

Wylie City Council Regular Meeting

February 11, 2025 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

INVOCATION & PLEDGE OF ALLEGIANCE

PRESENTATIONS & RECOGNITIONS

PR1. Black History Month.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Council regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Council requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Council is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Consider, and act upon, approval of January 28, 2025 Regular City Council Meeting minutes.
- B. Consider, and act upon, Resolution No. 2025-02(R) of the City Council of the City of Wylie, Collin, Dallas and Rockwall counties, Texas, ordering a General Election to be held on May 3, 2025, in the City of Wylie, Texas, for the purpose of electing the positions of two Council members (Place 1 and Place 3) of the Wylie City Council, to hold office for a period of three years; designating locations of polling places; designating filing deadlines; and ordering Notices of Election to be given as prescribed by law in connection with such election.
- C. Consider, and act upon, the approval of the purchase of PTZ stormwater camera equipment for Wylie Public Works Stormwater Division from CLS Sewer Equipment Co., Inc. through a cooperative purchasing agreement with Buyboard Contract #676-22, authorizing the City Manager to execute all necessary documents.
- D. Consider, and act upon, the approval of the purchase of school zone flasher assemblies from Paradigm Traffic Systems, in the estimated amount of \$117,000.00 through a cooperative purchasing contract with BuyBoard, and authorizing the City Manager to execute any and all necessary documents.
- E. Consider, and act upon, the award of contract #W2025-80 to WEBUILDFUN for the purchase of a custom shade structure over Pirate's Cove Playground in the estimated amount of \$182,247.00 through a cooperative purchasing contract with Sourcewell and authorizing the City Manager to execute any and all necessary documents.

- F. Consider, and act upon, the approval of purchasing a 2026 International 6-yard Dump Truck from Southwest International Trucks, Inc. in the estimated amount of \$123,208.36 through a cooperative purchasing agreement with BuyBoard and authorizing the City Manager to execute all necessary documents.
- G. Consider, and act upon, changes to the Wylie Public Arts Advisory Board bylaws.

REGULAR AGENDA

- 1. Consider, and act upon, Resolution No. 2025-03(R) of the City Council of the City of Wylie, Collin, Dallas and Rockwall counties, Texas, ordering a Special Election to be held on May 3, 2025, for the purpose of submitting to the qualified voters of the City of Wylie certain proposed amendments to the existing Home Rule Charter of the City of Wylie, in conjunction with the City of Wylie General Election on May 3, 2025.
- 2. Consider, and act upon, Resolution No. 2025-04(R) authorizing the City Manager to execute a Joint General and Special Election Services Contract between the City of Wylie and the Collin County Elections Administrator to be administered by the Collin County Elections Administrator for the May 3, 2025 Wylie General and Special Elections.

EXECUTIVE SESSION

Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING.

A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on its negotiating position.

- ES1. Consider the sale or acquisition of properties located at Brown/Eubanks, FM 544/Cooper, FM 544/Sanden, Jackson/Oak, Regency/Steel, State Hwy 78/Brown, and State Hwy 78/Skyview.

Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING.

This chapter does not require a governmental body to conduct an open meeting:

- (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
- (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- ES2. Deliberation regarding commercial or financial information that the WEDC has received from a business prospect and to discuss the offer of incentives for Projects: 2021-4b, 2021-6c, 2022-1b, 2022-1c, 2023-1c, 2023-2d, 2023-11a, 2023-11b, 2024-2d, 2024-4e, 2024-5a, 2024-5f, 2024-7a, 2024-7b, 2024-7e, 2024-8a, 2024-8b, 2024-8c, 2024-8d, 2024-9b, 2024-9c, 2024-9d, 2024-9e, 2024-9f, 2024-10a, 2024-10b, 2024-10c, 2024-11a, 2024-11b, 2024-11c, 2024-11d, 2024-11e, 2024-12a, 2024-12b, 2024-12c, 2025-1a, 2025-1b, 2025-1c, 2025-2a, 2025-2b, and 2025-2c.

Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING.

(a) This chapter does not require a governmental body to conduct an open meeting:

- (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) to hear a complaint or charge against an officer or employee.
- (b) Subsection (a) does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

- ES3. Discuss the job performance of the City Manager.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

READING OF ORDINANCES

Title and caption approved by Council as required by Wylie City Charter, Article III, Section 13-D.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on February 7, 2025 at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary’s Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the City Council should determine that a closed or executive meeting or session of the City Council or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the City Council at the date, hour and place given in this notice as the City Council may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

- § 551.071 – Private consultation with an attorney for the City.
- § 551.072 – Discussing purchase, exchange, lease or value of real property.
- § 551.074 – Discussing personnel or to hear complaints against personnel.
- § 551.087 – Discussing certain economic development matters.
- § 551.073 – Discussing prospective gift or donation to the City.
- § 551.076 – Discussing deployment of security personnel or devices or security audit.



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, approval of January 28, 2025 Regular City Council Meeting minutes.

Recommendation

Motion to approve the Item as presented.

Discussion

The minutes are attached for your consideration.

Wylie City Council Regular Meeting Minutes

January 28, 2025 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



CALL TO ORDER

Mayor Matthew Porter called the regular meeting to order at 6:00 p.m. The following City Council members were present: Councilman David R. Duke, Councilman Dave Strang, Mayor *pro tem* Jeff Forrester, Councilman Scott Williams, Councilman Sid Hoover, and Councilman Gino Mulliqi.

