

**TO:** Candidates for Benbrook Library District  
General Election November 4, 2025

**FROM:** Erica Richardson, Executive Director

**RE:** Candidate Application Packet

The Benbrook Library District will conduct a general election to elect the following:

Trustee, Member of the Board of Trustees  
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Trustee, Member of the Board of Trustees

The election will be held on Tuesday, November 4, 2025. In an effort to inform you of the dates that will be important to you, the Executive Director has prepared this "Candidate Packet". Packets are available at the Benbrook Public Library, 1065 Mercedes St., Benbrook, Texas. All necessary forms are also available on our website at <https://www.benbrooklibrary.org/about-us/board-of-trustees>.

It is very important that you read and become familiar with all the documents that have been provided. The following items are of particular importance:

**Application for a place on the Trustee, Board of Director, General Election Ballot.** This application is to be used for those candidates filing for a place on the ballot by name. The loyalty oath is included on this form. This application must be filed into the Library no later than 5:00 p.m., Monday, August 18, 2025. The first day of filing is Saturday, July 19, 2025.

The drawing for a place on the ballot will be held at 5:30 p.m. on Monday, August 18, 2025, in the library. The candidate or his/her representative may participate in the drawing.

**Application for Declaration of Write-In Candidacy.** This application is to be used for those candidates making declaration as a write-in candidate. Write-in candidate names do not appear on the ballot. The official ballot will contain a blank line in the place where the write-in candidate has filed. A list of write-in candidates will be placed at each voting station to notify voters of a write-in candidate. The loyalty oath is included on this form. This application must be filed in the library no later than 5:00 p.m., Monday, August 18, 2025. The first day of filing is Saturday, July 19, 2025.

**To file for candidacy, you must meet the following qualifications:**

- shall be a citizen of the United States;
- shall be 18 years of age or older on the first day of the term to be filled at the election;
- shall not have been determined mentally incompetent by a final judgment of a court;
- shall not have been finally convicted of a felony from which you have not been pardoned or had your civil rights restored by other official action;
- have resided continuously in the State of Texas for 12 months and in the City of Benbrook for 12 months immediately preceding the date of the election;
- be a registered voter of the City of Benbrook, Texas

**Appointment of Candidate's Campaign Treasurer (Form CTA) and the Form CTA Instruction Guide.** This form must be on file prior to collecting or spending any money. Please note there is an option for modified reporting located on the back of the form along with the footnote on the nepotism law. The form must be completed and signed to be officially filed with the Library Director.

A **calendar** of important dates for the November 4, 2025 General Election Calendar

A **copy** of Information for Trustee Candidates.

Once you have officially filed for the election the following forms will be furnished (these forms are also located on the Library's website) :

Texas Ethics Commission, Chapter 258, Election Code, Fair Campaign Practices Act and Code (Form CFCP)

Texas Ethics Commission 2025 Filing Schedule for Reports Due. Filing of financial reports is the sole responsibility of the candidate. Please mark your calendars with reporting deadlines.

Candidate/Office Holder Campaign Finance Report and Instruction Guide.

Texas Ethics Commission, Campaign Finance Guide for Candidates and Officeholders who file with Local Filing Authorities.

Texas Ethics Commission Political Advertising – What you Need to Know

A copy Chapter of Chapter 17.92 Benbrook Municipal Code Sign Regulations regarding political signs. (Section 17.92.080)



**All complaints regarding political advertising and signage must be reported to the Texas Ethics Commission. The City of Benbrook only enforces the removal of signs placed within public rights-of-way.**

A copy of sections from the Texas Election Code regarding Electioneering.

The following information is available on the library's website:

Texas Ethic Commission, Title 15 of the Election Code, Regulating Political Funds and Campaigns

Benbrook Library District Bylaws

Election documents are public records and are open for inspection by any person.

Current Library Trustees **may not** use their Library email address for political purposes. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or [elections@sos.state.tx.us](mailto:elections@sos.state.tx.us)

It is the duty of the candidate to become familiar with the laws applicable to campaign contribution and expenditures. Should you have any questions regarding reporting procedures, contributions or expenditures please call the Texas Ethics Commission at 1-800-325-8605.

We appreciate your interest in local government and trust that this period will be a positive and exciting experience for you and your supporters. Please call me at 817-249-6632 if you have further questions.

Sincerely,



Erica Richardson  
Executive Director of Benbrook Library District