



September 29, 2025

Dear Candidates and Officeholders,

The City Secretary has prepared this packet to offer insight into the election process for municipal governments and to acquaint you with the applicable legal requirements pertaining to campaign contributions, expenditures, and responsibilities set for by the State of Texas Election Code. This packet has been put together to provide you with as much pertinent information as possible, however, this is not an all-inclusive packet of what you as a candidate may be required to submit or required to do. A thorough review of the materials provided within is recommended.

If you have questions regarding the materials enclosed, or any election/campaign issues, you may contact the Elections Division of the Secretary of State's Office at 1-800-252-VOTE or [www.sos.state.tx.us](http://www.sos.state.tx.us) or the Texas Ethics Commission at 512-463-5800 or [www.ethics.state.tx.us](http://www.ethics.state.tx.us).

Please note the Office of the City Secretary will serve as your filing authority. All candidate forms and materials will be provided through and returned to the Office of the City Secretary.

The Texas Election Code prescribes certain days to hold municipal elections for city officials. The General Election of city officers will be held on Saturday, May 02, 2026. The following office positions are open for election this year:

- |                 |   |             |
|-----------------|---|-------------|
| 1. Mayor        | - | 2-year term |
| 2. Commissioner | - | 2-year term |
| 3. Commissioner | - | 2-year term |

City of Orchard

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FILING DATES - The first day to file for a place on the City of Orchard Ballot is Wednesday, January 14, 2026, beginning at 8:00 a.m. and will close on Friday, February 13, 2025, 5:00pm.

The role of the City Secretary's office is to accept and file the various candidate applications, affidavits, and statements required, and note the date of filing thereon. There is no legal duty to inform anyone of the necessity of or deadlines for filing any of the documents, or to advise anyone in regard to the meaning and requirements of statutes. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed, but rather to serve only as the custodian of the records for the benefit and convenience of the public.

On the filing of an application for a place on the ballot, the City Secretary must review the application to determine whether it complies with the requirements as to form, content, and procedures. That is, the City Secretary checks to be sure it was filed correctly and in a timely manner and that all required information is complete and attested to.

All applications, affidavits, statements, and campaign reports filed with the City Secretary's office are considered public information, may be posted on the City website and are open for inspection by any person.

The City of Orchard is a Type C General Law Municipality. Please understand that it is the duty of the candidate/officeholder to become familiar with and follow the laws, rules, and regulations applicable to campaigns for office.

City of Orchard Regular Council Meetings are held on the second Tuesday of each month at 5:00pm with special meetings called as necessary.

There is no filing fee for a place on the ballot in Orchard.