Staff present included: City Manager Brent Parker; Deputy City Manager Renae Ollie; Assistant City Manager Lety Yanez; City Attorney Richard Abernathy; Fire Chief Brandon Blythe; Digital Media Specialist Kristina Kelly; City Secretary Stephanie Storm; Assistant Police Chief Tommy Walters; Assistant Parks and Recreation Director Brent Stowers; Community Services Director Jasen Haskins; Finance Director Melissa Brown; Public Works Director Tommy Weir; Public Arts Coordinator Carole Ehrlich; and various support staff.

INVOCATION & PLEDGE OF ALLEGIANCE

Councilman Williams led the invocation and Councilman Hoover led the Pledge of Allegiance.

PRESENTATIONS & RECOGNITIONS

PR1. Young Men's Service League Wylie Chapter.

Mayor Porter recognized the Young Men's Service League Wylie Chapter. Members of the Wylie Chapter were present for the recognition.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Council regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Council requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Council is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

No persons were present wishing to address the Council.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. **Consider, and act upon, approval of January 14, 2025 Regular City Council Meeting minutes.**
- B. **Consider, and place on file, the monthly Revenue and Expenditure Report for the Wylie Economic Development Corporation as of December 31, 2024.**
- C. **Consider, and act upon, the City of Wylie Monthly Revenue and Expenditure Report for December 31, 2024.**

- D. Consider, and place on file, the City of Wylie Monthly Investment Report for December 31, 2024.
- E. Review, and place on file, the Wylie Police Department 2024 Racial Profiling Analysis.
- F. Consider, and act upon, Ordinance No. 2025-07 for an amendment to Planned Development 2001-28 to allow for a telecommunication use on 0.055 acres. Property located at 1401 Country Club Road (ZC 2024-10).
- G. Consider, and act upon, the approval of the purchase of one (1) passenger van for the Parks and Recreation Department through a cooperative purchasing agreement with the Sheriffs' Association of Texas, authorizing the City Manager to execute any necessary documents.

Council Action

A motion was made by Councilman Mulliqi, seconded by Councilman Duke, to approve the Consent Agenda Item as presented. A vote was taken and the motion passed 7-0.

EXECUTIVE SESSION

Mayor Porter convened the Council into Executive Session at 6:13 p.m.

Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING.

If A governmental body may not conduct a private consultation with its attorney except:

- (1) when the governmental body seeks the advice of its attorney about:
 - (A) pending or contemplated litigation; or
 - (B) a settlement offer; or
- (2) on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.

ES1. Receive legal advice from the City Attorney regarding Trinity Valley Ranch, LLC v. City of Wylie, Cause No. 493-02900-2024 pending in the 493rd District Court.

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

Mayor Porter reconvened the Council into Open Session at 6:39 p.m.

REGULAR AGENDA

- 1. Consider, and act upon, acceptance of the Annual Comprehensive Financial Report (ACFR) for FY 2023-24 following a presentation by the audit firm Weaver, LLP.

Staff Comments

John DeBurro, representing Weaver, LLP. gave a brief presentation to the Council.

Council Action

A motion was made by Mayor *pro tem* Forrester, seconded by Councilman Williams, to approve Item 1 as presented. A vote was taken and the motion passed 7-0.

- 2. Consider, and act upon, Ordinance No. 2025-08 amending Wylie's Code of Ordinances, Ordinance No. 2021-17, as amended, Appendix A (Comprehensive Fee Schedule), Section II (Garbage, Trash and Brush Fees), Section VI (Planning and Zoning), Section VII (Police Department), Section VIII (Public Library), and Section XII (Municipal Court Fees).

Staff Comments

City Secretary Storm presented and answered questions from the Council.

Council Action

A motion was made by Councilman Mulliqi, seconded by Mayor *pro tem* Forrester, to approve Item 2 as presented. A vote was taken and the motion passed 7-0.

3. **Consider, and act upon, the approval of the Municipal Walking Trails, Phase 3 artist design by Sonny Behan at a cost not to exceed \$59,190, including a contract to commission the art, and authorizing the City Manager to execute any and all necessary documents.**

Staff Comments

Public Arts Coordinator Ehrlich played a video from artist Sonny Behan about the project.

Council Action

A motion was made by Councilman Mulliqi, seconded by Councilman Williams, to approve the updated design as presented. A vote was taken and the motion passed 7-0.

4. **Consider, and act upon, the approval of the Municipal Walking Trails, Phase 3 (2) artist design by Seth Vandable at a cost not to exceed \$60,000, the approval of a contract to commission the art, and authorizing the City Manager to execute any and all documents.**

Staff Comments

Artist Seth Vandable gave a brief presentation to the Council. Public Arts Coordinator Ehrlich answered questions from Council.

Council Action

A motion was made by Councilman Williams, seconded by Councilman Strang, to approve Item 4 as presented. A vote was taken and the motion passed 7-0.

WORK SESSION

Mayor Porter convened the Council into Work Session and into a break at 7:27 p.m.
Mayor Porter reconvened the Council into Work Session at 7:33 p.m.

WS1. Discuss partnering with the Corps of Engineers on a lease agreement for East Fork and Avalon Park.

City Manager Parker gave a brief overview and answered questions about partnering with the Corps of Engineers on a lease agreement for East Fork and Avalon Park.

Council directed staff to move forward with providing a letter of intent to the Corps of Engineers.

WS2. Discuss the proposed Vecina manufactured home development generally located at the northeast corner of E. FM 544 and Alanis Drive.

Kyle Vrla and Doug Whitby, representing First Step Homes, LLC addressed the Council giving a brief presentation on the proposed Vecina manufactured home development and answered questions from the Council.

