



City Secretary's Office

P.O. Box 637 * Keene, Texas * 76059 * 817-641-3336 * Facsimile 817-556-2060

June 1, 2026

Dear Prospective Candidate:

Thank you for your interest in serving the residents of the City of Keene. Should you decide to become a candidate, your candidacy requires compliance with specific state statutes and local ordinances. To assist you, I have prepared this Candidate Packet with the necessary forms, pertinent instructions, and other helpful information. I encourage you to read this letter and the enclosed material prior to completing the specific forms.

There will be four races on the November 3, 2026, ballot: (i) Mayor, (ii) Ward II Council Member, (iii) Place I Council Member, and (iv) Place III Council Member. All elected officials serve for a term of two years. State law requires candidates who submit an *Application for a Place on the Ballot* to be a registered voter by July 17, 2026. An application will be void if the candidate's voter registration is not effective as of July 17, 2026.

Completed forms are to be received by the City Secretary no earlier than July 18, 2026, and no later than 5:00 p.m., on August 17, 2026. My office is located in Keene City Hall, 1000 N. Old Betsy Rd., Cleburne, TX 76031. Office hours are from 8:00 a.m. to 12:00 noon, and from 1:00 p.m. to 5:00 p.m., Monday through Friday. In accordance with State law, the Office of the City Secretary will remain open until 5:00 p.m. on August 17, 2026.

You are encouraged to invest the time to review the information provided in this packet thoroughly. In addition to the *Application for a Place on the Ballot*, the forms you will need to file your campaign finance reports are also enclosed. The *Appointment of a Campaign Treasurer by a Candidate* (Form CTA) must be filed along with the *Application for a Place on the Ballot* pursuant to State law. The importance of timely submission and compliance with the financial reporting procedures cannot be over-emphasized.

The Texas Ethics Commission (TEC) assists candidates in satisfying the requirements of *Title 15, Texas Election Code, Regulating Political Funds and Campaigns*. TEC staff attorneys are available to answer your questions pertaining to financial disclosure items such as appointing your campaign treasurer, filing campaign finance reports, etc. The TEC telephone number is (512) 463-5800, or you may visit the website at www.ethics.state.tx.us.

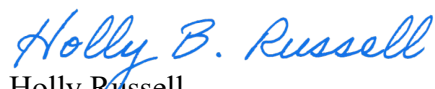
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It is the duty of the candidate to become familiar with the laws applicable to campaigning for office. The duty of the City Secretary is limited to accepting and serving as custodian for the various applications, affidavits, and reports filed, noting the date and time of receipt thereon. You may direct questions about election laws and procedures to the Elections Division of the Texas Secretary of State, Monday through Friday, from 8:00 a.m. to 5:00 p.m. The toll-free telephone number is (800) 252-8683, or you may visit the website at www.sos.state.tx.us.

Please note that all applications, affidavits, statements, and campaign finance reports filed with the City Secretary's office are considered public records and are open for public inspection or reproduction.

For further assistance, please contact me Monday through Friday, between the hours of 8:00 a.m. and 12:00 noon, and from 1:00 p.m. to 5:00 p.m. at (817) 641-3336 ext. 105, or email citysecretary@keenetx.com.

Sincerely,



Holly Russell
City Secretary