

COUNTY AND PRECINCT CHAIR CANDIDATE FILING



Candidate and Office Holder Data Entry

Legal Authority

Pursuant to §§172.029, 172.117, 172.118 and 172.122 of the Texas Election Code:

- State and county chairs must submit candidate data to an SOS-prescribed electronic submission service
- SOS must display certain candidate data publicly, e.g., candidate status
- Current office holder data must be updated, such as when a vacancy or appointment occurs

Focus of this Presentation

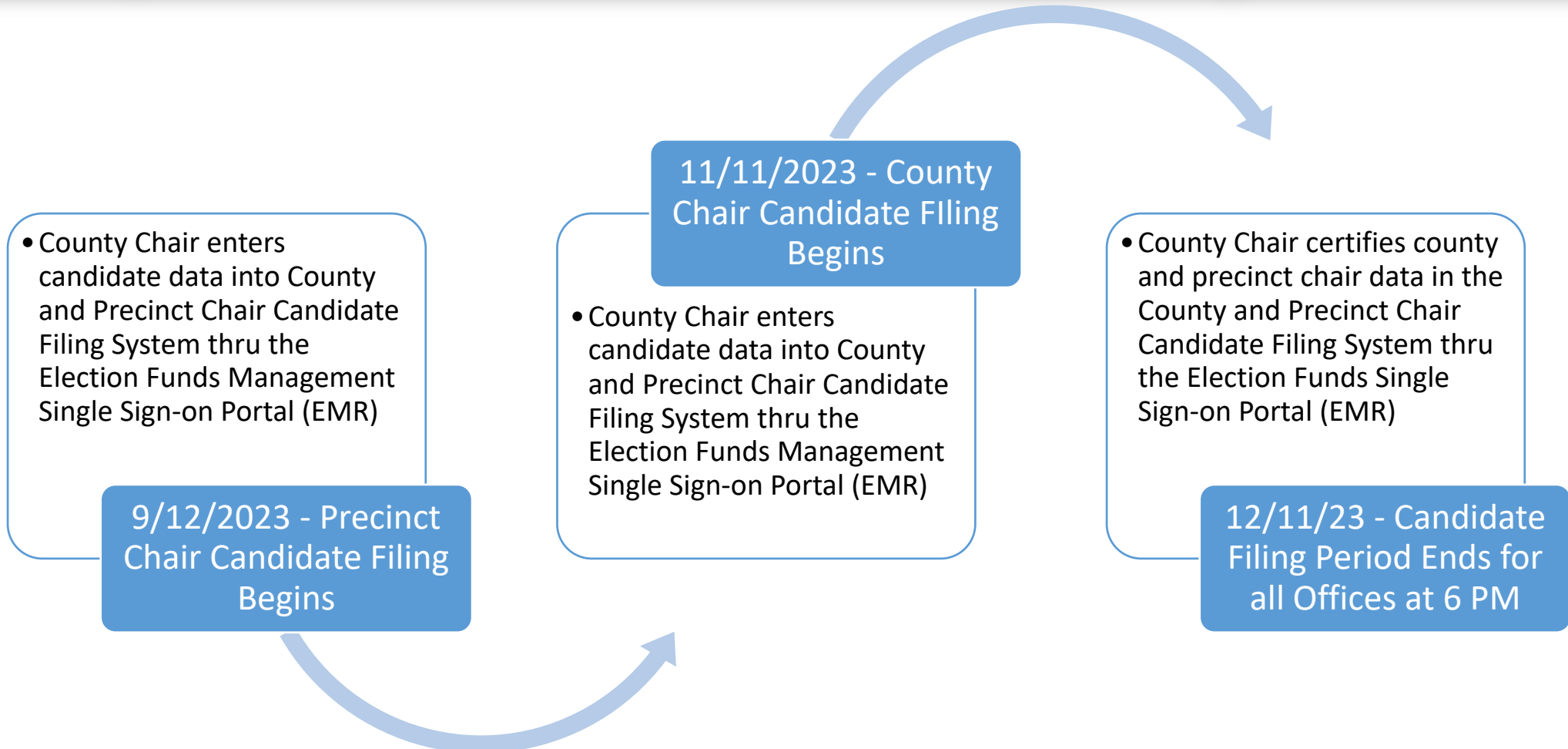
County
and
Precinct
Chair
Candidate
Filing

Candidate Data for Party Offices (county and precinct chairs) and Public Offices are entered into two different systems

This presentation focuses on entering data for Party Offices only

There will be subsequent instruction/presentation for Public Offices

County & Precinct Chair Candidate Filing Timeline



EMR Registration

- Previous links to various systems, such as Primary Finance, County and Precinct Chair Candidate Filing, and County and Precinct Chair Contact Information, have been replaced with the new single sign-on interface
- Once a user logs in successfully, that user will see links to all applications to which they have access

Login Interface



Use a registered account to log in.