Council comments included concerns about including duplex models but not double wides, the proposed use does not match the comprehensive land use map, increased traffic, lowering property values in Bozman Farms, increased school enrollment, and high density; would like to see double wides instead of duplex models, increase lot size to be closer to the City standard, lessen the density, would like uniformity of the home look in the planned development, and like the look of the proposed development.

WS3. Discuss moving the regularly scheduled June 10, 2025 City Council meeting date.

Council directed staff to move the June 10, 2025 City Council meeting to June 11, 2025.

RECONVENE INTO REGULAR SESSION

Mayor Porter reconvened the Council into Regular Session at 8:34 p.m.

READING OF ORDINANCES

Title and caption approved by Council as required by Wylie City Charter, Article III, Section 13-D.

City Secretary Storm read the captions to Ordinance Nos. 2025-07 and 2025-08 into the official record.

ADJOURNMENT

A motion was made by Councilman Strang, seconded by Councilman Mulliqi, to adjourn the meeting at 8:36 p.m. A vote was taken and the motion passed 7-0.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2025-02(R) of the City Council of the City of Wylie, Collin, Dallas and Rockwall counties, Texas, ordering a General Election to be held on May 3, 2025, in the City of Wylie, Texas, for the purpose of electing the positions of two Council members (Place 1 and Place 3) of the Wylie City Council, to hold office for a period of three years; designating locations of polling places; designating filing deadlines; and ordering Notices of Election to be given as prescribed by law in connection with such election.

Recommendation

Motion to approve the Item as presented.

Discussion

The offices of two City Council members, Places 1 and 3, will expire in May 2025. By the proposed Resolution, the City Council will order a General Election to be held on May 3, 2025.

The Election shall be administered by the Collin County, Rockwall County, and Dallas County Elections Administrators. The Collin County Elections Administrator shall administer the Election for the Collin County portion of Wylie, the Rockwall County Elections Administrator shall administer the Election for the Rockwall County portion of Wylie, and the Dallas County Elections Administrator shall administer the Election for the Dallas County portion of Wylie.

Wylie voters shall vote in the county in which they are registered. This Resolution stipulates the polling places where qualified voters can cast ballots for the election. It also outlines the early voting by personal appearance locations and deadlines for filing.

The 2025 Election Calendar is attached for your review.

RESOLUTION NO. 2025-02(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, COLLIN, DALLAS AND ROCKWALL COUNTIES, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON MAY 3, 2025, IN THE CITY OF WYLIE, TEXAS, FOR THE PURPOSE OF ELECTING THE POSITIONS OF TWO COUNCIL MEMBERS (PLACE 1 AND PLACE 3) OF THE WYLIE CITY COUNCIL, TO HOLD OFFICE FOR A PERIOD OF THREE YEARS; DESIGNATING LOCATIONS OF POLLING PLACES; DESIGNATING FILING DEADLINES; AND ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH SUCH ELECTION.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, THAT:

SECTION 1: An election is hereby ordered to be held on Saturday, May 3, 2025, for the purpose of electing persons to the offices of Council Members for Places 1 and 3; and

SECTION 2: The election shall be administered by the election's administrators of Collin, Dallas and Rockwall Counties. The election officers and maximum number of clerks for said polling place shall be determined and appointed in accordance with the provisions of the contracts for election administration services. The designated Election Day polling places are as follows:

The closest Election Day locations for Collin County voters are Collin College Wylie Campus (Lobby), 391 Country Club Road, Wylie, Texas 75098 and Wylie Community Park Center (Meeting Room East), 800 Thomas Street #100, Wylie, Texas 75098.

The closest Election Day locations for Dallas County voters are Sachse City Hall (Courtroom), 3815-B Sachse Road, Sachse, Texas 75048; B G Hudson Middle School (Practice Gym), 4405 Hudson Drive, Sachse, Texas 75048; or Liberty Grove Elementary School (Computer Lab 401), 10201 Liberty Grove Road, Rowlett, Texas 75089.

The closest Election Day location for Rockwall County voters is Rockwall County Library (Community Room), 1215 E. Yellowjacket Lane, Rockwall, Texas 75087.

Collin, Dallas, and Rockwall County voters may vote at any of the additional election day voting locations open under full contract services with the County Elections Administration for each respective county.

Election polls shall be open from 7:00 a.m. until 7:00 p.m. on the date of the election.

SECTION 3: The election shall be administered by the election's administrators of Collin, Dallas and Rockwall Counties. The election officers and maximum number of clerks for said polling place shall be determined and appointed in accordance with the provisions of the contracts for election administration services. The designated Early Voting polling places, dates, and hours, and information for applications for ballot by mail are as follows:

Wylie early voting locations for Collin County voters are Collin College Wylie Campus (Lobby), 391 Country Club Road, Wylie, Texas 75098, or Wylie Community Park Center (Meeting Room East), 800 Thomas Street #100, Wylie, Texas 75098. The main Early Voting location for Collin County voters is Collin County Elections (Voting Room), 2010 Redbud Boulevard, Ste. 102, McKinney, Texas 75069. For

more information regarding the City early voting locations within Collin County, please contact the Collin County Elections Department at (800) 687-8546 or www.collincountytx.gov/elections.

The main Early Voting location for Dallas County voters is the Dallas County Elections Training/Warehouse (Vote Center), 1460 Round Table Drive, Dallas, Texas 75247. For more information regarding the City early voting locations within Dallas County, please contact the Dallas County Elections Department at (469) 627-8683 or www.dallascountyvotes.org.

The main Early Voting location for Rockwall County voters is the Rockwall County Library (Community Room), 1215 E. Yellowjacket Lane, Rockwall, Texas 75087; however, if both the City of Rockwall and Rockwall ISD are able to cancel their elections, the primary Early Voting location will be held at the city with the largest population within Rockwall County that is holding an election. For more information regarding the City early voting locations within Rockwall County, please contact the Rockwall County Elections Department at (972) 204-6200 or www.rockwallvotes.com.

