the duty of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements, noting the date and time of filing thereon. These documents are public records and open for public inspection.

Candidates should be aware that the Council meets on the second Monday of the month at 6:00 p.m. in a regular meeting. Additionally, the City Council also serves as the Crime Control and Prevention District Board, meeting as needed 5:30 p.m. prior the regular Council meeting. Special meetings for both Council and Crime Control Board may be called especially during the budget process.

Should you have any questions during the election process, please call my office at (903) 785-6581 or e-mail me at tricia@renotexas.us. The fax number is (903) 785-0453 and normal office hours are Monday - Friday from 8:00 a.m. - 5:00 p.m.

Thank you and good luck!