Email

Password

Remember me?

[Register as a new user](#)

[Forgot your password?](#)

Click on "Register as a new user" if it's your initial setup or "Forgot your password" if you've already registered and don't know your password

If you get the following error message when registering as a new user, contact the EFM staff at:

EFMadmin@sos.Texas.gov
800-252-2216, option 3

Create a new account.

The email address you entered is not pre-registered with SOS. Please confirm the email address.

Email

Password

Confirm password

Login Interface (con't)

Change Password.

Change Password Form

Current password

New password

Confirm new password

Change password

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Manage.

Change your account settings

Password: [\[Change your password \]](#)

Phone Number: None [\[Add \]](#)

Two-Factor Authentication: Disabled [Enable](#)

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Elections Management and Reporting

Click this link at anytime to return to this home screen

Currently not in Production

Primary Finance

Enter and examine information here.

[Primary Finance»](#)

Chair Travel

Review travel claims here.

[Chair Travel»](#)

Direct Deposit Form

View/download the form here.

[Direct Deposit Form»](#)

County and Precinct Chair Contact Information

Enter and examine county and precinct chair contact information here.

[County & Precinct Contacts»](#)

County and Precinct Chair Candidate Filing

Enter filing information here.

[County & Precinct Filing»](#)

*Precinct chair candidate filing begins 9/12/23
County chair candidate filing does not begin until 11/11/23

Click here to enter county and precinct chair candidate filing data*

County and Precinct Chair Contact Information

County chair information updated. County chair information appears in the grid below.

County Chair

First Name	Last Name	Address	City	ZIP	Email	Home Phone	Office Phone	Cell Phone	Effective Date of Office	
Jane	Doe	123 Side Street	City	12345	janedoe@name.com	(512) 123-4567		(512) 123-4568	8/12/2023	Edit

Precinct chair entries appear in the grid below. To add a precinct chair, click Add.

Add

[Export all fields for all precinct chairs to Excel](#)

Click "Edit" or "Delete" as necessary for existing records

Precinct Chairs

Precinct#	First Name	Last Name	Address	City	ZIP	Email	Home Phone	Office Phone	Cell Phone	Effective Date of Office		
1	John	Doe	123 Main Street	Town	12345	name@name.com	(512)123-4568	(512)123-4567	(512)123-4569	8/1/2023	Edit	Delete
1111197	G	Blaze	101 N95	Big Sandy	78123	abc@abc.com				1/1/2023	Edit	Delete
22	GT	Marsh	123A	Bastrop	78421	gb@gb.com	5125551212	5125551212		7/11/2022	Edit	Delete
44Z	Tom	Benz	123A	Bastrop	78123	dx@dv.com	5127772121	5128883131	5128007576	6/1/2022	Edit	Delete
ZZ99	Ed	Zeke	1717 Buttonwood	Bastrop	78421	zf@zf.com				7/19/2022	Edit	Delete

The County and Precinct Chair information displayed here is collected pursuant to HB 3103, 83rd Legislature, 2013. This information is provided by the Republican and Democratic Parties of Texas. The Office of the Secretary of State does not modify, add, or delete any of this data in any way nor does the Secretary of State own the data. The Office does not guarantee the accuracy or completeness of the County and Precinct Chair information provided by the political parties.

CPC Contact Information – Data Entry

*First Name:	<input type="text" value="John"/>
*Last Name:	<input type="text" value="Doe"/>
*Identifier for precinct chair (ex. 1, 310A, etc.):	<input type="text" value="1"/>
*Permanent Residence Address:	<input type="text" value="123 Main Street"/>
*Permanent Residence City:	<input type="text" value="Town"/>
*Permanent Residence State:	<input type="text" value="TX"/>
*Permanent Residence Zip Code:	<input type="text" value="12345"/>
Mailing Address:	<input type="text" value="123 Main Street"/>
Mailing City:	<input type="text" value="Town"/>
Mailing State:	<input type="text" value="TX"/>
Mailing Zip Code:	<input type="text" value="12345"/>
Email:	<input type="text" value="name@name.com"/>
*Effective Date of Office:	<input type="text" value="8/1/2023"/>
*Occupation:	<input type="text" value="Worker"/>
*County of Residence	<input type="text" value="Travis"/>
Office Phone: (Include area code)	<input type="text" value="(512)123-4567"/>
Home Phone: (Include area code)	<input type="text" value="(512)123-4568"/>
Cell Phone: (Include area code)	<input type="text" value="(512)123-4569"/>
	<input checked="" type="checkbox"/> Same address as permanent residence address
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>



Elections Management and Reporting

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Enter and examine information here.