Collin, Dallas, and Rockwall County voters may vote at any of the additional early voting locations open under full contract services with the County Elections Administration for each respective county. Early voting times and locations are subject to change.

Early voting for Collin County voters will begin on April 22, 2025 and continue through April 26, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 28, 2025 and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

Early voting for Dallas County voters will begin on April 22, 2025 and continue through April 25, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 27, 2025 from 12:00 p.m. to 6:00 p.m.; and April 26, 2025, April 28, 2025, and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

Early voting for Rockwall County voters will begin on April 22, 2025 and continue through April 25, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 26, 2025 from 10:00 a.m. to 3:00 p.m.; and April 28, 2025 and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

For Collin County voters, applications for ballot by mail shall be requested from and mailed to Collin County Elections, Attn: Kaleb Breaux, Early Voting Clerk, 2010 Redbud Boulevard Suite 102, McKinney, Texas 75069, faxed to 972-547-1996, or emailed to absenteemailballoting@collincountytx.gov.

For Dallas County voters, applications for ballot by mail shall be requested from and mailed to Dallas County Elections, Attn: Heider Garcia, 1520 Round Table Drive, Dallas, Texas 75247, faxed to 214-819-6303, or emailed to evapplications@dallascounty.org.

For Rockwall County voters, applications for ballot by mail shall be requested from and mailed to Rockwall County Elections, Attn: Christopher Lynch, 915 Whitmore Drive, Suite D, Rockwall, Texas, faxed to 972-204-6209, or emailed to elections@rockwallcountytexas.com.

Applications for ballots by mail must be received no later than the close of business on April 22, 2025. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received (Texas Election Code 84.007).

SECTION 4: Candidates must file for a specific place and adhere to the filing deadlines

accordingly. Candidate Packets are available in the City Secretary's Office. The candidate filing periods for the General Election for Council seats, Place 1 and Place 3 are as follows:

General Election Filing for Council Seats Places 1 and 3

Beginning: January 15, 2025 at 8:00 a.m.

Ending: February 14, 2025 at 5:00 p.m.

Candidates must file:

- In person at the City Secretary's Office, 300 Country Club Road, Building 100, Wylie, Texas 75098; or
- by mail to the City Secretary's Office, 300 Country Club Road, Building 100, Wylie, Texas 75098 (an application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority); or
- by fax to 972-516-6026; or
- by email to stephanie.storm@wylietexas.gov

Please be advised that an application and petition must be signed and notarized prior to filing via mail, fax, or email.

SECTION 5: For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Collin County: ES&S ExpressVote Universal voting machines (EVS 6.1.1.0), ES&S ExpressTouch curbside voting machines (EVS 6.1.1.0), ES&S DS200 ballot counters (EVS 6.1.1.0), ES&S Model DS450 and DS850 High-Speed Scanners/Tabulators (EVS 6.1.1.0), along with the required ancillary parts and services required for such voting tabulation system.

For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Dallas County: ExpressVote Universal Voting System (EVS 6.0.2.0) consisting of Firmware 2.4.0.0; the ES&S DS200 Digital Precinct Scanner (EVS 6.0.2.0) consisting of Firmware 2.17.0.0; and ES&S Model DS850 High-Speed Scanner/Tabulator, Version 1 (EVS 6.0.2.0), along with the required ancillary parts and services required for this voting tabulation system.

For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Rockwall County: ES&S ExpressVote Universal voting machines (EVS 6.0.2.0), ES&S DS200 ballot counters (EVS 6.0.2.0), ES&S Model DS450 High-Speed Scanner/Tabulator (EVS 6.0.2.0), along with the required ancillary parts and services required for such voting tabulation system.

SECTION 6: The City Secretary is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of this election. The election, including providing notice of the election, shall be conducted in accordance with the Texas Election Code and other applicable law, and all resident qualified and registered voters of the City shall be eligible to vote at the election.

SECTION 7: The Mayor and the City Secretary of the City, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the election, whether or not expressly authorized herein.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Collin, Dallas, and Rockwall Counties, Texas, on this the 11th day of February, 2025.

Matthew Porter, Mayor

ATTEST:

Stephanie Storm, City Secretary

Election Advisory No. 2024-37

May 3, 2025 Election Law Calendar

The uniform election date in May of an odd-numbered year is a date on which many local political subdivisions, such as cities, school districts, and water districts, have their regular general elections for members of their governing bodies or special elections to fill vacancies. Therefore, this calendar is required to meet the needs of many diverse governmental bodies.

House Bill 357 (88th Leg., R.S., 2023) amended Section 2.025 of the Texas Election Code to require the Secretary of State to set the runoff date for all runoff elections resulting from an election held on a uniform election date. Pursuant to Section 2.025, the Secretary of State has designated Saturday, June 7, 2025 as the election date for all runoff elections resulting from elections held by local political subdivisions on the May 3, 2025 Uniform Election Date.

If there are questions about the applicability of something in this calendar to your specific election, do not hesitate to call the Elections Division of the Office of the Texas Secretary of State at 1-800-252-VOTE (8683).

[Collapse All](#) | [Expand All](#)

1. Campaign Information

Under Title 15 of the Texas Election Code, candidates running for an office must file campaign contribution and expenditure reports. For further information and all questions about such disclosure filings, campaign finance, and political advertising, please contact the [Texas Ethics Commission](#) at 201 E. 14th Street, 10th Floor, Austin, Texas 78701; call 512-463-5800; or access their website.

