



- MEMORANDUM -

TO: Board of Trustee Candidates

FROM: Stephen C. Head, Ph.D.  
Chancellor

SUBJECT: Campaign Information

Thank you for your interest in running as a candidate for the Lone Star College System (LSCS) Board of Trustees.

The LSCS Trustee Election on November 3, 2020 will be conducted in accordance with the applicable provisions of the Texas Election Code and of the Texas Education Code and rules of the Texas Ethics Commission. It is the responsibility of each candidate to be aware of and abide by the appropriate rules. The Texas Election Code and the Texas Education Code are available for review in the Chancellor's Office or may be viewed online at <http://www.statutes.legis.state.tx.us>. Some of the rules of the Texas Ethics Commission are contained in the "Form C/OH Instruction Guide" that is available on this website, along with Form C/OH.

Please note that applicants are required to submit a filing fee of \$200 or a petition with 200 signatures at the time of filing.

There are a few areas to which I particularly wish to call your attention. In accordance with Texas Election Code and LSCS Board Policy, to qualify for the office of trustee, a candidate must:

- be a United States citizen;
- be eighteen years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;
- have not been determined totally mentally incapacitated or partially mentally incapacitated without the right to vote by a final judgment of a court exercising probate jurisdiction;
- have not been finally convicted of a felony from which you have not been pardoned or otherwise released from the resulting disabilities;

- be a resident of the district that you are a candidate to represent, having lived in the State of Texas for the last 12 months and within the Lone Star College System district that you are a candidate to represent for the last 6 months
- be a registered voter.

In addition, Title 15 of the Texas Election Code, requires that each candidate keep and periodically file reports of contributions received and expenditures made in connection with their campaign for public office. Please also be aware that if a campaign committee is formed to work on your behalf, that committee must have its campaign treasurer file with this office and must also keep and file reports on contributions and expenditures.

Other specific Election Code you should be aware of are:

1. Sec. 255.001 of the Election Code requires that all printed, published or broadcast political advertising except campaign buttons, pins, hats or similar campaign materials must (a) indicate it is political advertising and (b) list the full name of either the person who paid for the political advertising; the political committee authorizing the political advertising; or the candidate or specific purpose committee supporting the candidate, if the political advertising is authorized by the candidate.
2. Sec. 255.007 of the Election Code requires the following notice to be written on each political advertising sign:  
**“NOTICE: IT IS A VIOLATION OF STATE LAW (CHAPTER 392 AND 393, TRANSPORTATION CODE), TO PLACE THIS SIGN IN THE RIGHT-OF-WAY OF A HIGHWAY.”**

Violation of either of those sections is a criminal misdemeanor. Any alleged violations of election laws should be brought to the attention of the Election division of the Texas Secretary of State’s Office at 512-463-5650 or 1-800-252-8683.

Also, you should know that as a candidate for a publicly elected office, all forms and information filed with this office become subject to the Public Information Act and will be available to the public if requested.

If you desire any information about our district and its operations, we’d be pleased to provide that to you. Please contact Helen Clougherty in my office with your request. I am also available to meet with you to discuss any issues of interest to you regarding our District.

Should you have questions concerning election procedures during the course of the campaign, you may contact Ms. Clougherty, Vice Chancellor, Chief of Staff, Board Liaison, at 832-813-6514 or email her at [Helen.Clougherty@lonestar.edu](mailto:Helen.Clougherty@lonestar.edu). If she does not have the appropriate information to assist you, she will direct you to the source that does.

Thank you.