

Chapter 3. Financial Disclosure Reporting System¹

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Subchapter A. General Provisions

3.001 Authority

- (a) Texas Local Government Code chapter 159 sets financial disclosure reporting requirements for some elected district and county officials and authorizes the Commissioners Court to adopt a financial disclosure reporting system for the other district, county, and precinct officials and employees.
- (b) The authority for the Commissioners Court to adopt the financial reporting system is in Texas Local Government Code chapter 159, subchapter B.

3.002 Intent

The Commissioners Court is establishing a financial disclosure reporting system for some county officials and employees.

3.0003 Application

- (a) The county financial disclosure reporting system applies to the following elected county officials: Sheriff, County Tax Assessor-Collector, County Clerk, District Clerk, County Treasurer, and any Constable.

¹ Chapter 3 was adopted by Travis County Commissioners Court on February 2, 2016, Item 35 Revised.

- (b) The county financial disclosure reporting system also applies to the following appointed county and precinct officials:
- (1) County Auditor appointed by the District Judges,
 - (2) County Purchasing Agent appointed by the County Purchasing Board,
 - (3) any County Executive appointed by Commissioners Court, and
 - (4) any Master, Magistrate, or Referee appointed by a Justice of the Peace.

3.004 Interpretation

In this subchapter, if any applicable deadline for filing falls on a Saturday, Sunday, or legal state or national holiday, the Financial Statement is timely if filed on the next day that is not a Saturday, Sunday, or legal state or national holiday.

3.005 Definitions

For the purposes of this chapter, the following words have these meanings:

- (1) "Appointive position" means any of the following positions:
 - (A) County Auditor appointed by the District Judges,
 - (B) County Purchasing Agent appointed by the County Purchasing Board,
 - (C) any County Executive appointed by Commissioners Court, and
 - (D) any Master, Magistrate, or Referee appointed by a Justice of the Peace.
- (2) "Candidate" includes holders of elective offices who are also candidates on the ballot without regard to whether the individual is a partisan candidate, an independent candidate, or a write-in candidate.
- (3) "Elective office" means the offices of Sheriff, County Tax Assessor-Collector, County Clerk, District Clerk, County Treasurer and Constable.
- (4) "Financial Statement" means a personal financial statement that complies with the requirements of Texas Government Code, Chapter 572.
- (5) "Partisan Candidate" means any person seeking an elective office as the candidate of a political party.
- (6) "Regular filing deadline" means the last day for filing an application for a place on the ballot or the last day for filing a declaration of write-in candidacy for certification in the applicable election.

[3.006 - 3.010 Reserved for Expansion]

Subchapter B. Filing Requirements

3.011 Filing Requirements for Holders of Elective Offices

Not later than 5 p.m. of April 30 of each year, the holder of each elective office shall file a Financial Statement with the Travis County Clerk.

3.012 Filing Requirements for Individuals Appointed to be Holders of Elective Offices

- (a) For the year of his or her appointment, an individual who is appointed to be the holder of a vacant elective office must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 30th day after the date of his or her appointment or the date he or she qualifies for the office, whichever is earlier.
- (b) For each subsequent year, an individual who was appointed to be the holder of an elective office must file a Financial Statement with the Travis County Clerk by 5 p.m. of the last day for filing a Financial Statement stated in section 3.011 and sections 3.013 through 3.015, as applicable.

3.013 Filing Requirements for Candidates for Elective Offices in General Elections

- (a) **Regular Filing Deadline.** An individual who is a partisan candidate must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 40th day after the regular filing deadline for partisan candidates. An individual who is an independent candidate must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 40th day after the regular filing deadline for independent candidates. An individual who is a write-in candidate must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 30th day after the regular filing deadline for a declaration of write-in candidacy.
- (b) **Later Filing Deadlines.** If a deadline under which an individual who is a partisan or independent candidate files an application for a place on the ballot or write-in candidate files a declaration of write-in candidacy falls after the regular filing deadline that candidate must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 30th day after that later deadline, unless that later deadline falls after the 35th day before Election Day and, in that case, the candidate must file a Financial Statement not later than 5 p.m. of the 5th day before Election Day.

3.014 Filing Requirements for Candidates for Elective Offices in Special Elections

An individual who is a candidate in a special election for elective office must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 5th day before Election Day.

3.015 Filing Requirements for Nominees to Fill Candidate Vacancies

If the original candidate for an elective office has withdrawn, is declared ineligible, or is deceased, an individual named to fill a vacancy in a nomination as a candidate for that elective office must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 15th day after the date the certificate of nomination is filed.

3.016 Filing Requirements for Appointed Positions

- (a) For the year of his or her appointment, an individual who is appointed to fill an appointive position must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 30th day after the date of his or her appointment or the date he or she qualifies for the office, whichever is earlier.
- (b) For each subsequent year, an individual who was appointed to fill an appointive position must file a Financial Statement with the Travis County Clerk not later than 5 p.m. of the 30th day of April.

3.017 Filing Requirements for County Judge, Commissioners, County Attorney, Justices of the Peace

The financial disclosure reporting requirements for the County Judge, County Commissioners, County Attorney and Justices of the Peace are stated in Texas Local Government Code, Chapter 159, Subchapter A and Texas Government Code, Chapter 572, Subchapter B.

3.018 Filing Requirements for Statutory County and Probate Court Judges

The financial disclosure reporting requirements for the Judges of the statutory County Courts and the Statutory Probate Court are stated in Texas Local Government Code, Chapter 159, Subchapter C and Texas Government Code, Chapter 572, Subchapter B.

3.019 Filing Requirements for District Attorney

The financial disclosure reporting requirements for the District Attorney are stated in Texas Government Code, Chapter 572.