2. Statutory and Administrative Code References

Unless otherwise indicated, all references are to the Texas Election Code. The county election officer is the county clerk, the county elections administrator, or the county tax assessor- collector, depending on the actions of the county commissioners court. (Secs. 31.031, 31.071, 31.091). The county voter registrar is the county clerk, the county elections administrator, or the county tax assessor-collector, depending on the actions of the county commissioners court. (Secs. 12.001, 12.031, 31.031, 31.071).

Any references to the Texas Administrative Code are cited to the relevant section of the "T.A.C."

3. Web Posting Requirements

Please see our Web Posting Advisory, [Tex. Sec'y of State Election Advisory No. 2019-19](#), for more details on web posting requirements; however, the requirements are summarized below.

As of January 1, 2020, each county *shall maintain* a website. (Sec. 26.16(a), Tax Code).

A political subdivision with the authority to impose a tax that maintained a publicly accessible website at any time on or after January 1, 2019, and that is not subject to Section 2051.202 of the Government Code must post the following items on the entity's Internet website (Secs. 2051.201, 2051.202, Government Code). See [Internet Posting Requirements for Political Subdivisions \(PDF\)](#):

1. The political subdivision's contact information, including a mailing address, telephone number, and e-mail address;
2. Each elected officer of the political subdivision;
3. The date and location of the next election for officers of the political subdivision;
4. The requirements and deadline for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for the office;
5. Each notice of a meeting of the political subdivision's governing body under Subchapter
6. C, Chapter 551 of the Government Code; and Each record of a meeting of the political subdivision's governing body under Section 551.021 of the Government Code. (Sec. 2051.201, Government Code).

Our office recommends consulting with your political subdivision's local counsel regarding the particular posting requirements under Subdivisions (5) and (6) referenced above. Please note, the requirements for posting notice of meetings and record of meetings of the political subdivision's governing body do not apply to:

1. A county with a population of less than 10,000;
2. A municipality with a population of less than 5,000 located in a county with a population of less than 25,000; or
3. A school district with a population of less than 5,000 in the district's boundaries and located in a county with a population of less than 25,000.

NOTE - Section 2051.202 of the Government Code requires a special purpose district with certain financial and population characteristics to post specific information on an Internet website. "Special purpose district" excludes from the term a municipality, county, junior college district, independent school district, groundwater conservation district, river authority, or political subdivision with statewide jurisdiction. (Sec. 2051.202, Government Code).

NOTE - An election officer must post, in an accessible manner on the county clerk's/election administrator's internet website, all procedures and accommodations available for voters with disabilities. (Sec. 63.0015). See Tex. Sec'y of State Election Advisory No. 2023-14.

During the 21 days before the election, a debt obligation order under Section 3.009 must be posted on the political subdivision's Internet website, prominently and together with the notice of the election, a copy of the sample ballot, and the contents of the proposition, if the political subdivision maintains an Internet website. (Sec. 4.003(f)).

NOTE - Per Section 4.009 of the Code, not later than the 21st day before election day, a county that holds an election or provides election services for an election must post certain information related to their upcoming elections. A city or independent school district that holds an election and maintains an Internet website must also post this same election information on their website even if the county is also posting this data.

- The date of the election;
- The location of each polling place;
- Each candidate for an elected office on the ballot; and
- Each measure on the ballot. (Sec. 4.009).

NOTE - Section 65.016 of the Code requires a county that holds an election or provides election services for an election for a public entity must post certain information on their website. A city or independent school district that holds an election and maintains an Internet website must also post certain information on their website related to election results, even if the county is also posting such information. Information should be posted **as soon as practicable after the election** and must be accessible without having to make more than two selections or view more than two network locations after accessing the home page of the county, city or school district, whichever is applicable. Required information on the websites must include:

- the results of each election;
- the total number of votes cast;
- the total number of votes cast for each candidate or for or against each measure;
- the total number of votes cast by personal appearance on election day;
- the total number of votes cast by personal appearance or mail during the early voting period; and
- the total number of counted and uncounted provisional ballots cast. (Sec. 65.016).

We recommend that election results information remain posted on the entity's main page (or within two clicks of the main page) at least until the next election, and that the information continues to be available for the full 22-month retention period for election records. Entities may choose to make older election results information available on their website.

NOTE - Notice of a meeting of the county election board must be posted not later than 48 hours before each meeting of the county election board. The county clerk/elections administrator shall post notice of the meeting on the county's website, if the county maintains a website. (Sec. 51.002).

4. May Uniform Date (Odd-Numbered Years)

With few exceptions, counties are not authorized to hold an election ordered by county authority on the May uniform election date in an even-numbered year. A county elections administrator may refuse to provide election services by contract for an election that is held on the May uniform election date in an even-numbered year. (Sec. 41.001(d)). Thus, for **May 3, 2025** (odd-numbered year), we return to the general rules: counties are authorized to hold an election ordered by county authority in May 2025; and a county elections administrator **may not refuse** to provide election services by contract in May 2025.

5. Required Use of County Polling Places

Political Subdivisions other than Counties: Political subdivisions are not required to use county election precincts and polling places for elections held on the May uniform date. The governing body of a political subdivision other than a county shall establish the election precincts for elections ordered by an authority of the political subdivision and follow the requirements of Sections 42.061 and 42.0615.

6. Notice of Candidate Filing Periods

The authority with whom an application for a place on the ballot is filed must post a [Notice of Deadline to File an Application for Place on the Ballot \(PDF\)](#), listing the filing period dates in a building in which the authority maintains an office. The notice must be posted not later than the 30th day **before** the first day to file. (Sec. 141.040). If you order a special election to fill a vacancy, the order must include the filing deadline; we recommend posting the notice of the filing period as soon as practicable after a special election is ordered. Note that an application for a place on the ballot for a special election may not be filed before the election is ordered.

