



## CITY OF HELOTES GENERAL ELECTION FAQs

### When does the City of Helotes hold its elections?

The City of Helotes holds its elections on the first Saturday in May of every year.

### What are the City Council positions?

The [Helotes City Council](#) is comprised of a Mayor and five (5) Councilmembers. Council Member places shall be numbered 1 through 5 consecutively. While a place number designates each Council Member, the City is not divided into districts. The Mayor and each Council Member are elected from the City at large. The Mayor and each Council Member are elected to serve a two (2) year term. The terms of office for the Mayor and Council Members are staggered. The terms are:

Position	Current Term	Election Date
Mayor – Rich Whitehead	May 2021 – May 2023	05/06/2023
Council Place 1 – Craig Sanders	May 2022 – May 2024	05/04/2024
Council Place 2 – Jen Sones	May 2022 – May 2024	05/04/2024
Council Place 3 – Matt McCrossen	May 2021 – May 2023	05/06/2023
Council Place 4 – Cynthia Massey	May 2022 – May 2024	05/04/2024
Council Place 5 – Matthew Merchant	May 2021 – May 2023	05/06/2023

### What are the qualifications for City Council?

A candidate for City Council must meet all eligibility requirements of state law as follows:

#### Candidate Qualifications for Helotes Mayor

- Resident of one (1) year in Texas prior to the filing deadline
- Resident of one (1) year in the City of Helotes prior to election day
- Age requirement of 18 years
- Must be a registered voter in the territory elected from by the filing deadline
- Must meet eligibility requirements as prescribed by Election Code 141.001 (a)

#### Candidate Qualifications for Helotes Council Members

- Resident of one (1) year in Texas prior to the filing deadline
- Resident of six (6) months in the City of Helotes prior to the filing deadline
- Age requirement of 18 years
- Must be a registered voter in the territory elected from by the filing deadline
- Must meet eligibility requirements as prescribed by Election Code 141.001 (a)

### **What are the salaries of the City Council?**

The Mayor and Council Members are volunteers and receive no compensation for their service.

### **When does the City Council meet?**

City Council meetings are held at Helotes City Hall on the second and fourth Thursday of the month, at 7:00 p.m. The meeting [Agendas and Minutes](#) are available on the city website.

### **When can I file for a place on the ballot?**

Texas Election Code, Section 143.007(a) states that an application may not be filed earlier than the 30th day before the date of the filing deadline. Texas Election Code, Section 143.007(c) states that for an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

### **Is there a candidate packet?**

A candidate packet is made available at no cost to the public. A candidate may download the packet on the City’s website, or he/she may request a printed copy of the packet from the City Secretary. This packet will include all forms, applications, guides, and important dates that will help guide the candidates through the election process.

### **How do I file for a place on the ballot?**

The application for a place on the ballot is within the candidate packet. The candidate packet can be downloaded from the City website or a printed copy may be requested from the City Secretary. The application for a place on the ballot must be completed, notarized, and filed at Helotes City Hall. If notary services are needed, the City Secretary can notarize required election forms Monday – Friday, during regular business hours. There is no fee associated with the filing process. A candidate application may be filed through one of the following methods:

<b>Filing In Person</b>	<b>Filing by Mail</b>	<b>Filing by Fax or Email</b>
Please use the below physical address for filing an application in person at City Hall.	Please use the below post office box address to mail a signed and sworn application. An application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority.	The City of Helotes does not assess a filing fee, therefore filing may be done by fax or email. Please use the below email or fax to submit an application.
City of Helotes 12951 Bandera Road Helotes, Texas 78023	City of Helotes Attn: City Secretary PO Box 507 Helotes, Texas 78023	Email: <a href="mailto:citysec@helotes-tx.gov">citysec@helotes-tx.gov</a>  Fax: 210-695-2123

**Do I need to appoint a campaign treasurer if I am not going to raise any money?**

Yes. The law requires every candidate to file a campaign treasurer appointment, even if the candidate does not intend to raise or spend money. You are allowed to appoint yourself as your treasurer. A campaign treasurer appointment must be on file prior to the acceptance of contributions.

**Where and when do I file my Campaign Contributions and Expenditure Report?**

Campaign Contributions and Expenditure Report related to the City’s local elections must be filed with the City Secretary at Helotes City Hall, 12951 Bandera Road, Helotes, Texas, 78023. The City Secretary cannot advise a candidate on the form and content of the report and can only receive said record. For more information related to the campaign finance reports, please visit the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

**Where does voting for the City of Helotes general election occur?**

Helotes City Hall is an early voting location and election day location. Other vote centers are determined by the [Bexar County Elections Department](#). Registered Bexar County voters can visit any vote center to cast their vote.

**Who do I contact if I need help?**

For election related questions, contact the City Secretary through one of the following methods:

- Email: [citysec@helotes-tx.gov](mailto:citysec@helotes-tx.gov)
- Phone: 210-695-5911
- In Person: Helotes City Hall, 12951 Bandera Road, Helotes, Texas 78023
- Mail: Helotes City Hall, PO Box 507, Helotes, Texas 78023