[Primary Finance»](#)

Chair Travel

Review travel claims here.

[Chair Travel»](#)

Direct Deposit Form

View/download the form here.

[Direct Deposit Form»](#)

Currently not in Production

Click here to add, delete, or edit current county and precinct chair information

County and Precinct Chair Contact Information

Enter and examine county and precinct chair contact information here.

[County & Precinct Contacts»](#)

County and Precinct Chair Candidate Filing

Enter filing information here.

[County & Precinct Filing»](#)

*Precinct chair candidate filing begins 9/12/23
County chair candidate filing does not begin until 11/11/23

Click here to enter county and precinct chair candidate filing data*

County and Precinct Chair Candidate Filing

Please note:
 When all data entry is complete, click the **Certify** button to mark the list as certified. You will be asked to confirm - once confirmed, no further data entry can be done.

Certify

You will be able to certify and un-certify (to make changes) up to the deadline

Click "Edit" or "Delete" as necessary for existing records

All filings appear in the list below. To add a filing, click Add.

Add

[Export all fields for all candidates to Excel](#)

First Name	Last Name	Ballot Name	Office	Permanent Residence Address	Home Phone	Email	Date Received	Filing Status	Ballot Order	Edit	Delete
Dee	Smith	Dee Smith	County chair	133 Zorro		dsmith@gmail.com	08/02/2023	Filed	0	Edit	Delete
Amanda	Montgomery	The Amanda	Precinct chair 193	123A		amanda@gmail.com	08/16/2023	Filed	0	Edit	Delete
Cathy	Reodan	Cathy B	Precinct chair 27A	127 Rt 2		cb@gmail.com	08/03/2023	Filed	1	Edit	Delete
Estacio	Ojeda	Pete Ojeda	Precinct chair 27A	1450 Hwy 71 W		peteo@papa.com	08/07/2023	Filed	2	Edit	Delete
Gina	Me	Gina Me	Precinct chair 44Z	777 Church		gme@zing.com	08/01/2023	Filed	1	Edit	Delete
Marion	Martz	Marion Martz	Precinct chair 44Z	101 N IH35		marion.martz@memail.com	04/05/2022	Filed	2	Edit	Delete

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CPC Candidate Filing – Data Entry

*First Name: John
 *Last Name: Doe
 *Ballot name: J Doe Candidate is the incumbent
 *Office Sought: Precinct chair Identifier for precinct chair (ex. 1, 215, 310A, etc.): 1
 *Date Received: 9/12/2023
 Filing Status: Filed
 *Status Effective Date: 9/12/2023
 *Indicate Term: Full
 *Permanent Residence Address: 123 Main Street
 *Permanent Residence City: Town
 *Permanent Residence State: TX
 *Permanent Residence Zip Code: 12345
 Mailing Address: 123 Main Street Same address as permanent residence address
 Mailing City: Town
 Mailing State: TX
 Mailing Zip Code: 12345
 Email: name@name.com If an email is listed on the application, you must enter it here.
 *Occupation: Worker
 *Birthdate: 1/1/2000
 *County of Residence: Travis
 Office Phone: (Include area code) (512)123-4567 If a phone number is listed on the application, you must enter it here.
 Home Phone: (Include area code) (512)123-4568 If a phone number is listed on the application, you must enter it here.
 Cell Phone: (Include area code) (512)123-4569 If a phone number is listed on the application, you must enter it here.

I certify that I have reviewed this candidate's application to ensure it complies with the requirements set forth in Sections 141.001, 141.031, and 172.021 of the Texas Election Code, and that I have accepted this candidate's application for placement on the primary ballot. I further certify that the information entered above is a true and accurate reflection of the information as it appears on the candidate's application, and I acknowledge that I am solely responsible for the accurate reflection of this information as it appears on the candidate's application.

