

Port Neches-Groves ISD



Instructions for Candidates

Board of Trustee Election: November 3, 2026

1. Saturday, July 18th is the first day to file for a place on the ballot. The office will be open for individuals to pick up candidate packets and/or return completed applications to the superintendent's office between the hours of 7:30 a.m. and 4:30 p.m. daily, Monday through Thursday through July 30, 2025. The office is closed on Friday through July 31st. After July 31st the office will be open until 4:00 p.m. on Fridays. The last day to file an application will be Monday, August 17th and the office will be open for filings from **7:30 a.m. until 5 p.m.** on that day.
2. Drawing for places on the ballot will be at **5:15 p.m., Monday, August 17, 2026** in the Administration Building (776 Magnolia). You are not required to be present; however, you may wish to have someone present to draw for you.
3. Monday, August 24th is the last day for a candidate to withdraw in an election and have their name omitted from the ballot.
4. Forms may be completed in this office or taken out and returned later. However, the signature on the application **must be notarized**. A Notary is available in the administration office for your convenience, or you may use another Notary if you prefer.
5. Detailed instructions are provided for the completion of the forms. **All information on the application is open to the public**; the phone number is optional.

Forms are available at <https://www.pnqisd.org/leadership/leadership/2025-2026-election-information-clone>

6. Form CTA, Appointment of a Campaign Treasurer by a Candidate, must be completed and filed with the application. Instructions for completion of this form are contained in the Form CTA Instruction Guide. Please note the Modified Reporting Declaration on Page 2 of Form CTA. If you sign this declaration, you **MUST NOT RECEIVE CONTRIBUTIONS IN EXCESS OF \$1,110 OR SPEND MORE THAN \$1,110 FOR THE ELECTION**. (Modified Reporting decreases the number of reports required from candidates regarding contributions/expenditures.)

For Assistance With Filing Procedures

The Elections Division may be contacted by mail, phone or email at Elections Division, Office of the Secretary of State, 1019 Brazos St. Austin, TX 78701, 1-800-252-8683, Fax 512-475-2811, <http://www.sos.state.tx.us/>