



GENERAL ELECTION INFORMATION & INTERNET POSTING REQUIREMENTS

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:

| Elected Officers | Elected Officer's Term | Date of Next Officer Election |
|------------------------------------|------------------------|-------------------------------|
| Mayor – Rich Whitehead | May 2023 – May 2025 | 05/03/2025 |
| 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 – Dave Cato | May 2023 – May 2025 | 05/03/2025 |
| Council Place 4 – Cynthia Massey | May 2022 – May 2024 | 05/04/2024 |
| Council Place 5 – Matthew Merchant | May 2023 – May 2025 | 05/03/2025 |

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:

| Filing In Person | Filing by Mail | Filing by Fax or Email |
|---|---|---|
| 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: citysec@helotes-tx.gov 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. As a candidate for the May election, you must file your report on: (1) mid-January (Semiannual Report), (2) 30-days prior to the election, (3) 8-days prior to the election, (4) mid-July (Semiannual Report), and/or a final report after the election is completed. 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.

Do I still have to file reports if I chose modified reporting on my treasurer appointment?

By selecting the modified reporting schedule, you are indicating that you plan to stay under the \$1,010 threshold in either contributions or expenditures in connection with an election. The modified reporting schedule exempts you from filing 30-day and 8-day pre-election reports. If you have selected the modified reporting schedule, you must still report activity during the entire period you were a candidate, either on a semiannual report or on a final report.

What happens if I select modified reporting and then exceed \$1,010?

If you select modified reporting and exceed \$1,010 (in either contributions or expenditures in connection with an election) before the 30-day pre-election report is due, you must file required 30-day and 8-day pre-election reports. Keep in mind that unopposed candidates are not required to file these reports regardless of their level of activity. If you exceed the \$1,010 threshold after the 30-day pre-election report is due, you must file an "exceeded \$1,010 report" within 48 hours of exceeding the threshold and, if the threshold is exceeded before the 8-day pre-election report is due, you must file the 8-day pre-election report.

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

Helotes City Hall is an early and election day vote center for the May election. 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

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