

TEXAS ETHICS COMMISSION

AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A COUNTY EXECUTIVE COMMITTEE

FORM ACECTA – INSTRUCTION GUIDE



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FORM ACECTA – AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A COUNTY EXECUTIVE COMMITTEE

GENERAL INSTRUCTIONS

These instructions are for the AMENDMENT: APPOINTMENT OF A CAMPAIGN TREASURER BY A COUNTY EXECUTIVE COMMITTEE form (ACECTA). Use this form for changing information previously reported on Form CECTA and for adding the names of general-purpose committees to which the committee intends to make contributions. The information entered on Sections 1-18 of this form will replace the information from the previous APPOINTMENT OF CAMPAIGN TREASURER BY A COUNTY EXECUTIVE COMMITTEE form (CECTA).

If the address of the committee's campaign treasurer changes, you must report the change within 10 days after the change occurs. If any other information required to be reported on the APPOINTMENT form (CECTA) changes, you must report the changes no later than the 30th day after the changes occur. Use the AMENDMENT form (ACECTA) to report these changes. Do not use the APPOINTMENT form (CECTA).

You must use the AMENDMENT form (ACECTA) to add the names of other general-purpose committees that will receive contributions from the county executive committee filing this report. The name of the recipient general-purpose committee must be reported on a Form CECTA or ACECTA before the contribution is made.

You must also use the AMENDMENT form to change from regular filing to monthly filing or from monthly filing to regular filing. A county executive committee that does not choose monthly filing when it first appoints a campaign treasurer may change to monthly by giving notice to the Ethics Commission *only during the period that begins January 1 and ends on January 15*. A county executive committee that chooses monthly filing when it first appoints a campaign treasurer may revert to the regular filing schedule *only during the period that begins on January 1 and ends on January 15*.

Except for the committee's name at the top of the form (and its account number), enter only the information that is *different* from what was previously reported. Do not repeat information that has not changed. The "NEW" boxes emphasize that the information entered on this form should only be information that is different from what was previously reported. Any information entered in a space with a "NEW" box will replace the existing information.

SPECIFIC INSTRUCTIONS

Each numbered item in these instructions corresponds to the same numbered item on the form.

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- 1. ACCOUNT #:** The committee was assigned a filer account number when the initial campaign treasurer appointment was filed. The campaign treasurer should have received a letter acknowledging receipt of the form and informing him or her of the committee's account number. Enter this number wherever you see "ACCOUNT #."

2. **TOTAL PAGES FILED:** After completing the form, enter the total number of pages. A “page” is one side of a two-sided form. If you are not using a two-sided form, a “page” is a single sheet.
3. **COMMITTEE NAME:** Enter the full name of the committee, as it is on the committee’s current campaign treasurer appointment, in the space next to the “OLD” box. Enter the committee name in the same way on Page 2, Section 14, of this form. If the committee is reporting a name change, also enter the new name in the space next to the “NEW” box.
4. **ACRONYM:** Complete this Section only if the committee’s acronym has *changed*. If the committee’s acronym has changed, enter completely the committee’s new acronym.
5. **PRINCIPAL COMMITTEE:** Check the “YES” box to designate the county executive committee as the principal political committee for the party in your county. Otherwise, check the “NO” box.

One benefit of this designation is that the principal political committee of a county executive committee is not required to report direct expenditures made to benefit a candidate on its reports of contributions, expenditures, and loans. A direct expenditure is a political expenditure that the county executive committee makes on a candidate’s or officeholder’s behalf without the prior consent or approval of the candidate.

Another benefit of this designation is that the committee is exempt from the requirement of giving notice to candidates and officeholders in regard to direct expenditures made by the committee on their behalf.

6. **COMMITTEE ADDRESS:** Complete this Section only if the committee’s mailing address has *changed*. If the committee’s mailing address has changed, enter the committee’s complete new address (street address or P.O. Box, apartment or suite number, city, state, and zip code).
7. **REPORTING TYPE:** A county executive committee that did not choose monthly filing when it first appointed a campaign treasurer, may change to monthly by giving notice to the Ethics Commission *only during the period that begins on January 1 and ends on January 15*. A county executive committee that chose monthly filing when it first appointed a campaign treasurer, may revert to the regular filing schedule *only during the period that begins on January 1 and ends on January 15*.