Be sure to update status as necessary

- Filed
- Declared Ineligible
- Withdraw
- Lost Primary
- In Runoff
- Lost Runoff
- Deceased
- Rejected

Candidate Application Review



As prescribed by Secretary of State Sections 141.007, 141.009, 161.005, 161.021, 162.022, 162.023, 162.025, Texas Election Code 09/2023

APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT FOR A PRECINCT OR COUNTY CHAIR

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL.
Failure to provide required information may result in rejection of application.

APPLICATION FOR _____ CHAIR ON THE _____ PARTY GENERAL PRIMARY BALLOT (Precinct or County) (Democratic or Republican)	
To: County Chair	
I request that my name be placed on the above-named official primary ballot as a candidate for election to the office indicated below.	
OFFICE SOUGHT (circle one) (Include any place number or other distinguishing number, if any.) County Chair Precinct Chair Precinct # _____	INCUMBENT DECLARATION: (Check this box if you are the incumbent.) <input type="checkbox"/> INCUMBENT
FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)	PUBLIC MAILING ADDRESS (Optional) (Address at which you receive campaign related correspondence, if available.)
CITY STATE ZIP	CITY STATE ZIP
PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related e-mails, if available.)	OCCUPATION (Do not leave blank) DATE OF BIRTH / / VOTER REGISTRATION VUID NUMBER? (Optional)
TELEPHONE CONTACT INFORMATION (Optional) Home: _____ Work _____ Cell _____	LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN IN THE STATE OF TEXAS (Optional) IN PRECINCT/COUNTY FROM WHICH THE OFFICE SOUGHT IS ELECTED (Optional) _____ year (s) _____ year (s) _____ month(s) _____ month(s)
*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statement: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.051, 52.052 and 52.053 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.	
Before me, the undersigned authority, on this day personally appeared _____, who being by me here and now duly sworn, upon oath says: I, (name of candidate) _____ of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct.	
X SIGNATURE OF CANDIDATE	
Sworn to and subscribed before me this the _____ day of _____, _____ by _____ (day) (month) (year) (name of candidate)	
Signature of Officer Authorized to Administer Oath	Printed Name of Officer Authorized to Administer Oath
Notarial or Official Seal	
Title of Officer Authorized to Administer Oath	
TO BE COMPLETED BY COUNTY CHAIR OR SECRETARY OF THE COUNTY EXECUTIVE COMMITTEE: (See Section 1.007)	
<input type="checkbox"/> Voter Registration Status Verified	
Date Filed _____	Signature of Chair or Designee Receiving Filed Application _____
Date Accepted _____ or _____	Signature of Chair or Designee Upon Determination of Application _____
Date Rejected _____	

NEW PRECINCT AND COUNTY CHAIR APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT

- Things to Look for:
 - 9/2023 Revision Date
 - Incumbent Declaration Box



Review of Application

- **Form, Content and Procedure**
 - Was the candidate application submitted timely?
 - Was it filled out properly?
- **Eligibility**
 - On the face of the application, does the candidate meet the eligibility requirements associated with the office of precinct or county chair?



Review of Application (cont)

- **Form, Content and Procedure**
 - Review must be completed no later than the 5th day after application is received
 - However, if application is submitted fewer than five business days before the filing deadline, the review must be completed no later than the first Friday after the filing deadline.
 - Accepting application does not preclude a later determination that there is a deficiency in the application.
 - If rejecting the application, must do so **immediately** and deliver to candidate a **written notice of rejection**.
 - Cannot challenge after the 50th day before election day.

Candidate Eligibility

- To be eligible to be a candidate for or to serve as a county or precinct chair of a political party, a person must:
 - Be a qualified voter of the county
 - Not be a candidate for nomination or election to, or be the holder of, an elective office of the federal, state or county government [Texas Election Code Section 161.005]
- Additionally, to be eligible to be a candidate for or to serve as a **precinct chair**, a person must reside in the election precinct in addition to satisfying other eligibility requirements. [Texas Election Code Section 171.023]

APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT FOR A PRECINCT OR COUNTY CHAIR

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹

Failure to provide required information may result in rejection of application.

APPLICATION FOR _____ CHAIR ON THE _____ PARTY GENERAL PRIMARY BALLOT	
(Precinct or County)	(Democratic or Republican) Box 1
To: County Chair	
I request that my name be placed on the above-named official primary ballot as a candidate for election to the office indicated below.	
OFFICE SOUGHT (circle one) (Include any place number or other distinguishing number, if any.)	INCUMBENT DECLARATION: (Check this box if you are the incumbent.) Box 3
County Chair Precinct Chair Precinct # _____	<input type="checkbox"/> INCUMBENT

Box 1: If left blank, not necessarily fatal to the application.

