



Helpful Tips to complete the Application for Place on the Ballot 2023

The first blank is requesting the name of the election:

- Fill in with the election you want your name to appear on the ballot – for example:
 - **November 7, 2023, Keene**
 - **November 7, 2023, City Council**
 - **City of Keene**
 - **November 7, 2023**
- Best option would be November 7, 2023, Keene

Office Sought:

- MUST include the place you are applying for – for example: Place 2, Ward 1, or Ward 3
- Should state City Council – This is the place where you are **clearly communicating** what you are running for.
- IDEAL and BEST statement here is: City Council Place XX or City Council Ward XX

Indicate Term:

- For the November 7, 2023 General election all terms are FULL.

Full Name:

- Use your name as it would be found on the voter registration list or on your voter card.
- This name will be used to determine your voter eligibility and age.

Print Name as you want it to appear on ballot:

- This is totally up to the person running for office; it's how people know you.
- Example: John Thomas Smith (Full Name) JT Smith or Tom Smith (Name on ballot)
- Cannot be a statement or any campaign slogan.

Permanent residence address:

- This is the address you are registered to vote.
- This MUST be an address within the City of Keene city limits to be eligible to run for City Council.
- Cannot be a P.O. Box or Rural Route

Public Mailing Address:

- This is completely optional – at times, candidates set up a dedicated P.O. Box or campaign headquarter address for all correspondence.

Public Email Address:

- This is completely optional – at times, candidates set up a dedicated email address for communications directly related to the campaign.
- If an email is provided, we can use that for communications and filing of campaign treasurer reporting.

Occupation:

- This MUST be filled out for the application to be valid.

Date of birth:

- This MUST be filled out for the application to be valid.

Voter Registration VUID number

- This is optional; however, it's helpful to have the number to verify the voter registration status.
- Being a registered voter of the City of Keene is required – check the website for election information listing all requirements.

Telephone Contact Information

- This is completely optional.

Felony Conviction Status

- This MUST be filled out for the application to be valid.

Length of Continuous Residence as of the date of the application was sworn

- In the State of Texas
 - This is the total time you have been a resident of the State of Texas at one time.
 - Example: Born and raised in Keene (18 years), moved to College outside of the city but in Texas (4 years), and moved back to Keene (2 years). The total residence for this application purpose is 24 years.
- In the Territory/District/Precinct from which the office is sought to be elected
 - This is the time you have been a resident of the city of Keene at one time – Cannot use your collective time in the city if you have moved outside the city limits.
 - Example: Born and raised in Keene (18 years), moved to College outside of the city (4 years), and moved back to Keene (2 years). The total residence for this application purpose is 2 years.

The Sworn Statement portion of the application:

- Name of Candidate – Is your Full Name as you wrote previously on this application.
- County – Is the county you reside in
- Candidate for the office of – Is the office sought as you wrote previously on this application.

The notary will fill out their portion; please do not fill it out for them. We have notaries at city hall if you need them at no charge.

This is a public document and will be fully released if requested by the public. There is only one exception, and that is anyone who is currently or has been an elected official of the city.