NOTE - The authority with whom an application for a place on the ballot is filed **MUST** designate an e-mail address in the notice required by Section 141.040 of the Code for the purpose of filing an application for a place on the ballot. (Sec. 141.040).

Most elective offices require that a candidate be a registered voter of the territory that the office is elected from as of the filing deadline or as of other statutory deadlines. (Sec. 141.001). For more information on the candidate voter registration requirement, see [Voter Registration Requirements for Candidates](#).

For more information on local political subdivision elections, please see our [Candidate's Guide for Local Political Subdivisions](#).

7. Joint Election Requirement for School Districts

School districts conducting trustee elections must have joint polling places on election day with either:

1. a city holding an election on the uniform election day (located wholly or partly within the school district's boundaries);
2. a public junior college district if it is having an election for members of its governing board in which the school district is wholly or partly located;
3. in limited circumstances, a hospital district; or
4. the county on the November uniform election day in even-numbered years.

For purposes of this calendar, we will continue to use separate subheadings for cities and school districts when their rules are different. However, many entities will be engaging in joint election agreements. (Sec. 11.0581, Texas Education Code; Sec. 271.002).

NOTE – At minimum, a school district needs to share polling places with a city or public junior college district conducting an election on the uniform election day. Sharing polling places is sufficient to meet the joint election requirement.

8. Joint Elections Generally

Many entities will have joint elections for the May 3, 2025 election. Note that the entries in this calendar are generally written in terms of elections held individually rather than jointly.

Depending on the plan, different entities may choose not to hold early voting together and to do things separately. Not all joint election plans are alike. With a few exceptions, we do not discuss the impact of coordinating rules for a joint election, as we think this would make the calendar longer and confusing. We encourage joint election partners to read through the entire calendar, taking note of the rules affecting the partner entities, and to address the differences within the agreement itself. If you have questions about how different rules apply to a particular joint election plan, please contact our office by phone or email.

9. Notice of Elections

Political subdivisions other than cities and school districts may have specific statutory notice requirements. In the absence of specific statutory requirements, such political subdivisions must post a notice on or before the 21st day before the election. (Sec. 4.003(b)). For the Saturday, May 3, 2025 election, this notice must be posted on or before Saturday, April 12, 2025. (Secs. 1.006, 4.003(b)). The general rule is that, additionally, notice must be given using one of the following methods:

1. By posting a notice in each election precinct in which the election is to be held on or before the 21st day before the election, Saturday, April 12, 2025. (Sec. 4.003(a)(2)).
2. By publishing the notice at least once between the 30th day and the 10th day before the election, Thursday, April 3, 2025–Wednesday, April 23, 2025. (Sec. 4.003(a)(1)).
3. By mailing a copy of the notice to each registered voter of the territory covered by the election, not later than the 10th day before election day, Wednesday, April 23, 2025. (Sec. 4.003(a)(3)).

Cities and School Districts: Cities and school districts are required to publish their notice in a newspaper in accordance with Section 4.003(a)(1) (See number 2 above) and may also give any additional notice. (Sec. 4.003(c)).

Home-Rule Charter Cities: Home-rule cities MUST also give notice as provided in their charters.

Notice for Political Subdivisions other than Counties, School Districts, and Cities: Political subdivisions other than counties, school districts, and cities may have specific statutory election notice requirements either in their enabling acts or in the code governing them (such as the Water Code). In the absence of specific statutory requirements, such political subdivisions may post a copy of the notice on or before the 21st day before the election (i.e., Saturday, April 12, 2025) on the bulletin board used for posting notices of the meetings of the governing body of the political subdivision. (Sec. 4.003(b)).

Note for All Political Subdivisions: The governing body of a political subdivision must deliver notice of the election to the county election officer and voter registrar of each county in which the political subdivision is located not later than the 60th day before election day, Tuesday, March 4, 2025. (Sec. 4.008). The county must post any notice provided to the county by a political subdivision conducting an election in the county to the county's website no later than the 21st day before election day, Saturday, April 12, 2025. (Sec. 4.003(b)).

Note for Counties: Section 4.003 requires that counties post on the county website the notice and list of polling locations of any political subdivision that delivers their notice to the county under Section 4.008. The county must post any notice provided to the county by a political subdivision conducting an election in the county to the county's website no later than the 21st day before election day, Saturday, April 12, 2025. (Sec. 4.003(b)). This is regardless of whether the county is contracting with the entity. (Secs. 1.021, 4.004, 85.007). See Note for All Political Subdivisions above.

NOTE - In addition to any other notice given, notice of an election ordered by the governor, by a county authority, or by an authority of a city or school district must be given by the method prescribed by Section 4.003(a)(1) of the Code. (Sec. 4.003(c)).

This notice must include:

1. The type and date of the election;
2. The location of the main early voting polling place, **including the street address, room number, and building name. The notice must designate which location is the main early voting polling place;**
3. The location of each polling place, **including the street address, room number, and building name;**
4. The hours the polls will be open;
5. The regular dates and hours for early voting by personal appearance;
6. The dates and hours of any Saturday or Sunday early voting;
7. The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website;
8. We **recommend** that the information regarding branch early voting locations be included as part of your notice; and
9. Any other information required by law.

NOTE - Section 4.004 of the Code requires the notice of election to include the Internet website of the authority conducting the election. (Sec. 4.004(a)).

