



City of San Antonio
May 6, 2023 General Election
Filing Checklist
Required Documents to be submitted

The following documents shall be submitted by the Applicant in the order listed below. This form will be utilized for processing by the Office of the City Clerk.

Applicant Name: MELISSA CABELLO HAUROA

Date: 1/18/23

Form Name	Applicant Initials	Office of City Clerk use Only	
		Date Received	Staff Initials
1. Campaign Treasurer Appointment (Form CTA) (fillable) https://www.ethics.state.tx.us/data/forms/coh/cta.pdf Office Sought: <u>Council member District 6</u> Treasurer Name: <u>Carlos Cabello</u>	MCH	1/18/23	NC
2. Code of Fair Campaign Practices (Form CFCP) – submission voluntary https://www.ethics.state.tx.us/data/forms/coh/cfcp.pdf	on file	1/18/23	NC
3. Campaign Finance Report System Password Request Form	on file	1/18/23	NC
4. Application for a Place on the Ballot (fillable) https://www.sos.state.tx.us/elections/forms/pol-sub/2-21f.pdf Office Sought: <u>Council member District 6</u>	MCH	1/18/23	NC
5. Supplemental residency documents – 2 required:			
Valid Texas Driver's License or Identification Card	MCH	1/18/23	NC
Valid Bexar County Voter Registration Certificate with address matching that as noted on the Application for a Place on the Ballot	MCH	1/18/23	NC
Original or copy of current utility bill	MCH	1/18/23	NC
Original or copy of most recent personal bank statement			
Original or copy of most recent government check			
Original or copy of most recent paycheck			
Original or copy of most recent government document with name and address (original to be presented if it contains a photograph)			
6A. Submitted \$100 filing fee OR			
6B. Petition signatures in lieu of filing fee https://www.sos.state.tx.us/elections/forms/pol-sub/2-16f.pdf	MCH	1/18/23	NC
All petition pages circulated by a single Circulator are considered as one packet. One petition page with a sworn, completed Affidavit of Circulator is required per packet.			
Petition signatures will be verified within 5 calendar days of receipt.			

< Filing Checklist form is continued on the following page. >

The Applicant has reviewed the below Campaign Finance Regulations which are located on the Office of the City Clerk website: <https://www.sanantonio.gov/ElectionsCampaignFinance/FormsResources>

City of San Antonio Pre -Election Contribution Cycle – list of campaign contribution and expenditure reports required to be submitted and respective deadlines
Regulating Political Funds and Campaigns – Title 15, Election Code
Texas Ethics Commission Rules
City of San Antonio 2018 Municipal Campaign Finance Code
Texas Ethics Commission Political Fundraising
Texas Ethics Commission Political Advertising
City of San Antonio, Chapter 28 - Placement of Political Signs
Department of Human Services Policy on Political Activity at Senior and Community Centers
San Antonio Public Library Policy on Posting Campaign Signs on Library Property

2023 JAN 18 4:10:25 PM
CITY CLERK

The Applicant has been informed that:

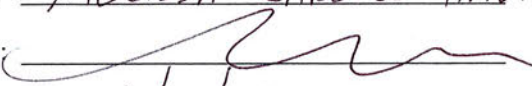
The deadline to submit hard copy originals of their Personal Financial Statement (PFS) and FDR Addendum is 5pm on Thursday, March 9, 2023. The financial documents require the disclosure of personal financial transactions that occurred from January 1, 2022 to December 31, 2022.

The Office of the City Clerk will email the forms to the email address provided on their Application for a Place on the Ballot, unless an alternate email address is provided.

The Drawing for a Place on the Ballot is scheduled for Monday, February 20, 2023 at 10:00 a.m. in the Council Briefing Room in City Hall. The Applicant or their authorized representative shall attend the Drawing for a Place on the Ballot in-person. Parking is available in City Tower.

Signature of this document is an acknowledgment of having read its terms and will serve as authority to access and use these records for the purpose of verifying the truth of the Affidavit of Residency. In signing this document, you are acknowledging that the documentation submitted is now a public record subject to the Texas Public Information Act. This form (Filing Checklist) shall be published with your Application for a Place on the Ballot on the Office of the City Clerk's Election Webpage.

Printed Name of Applicant: MELISSA CABELLO HAVRDA

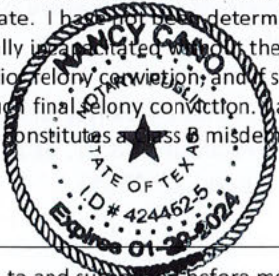
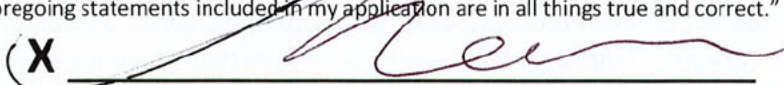
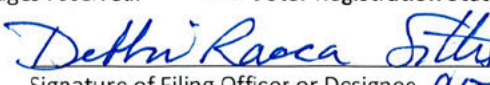
Applicant Signature: 

Date: 1/18/23

< Filing Checklist form end. >

APPLICATION FOR A PLACE ON THE BALLOT FOR A GENERAL ELECTION
FOR A CITY, SCHOOL DISTRICT OR OTHER POLITICAL SUBDIVISION

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹ Failure to provide required information may result in rejection of application.