“REGULAR” Check this box if the committee is changing from the monthly filing schedule to the regular filing schedule.

“MONTHLY” Check this box if the committee is changing from the regular filing schedule to the monthly filing schedule.

8. **CAMPAIGN TREASURER NAME:** Complete this Section only if the committee’s campaign treasurer has *changed*. If the committee’s campaign treasurer has changed, enter the full name of the committee’s new campaign treasurer.

- 9. CAMPAIGN TREASURER STREET ADDRESS:** Complete this Section only if the campaign treasurer’s street address has *changed*. If the campaign treasurer’s street address has changed, enter the complete new residence or business street address of the committee’s campaign treasurer. (street address, apartment or suite number, city, state, and zip code). Please do not enter a P.O. Box.
- 10. CAMPAIGN TREASURER MAILING ADDRESS:** Complete this Section only if the campaign treasurer’s mailing address has *changed* and is different from the street address entered in Section 9. If the campaign treasurer’s mailing address has changed, enter the new mailing address (street address or P.O. Box, apartment or suite number, city, state, and zip code). If the mailing address is the same as the address entered in Section 9, check the “SAME AS ABOVE” box.
- 11. CAMPAIGN TREASURER PHONE:** Complete this Section only if the campaign treasurer’s phone number has *changed*. If the campaign treasurer’s phone number has changed provide the new phone number, including the area code and, if applicable, the extension.
- 12. PERSON APPOINTING TREASURER:** Complete this Section only if the committee is appointing a new campaign treasurer. Enter the full name of the person who is appointing the committee’s new campaign treasurer.
- 13. SIGNATURE:** If a new appointment is being made, the person appointed campaign treasurer must enter his or her signature in this Section. The campaign treasurer’s signature indicates that he or she is aware that the campaign treasurer must file the committee’s reports and may be subject to possible penalties for failure to do so.

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- 14. COMMITTEE NAME:** Enter the committee name as you did on Page 1, Section 3.
- 15. ACCOUNT #:** Enter the committee’s account number as you did on Page 1, Section 1.

Sections 16 - 18 pertain to the assistant campaign treasurer. If the committee is not appointing a new assistant campaign treasurer, skip these Sections and continue with Section 19. If the committee is appointing a new assistant campaign treasurer, continue with Section 16.

- 16. ASSISTANT CAMPAIGN TREASURER:** Complete this Section only if the committee’s assistant campaign treasurer has *changed*. If the committee’s assistant campaign treasurer has changed, enter the full name of the committee’s new assistant campaign treasurer.
- 17. ASSISTANT CAMPAIGN TREASURER ADDRESS:** Complete this Section only if the assistant campaign treasurer’s mailing address has *changed*. If the committee’s assistant campaign treasurer mailing address has changed, enter the assistant campaign treasurer’s complete new address (street address or P.O. Box, apartment or suite number, city, state, and zip code).

- 18. ASSISTANT CAMPAIGN TREASURER PHONE:** Complete this Section only if the assistant campaign treasurer's phone number has *changed*. If the assistant campaign treasurer's phone number has changed, enter the phone number of the assistant campaign treasurer, including the area code and, if applicable, the extension.

Complete Section 19 only if you are adding names of general-purpose committees that will receive contributions from your committee.

- 19. RECIPIENT COMMITTEE(S):** For each other general-purpose committee to which the county executive committee filing this report intends to make one or more political contributions, enter the following information.

Committee Name: Enter the full name, and acronym, if applicable, of the recipient committee. The name of the recipient committee must be included on a Form CECTA before the contribution is made.

Committee Address: Enter the complete address (street address or P.O. Box, city, state, and zip code) of the recipient committee.

Note: A general-purpose political committee (including a state or county executive committee of a political party) may not make a political contribution to another general-purpose political committee (including a state or county executive committee of a political party) unless the recipient committee is listed on the campaign treasurer appointment for the contributor committee.