NOTE - Section 85.004 of the Code provides that an election order and election notice must designate which location is the main early voting polling place. (Sec. 85.004).

NOTE – ANY notice of polling locations must include more detailed information regarding the polling locations including: the polling location's street address, any applicable suite or room number, and any applicable building name. (Sec. 1.021).

NOTE - The notice of a special election must also state each office to be filled or the propositions stating each measure to be voted on. (Sec. 4.004(b)). See [Notice of Special Election \(Cities, Schools, and Other Political Subdivisions\) \(PDF\)](#).

NOTE - Section 83.010 of the Code requires an election order and the election notice to state the early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website. (Sec. 83.010).

Note regarding branch early voting locations: The branch early voting locations are no longer a required part of your notice under the Texas Election Code. (Sec. 4.004).

The following forms may be used:

- [Notice of General Election for Cities \(PDF\)](#)
- [Notice of General Election for Other Political Subdivisions \(Including Schools\) \(PDF\)](#)
- [Notice of Special Election for Counties \(PDF\)](#)
- [Notice of Special Election \(Cities, Schools, and Other Political Subdivisions\) \(PDF\)](#)

All Political Subdivisions: The election notice shall be posted on the political subdivision's website, if the political subdivision maintains a website. For political subdivisions other than counties, the original order and notice should include all days and hours for early voting by personal appearance, including voting on **ANY** Saturday or Sunday. (Secs. 85.006, 85.007).

Note for Counties: The election notice must be subsequently amended to include voting ordered for **ANY** Saturday or Sunday and must be posted on the political subdivision’s website, if maintained.

Notice for Bond Elections: Entities holding bond elections must provide additional notice per Section 4.003(f). A debt obligation order under Section 3.009 must be posted:

1. On election day and during early voting by personal appearance, in a prominent location at each polling place;
2. Not later than the 21st day before the election (Saturday, April 12, 2025), in three public places in the boundaries of the political subdivision holding the election; and
3. During the 21 days before the election, on the political subdivision’s Internet website, prominently and together with the notice of the election, a copy of the sample ballot, and the contents of the proposition, if the political subdivision maintains an Internet website.

The same requirements apply to the voter information document required by Government Code Section 1251.052(b) (see law for full contents of notice). The requirement referenced in Section 1251.052(b) of the Government Code applies to a political subdivision with at least 250 registered voters on the date the governing body of the political subdivision adopts the debt obligation election order.

Notice of Nearest Polling Places in Countywide Election: EACH countywide polling place must post a notice, at that location, of the four nearest locations, by driving distance. (Sec. 43.007(o)). [Notice of Four Nearest Countywide Polling Place Locations \(PDF\)](#).

10. Regular Days and Hours for Voting

Political Subdivisions: For all elections in which the county is **NOT** the early voting clerk, early voting must be conducted at the main early voting location on each weekday that is not a legal state holiday for a period of at least **nine (9) hours** unless the territory has fewer than 1,000 registered voters. For territories with less than 1,000 registered voters, voting shall be conducted for at least **four (4) hours** each day. Voting may not be conducted earlier than 6:00 AM or later than 10:00 PM. (Sec. 85.005(b)).

Note for Cities: Section 85.005(d) no longer requires cities to choose two weekdays for the main early voting polling place location to be open for at least 12 hours during the regular early voting period. (Sec. 85.005). [Tex. Sec’y of State Election Advisory No. 2023-10](#).

11. Extended Early Voting Hours and Branch Locations

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 20	21	22	23	24	25	26
	San Jacinto Day (Legal Holiday)	at least 9 hours*	at least 9 hours*	at least 9 hours*	at least 9 hours*	Only if inclu election
27	28	29	30	May 1	May 2	May 3
Only if included in order of election	at least 9 hours*	at least 9 hours*				Election Da

*If less than 1,000 registered voters, then at least 4 hours each weekday

Note for Counties: The county election officer may order early voting on a Saturday or Sunday, and determine the hours for such Saturday or Sunday early voting. This must be done by written [order \(PDF\)](#). (Secs. 85.006(b), 85.006(c)). [Notice \(PDF\)](#) of Saturday or Sunday early voting must be posted for at least 72 hours immediately preceding the first hour that voting will be conducted. (Sec. 85.007(c)). The county election officer must have early voting on Saturday or Sunday, if a [written request \(PDF\)](#) is received from at least 15 registered voters of the county in time to comply with the posting requirement. (Secs. 85.006(d), 85.007).

Note: The election notice must be subsequently amended to include voting later ordered for ANY Saturday or Sunday and must be posted on the political subdivision’s website, if maintained. (Sec. 85.007).

Note for Political Subdivisions Other Than Counties (Including Cities): Voting on **ANY** Saturday or Sunday must be included in the order and notice of election. The order and notice must include the dates and hours of Saturday or Sunday voting. (Secs. 85.006, 85.007). The political subdivision must have early voting on Saturday or Sunday, if a [written request \(PDF\)](#) is received from at least 15 registered voters of the political subdivision prior to the election being ordered. (Sec. 85.006(d)). The election notice must be posted on the political subdivision’s website, if the political subdivision maintains a website. (Sec. 85.007).

Note for Cities: City secretaries no longer have the authority to order Saturday or Sunday early voting. Any weekend early voting hours must be ordered by city council. (Secs. 85.006, 85.007).

12. Temporary Branch Locations

For more information on early voting changes, please see [Tex. Sec'y of State Election Advisory No. 2023-10](#).

NOTE - Section 85.068 of the Code provides that if the early voting clerk is a county election officer or city secretary, the clerk must post [notice \(PDF\)](#) for each election stating any dates and the hours that voting on Saturday or Sunday will be conducted under Section 85.064(d). (Sec. 85.068).