APPLICATION FOR A PLACE ON THE			May 6, 2022			GENERAL ELECTION BALLOT		
TO: City Secretary/Secretary of Board (name of election)								
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.								
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.) City Council District 6				INDICATE TERM ☒ FULL ☐ UNEXPIRED				
FULL NAME (First, Middle, Last) Melissa Dian Cabello Havrda				PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT* Melissa Cabello Havrda				
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 for which you receive campaign related correspondence, if available.) PO Box 769677				
CITY San Antonio		STATE TX		ZIP 78251		CITY San Antonio		STATE TX ZIP 78245
PUBLIC EMAIL ADDRESS (Optional) (Address for which you receive campaign related emails, if available.) melissa@melissaforsa.com		OCCUPATION (Do not leave blank) Attorney		DATE OF BIRTH		VOTER REGISTRATION VOID NUMBER ² (Optional)		
TELEPHONE CONTACT INFORMATION (Optional) Home: Office: Cell: (210) 213-0012								
FELONY CONVICTION STATUS (You MUST check one)				LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN				
☒ I have not been finally convicted of a felony. ☐ I have been finally convicted of a felony, but I have been pardoned or otherwise released from the resulting disabilities of that felony conviction and I have provided proof of this fact with the submission of this application. ³				IN THE STATE OF TEXAS 48 year(s) 5 month(s)		IN TERRITORY/DISTRICT/PRECINCT FROM WHICH THE OFFICE SOUGHT IS ELECTED 48 year(s) 5 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 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) <u>Melissa Cabello Havrda</u> , who being by me here and now duly sworn, upon oath says: "I, (name of candidate) <u>Melissa Cabello Havrda</u> , of <u>Bexar</u> County, Texas, being a candidate for the office of <u>City Council District 6</u> , 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 with respect to the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I am aware that I must disclose any prior felony conviction, and if so convicted, must provide proof that I have been pardoned or otherwise released from the resulting disabilities of any such final felony conviction. I am aware that knowingly providing false information on the application regarding my possible felony conviction status constitutes a Class B misdemeanor. I further swear that the foregoing statements included in my application are in all things true and correct."								
				 SIGNATURE OF CANDIDATE				
Sworn to and subscribed before me this <u>18th</u> day of <u>January</u> , <u>2023</u> , by <u>Melissa Cabello Havrda</u> (day) (month) (year) (name of candidate)								
 Signature of Officer Authorized to Administer Oath ⁴				<u>Nancy Cano</u> Printed Name of Officer Authorized to Administer Oath				
<u>Officer of the City Clerk</u> Title of Officer Authorized to Administer Oath				Notarial or Official Seal				
TO BE COMPLETED BY FILING OFFICER: THIS APPLICATION IS ACCOMPANIED BY THE REQUIRED FILING FEE (If Applicable) PAID BY: ☐ CASH ☒ CHECK ☐ MONEY ORDER ☐ CASHIERS CHECK OR ☐ PETITION IN LIEU OF A FILING FEE. This document and \$ <u>100.00</u> filing fee or a nominating petition of <u>NA</u> pages received. ☒ Voter Registration Status Verified								
<u>1/18/23</u> Date Received		<u>01/18/2023</u> Date Accepted		(See Section 1.007)		 Signature of Filing Officer or Designee <u>CITY CLERK</u>		

2023 JAN 18 AM 10:26:14
COSA - CITY CLERK

INSTRUCTIONS

An application for a place on the general election for a city, school district or other political subdivision, may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields of the application **must** be completed unless specifically marked optional.

For an election to be held on a uniform election date, the day of the filing deadline is the 78th day before Election Day.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. When a candidate signs the application, it is an acknowledgment that the candidate is aware of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to the officer, or to any other member of the governing body or court on which the officer serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at an election other than the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

FOOTNOTES

¹An application for a place on the ballot, including any accompanying petition, is public information immediately on its filing. (Section 141.035, Texas Election Code)

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Proof of release from the resulting disabilities of a felony conviction would include proof of judicial clemency under Texas Code of Criminal Procedure 42A.701, proof of executive pardon under Texas Code of Criminal Procedure 48.01, or proof of a restoration of rights under Texas Code of Criminal Procedure 48.05. (Texas Attorney General Opinion KP-0251)

One of the following documents must be submitted with this application.

Judicial Clemency under Texas Code of Criminal Procedure 42A.701

Executive Pardon under Texas Code of Criminal Procedure 48.01

Restoration of Rights under Texas Code of Criminal Procedure 48.05

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas. See Chapter 602 of the Texas Government Code for the complete list of persons authorized to administer oaths.