Box 2: Must indicate if the application is for precinct or county chair.
Precinct chairs must include the precinct number.

Box 3 (NEW): Must indicate status as incumbent county or precinct chair, if applicable. If left blank, this is not fatal to the application.

FULL NAME (<u>First</u> , <u>Middle</u> , <u>Last</u>) Box 4	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* Box 5
--	--

Box 4: Full Name

- Legal name, but does not have to exactly match legal documents.
 - EX: John Michael Smith, John M. Smith, John Smith

Box 5: Name as you want it to appear on ballot

- Nickname rules apply.
- Candidate may use any surname acquired by law or marriage.



PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)			PUBLIC MAILING ADDRESS (Optional) (Address at which you receive campaign related correspondence, if available.)		
Box 6 CITY	STATE	ZIP	Box 7 CITY	STATE	ZIP

Box 6: Permanent Residence Address

- MUST be completed by all candidates
- Even candidates subject to confidentiality (judges and peace officers) must complete this box.

Box 7: Public Mailing Address (Optional)

Candidate Eligibility (cont)

- **Residency**

- Is the candidate a resident of the county or precinct, as applicable?
- Is the address on their application located within that territory?

NOTE: Eligibility verification by the filing authority does NOT include whether the candidates actually live at the address provided. This is left up to the courts.

NOTE: Texas law does not allow a filing authority to make a conclusive determination about the location of a person's residence. Only a court of law may make such a determination.



PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) Box 8	OCCUPATION (Do not leave blank) Box 9	DATE OF BIRTH / / Box 10	VOTER REGISTRATION VUID NUMBER² (Optional) Box 11
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Box 8: Public Email Address (Optional)

- This is what they should use to receive campaign email.

Box 9: Occupation

Box 10: Date of Birth

Box 11: VR Number (VUID) (Optional)

- Not required, but very helpful as it can help you validate their VR status.
- Also puts the candidate on notice that they need to think about their current VR status



Candidate Eligibility (cont)

- **Voter Registration**
 - Is the candidate a registered voter of the territory from which they are seeking office?
 - Is the candidate's registration effective?
 - A candidate's registration must be **EFFECTIVE**. It is not enough to have submitted a registration application.

TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Box 12 Cell:	LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN	
	IN THE STATE OF TEXAS (Optional) _____ year (s) Box 13 _____ month(s)	IN PRECINCT/COUNTY FROM WHICH THE OFFICE SOUGHT IS ELECTED (Optional) _____ year (s) _____ month(s)

Box 12: Contact information (Optional)

- Optional, but helpful to you if you need to contact a candidate.

Box 13: Length of Continuous Residence (Optional)

- Although candidates for county and precinct chair must be a resident of the county or precinct, a particular length of continuous residence is not required.



*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.

Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says:
"I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."

Box 14

X

SIGNATURE OF CANDIDATE

Sworn to and subscribed before me this the _____ day of _____, _____, by _____.
 (day) (month) (year) (name of candidate)

Signature of Officer Authorized to Administer Oath³

Title of Officer Authorized to Administer Oath

Printed Name of Officer Authorized to Administer Oath

Notarial or Official Seal

Box 14: Oath and Notary

- Must be completed and signed and sworn to by candidate.
- If they leave blanks in statement of oath, it is not fatal if the application contains the applicable information.
- Oath must be administered by someone authorized to administer oaths under Chapter 602, Government Code.
- Mistakes by notary are not always fatal. Please call SOS for additional guidance if needed.



TO BE COMPLETED BY COUNTY CHAIR OR SECRETARY OF THE COUNTY EXECUTIVE COMMITTEE: (See Section 1.007)

Voter Registration Status Verified

____/____/____ **Box 15** _____
 Date Filed Signature of Chair or Designee Receiving Filed Application

____/____/____ or ____/____/____ _____
 Date Accepted Date Rejected Signature of Chair or Designee Upon Determination of Application

Box 15: Completed by Filing Authority or Designee Who Received Application

- Failure to complete this box is not fatal to an application!
- Part of this box should be completed at the time the application has been received by the person who takes the application.
- The remainder should be filled in after it has been reviewed and a disposition has been made on the application.
- This contains information to help you know what actions have been taken and when on an application.

