



1000 N. Old Betsy Rd \* Cleburne, Texas \* 76031 \* 817-641-3336 \* Facsimile 817-556-2060

July 22, 2023,

Dear Prospective Candidate:

Thank you for your interest in a position for public office in the City of Keene, during the November 7, 2023, General Election.

The City of Keene is a Home Rule Municipality governed by a City Charter. The City Council consists of a Mayor and six (6) council members. Members are elected under a geographic ward and an at-large place system and serve two-year terms. The City Council enacts local legislation, makes policies, approves ordinances, and adopts the annual budget. Regular Council Meetings are held on the 1st and 3rd Thursday of the month at 6:00 p.m., in the Council Chamber. There are occasional Special Meetings and Workshops held as well.

The Positions to be filled for the 2023 election are Place II, Ward I, and Ward III with terms of office from November 2023 to November 2025. Applications may be filed Monday through Friday, 8:00 a.m. to 5 p.m., beginning Saturday, July 22, 2023, through Monday, August 21, 2023, in the office of the City Secretary, City of Keene, 1000 N Old Betsy Rd, Cleburne, TX 76031.

All candidates running for office must meet the following requirements:

- be citizens of the United States,
- have lived in the State of Texas for a minimum of one year prior to the filing deadline,
- be a resident of the City of Keene, Texas for one year prior to the filing deadline,
- be a registered voter of the territory elected from as of the filing deadline,
- be a minimum of 18 years of age.

Your candidacy entails many obligations. The most important obligation is to comply with all federal and state statutes and local ordinances pertaining to election laws. It is your responsibility to take the time to become familiar with the laws applicable to campaigns for elective office. It is the candidate's responsibility to comply with all reporting deadlines. Please also remember that all applications are public record.

Included in this packet is a calendar of important dates, information on the roles and responsibilities of officers in a Home Rule city, A Guide to Becoming a City Official, required forms, and general information needed to begin your campaign. As a candidate, you will want to be very conscientious about completing the forms in their entirety.

The City Secretary's Office serves as your filing authority and must maintain neutrality in the electoral process and cannot help you with filling out any forms.

Questions on reporting procedures, contributions, or expenditures should be directed to the following numbers and links:

For election process and laws:

- Secretary of State 1.800.252.8683, [www.sos.state.tx.us](http://www.sos.state.tx.us)
- Texas Ethics Commission 1.800.325.8506, [www.ethics.state.tx.us](http://www.ethics.state.tx.us)

CITY OF  
**KEENE**



**T E X A S**

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If I can be of further assistance to you, please do not hesitate to contact me by phone at 817-641-3336 ext. 105, by email at [citysecretary@keenetx.com](mailto:citysecretary@keenetx.com), or at my office located in City Hall at 1000 N Old Betsy Rd, Cleburne, TX 76031.

Sincerely,

Tabatha Mansell, City Secretary