NOTE - The rules regarding the days and hours of early voting by personal appearance at temporary branch locations are the same for **ALL** counties, regardless of their population. Section 85.064 requires early voting by personal appearance at each temporary branch polling place to be conducted on the days that early voting is required to be conducted at the main early voting polling place under Section 85.005 and each temporary branch polling place **MUST** remain open for at least eight (8) hours each day; or for three (3) hours each day if the **city or county clerk/elections administrator does not serve** as the early voting clerk for the territory holding the election and the territory has fewer than 1,000 registered voters. For certain political subdivisions, this will require your temporary branch locations to be open on every weekday of the early voting period, for at least eight hours on each of those days. (Sec. 85.064).

Note for Political Subdivisions Other than City or County – If the city or county election officer does not serve as the early voting clerk for the territory holding the election and the territory has fewer than 1,000 registered voters, the temporary branch polling place(s) must be open for at least three hours each day that voting is required to be conducted at the main early voting polling place under Section 85.005 of the Code. (Secs. 85.005, 85.064).

NOTE - There is no petition process to require weekend early voting at temporary branch locations. However, the authority authorized under Section 85.006 to order early voting on a Saturday or Sunday may also order, in the manner prescribed by that section, early voting to be conducted on a Saturday or Sunday at any one or more of the temporary branch polling places.

NOTE – Section 85.062 of the Code provides that the location of temporary branch polling places in an election in which countywide polling places are used must be determined with the same methodology that is used for the location of countywide polling places.

13. Notice of Previous Polling Place

If a different polling place is being used from the previous election held by the same authority, a [Notice of Change to Polling Place \(PDF\)](#) must be posted at the entrance of the previous polling place informing voters of the current polling place location, if possible. (Sec. 43.062).

14. Testing Tabulating and Electronic Voting Equipment

Ballot Testing:

Once all candidate filing deadlines have passed, we recommend that you proof and test your ballot programming as soon as possible. Early testing will allow adequate time to locate any errors and make any necessary corrections in ballot programming. **We also strongly suggest that you have candidates proof their names and offices before finalizing the ballot to avoid the necessity for last minute ballot corrections.**

Logic and Accuracy Test:

We recommend establishing a date to perform the test of your electronic voting equipment (L&A, or Logic and Accuracy Test) as soon as possible. We recommend that this test be performed on a date that allows time to correct programming and retest, if necessary. A [notice \(PDF\)](#) of this test must be published by the custodian of the electronic voting equipment at least 48 hours before the date of the test. (Sec. 129.023; [Tex. Sec'y of State Election Advisory No. 2019-23](#)). The L&A test must be conducted not later than 48 hours before voting begins on a voting system. (Sec. 129.023).

NOTE - If logic and accuracy testing is being conducted for an election in which a county election board has been established under Section 51.002 of the Texas Election Code, the general custodian of election records shall notify each member of the board of the test at least 48 hours before the date of the test. If the county election board chooses to witness the test, each member shall sign the statement required for logic and accuracy testing. (Sec. 129.023(b-2)).

NOTE- The general custodian of election records is required to demonstrate, using a representative sample of voting system equipment, that the source code of the equipment has not been altered. (Sec. 129.023(c-1)). See [Tex. Sec'y of State Election Advisory No. 2019-23](#) and [Tex. Sec'y of State Election Advisory No. 2022-30](#) for more information on hash validation and voting system procedures.

Testing Tabulating Equipment:

The automatic tabulating equipment used for counting ballots at a central counting station must be tested three times for each election. (Ch. 127, Subch. D). We recommend you test the equipment as soon as possible; early testing will allow adequate time to locate any errors and make any necessary corrections in programming. However, the first test **must be conducted at least 48 hours before** the automatic tabulating equipment is used to count ballots voted in the election. The second test shall be conducted immediately before the counting of ballots with the equipment begins. The third test must be conducted immediately after the counting of ballots with the equipment is completed. Please note that the

custodian of the automatic tabulating equipment must publish [notice \(PDF\)](#) of the date, hour, and place of the first test in a newspaper at least 48 hours before the date of the test. (Sec. 127.096). The electronic files created from the L&A testing are what must be used for testing the tabulating equipment. ([Tex. Sec'y of State Election Advisory No. 2019-23](#)).

Precinct tabulators must also be tested in accordance with the procedures set forth in Chapter 127, Subchapter D of the Texas Election Code to the extent those procedures can be made applicable. (Sec. 127.152; [Tex. Sec'y of State Election Advisory No. 2019-23](#)).

Our recommendation is that both L&A testing and testing of the automatic tabulating equipment take place prior to ballots by mail being sent out. However, should there be a reason to delay testing, please be advised that L&A testing must be conducted at least 48 hours before voting begins on a voting system. This means that L&A testing should be completed before early voting and possibly, before election day, if your election day system is different than your early voting system. Additionally, the automatic tabulating equipment may not be used to count ballots voted in the election until a test is successful. (See Chapters 127 and 129, Election Code).

For more information on testing tabulating equipment used at the central counting station, please see Chapter 127, Subchapter D of the Election Code and [Tex. Sec'y of State Election Advisory No. 2019-23](#). See Chapter 129, Subchapter B of the Election Code and [Tex. Sec'y of State Election Advisory No. 2019-23](#) for other types of testing such as functionality tests, logic and accuracy tests, tests for central accumulators, etc. Please see [Tex. Sec'y of State Election Advisory No. 2019-23](#) for additional information regarding voting system equipment access, security and preservation, and chain of custody.

15. Accepting Voters with Certain Disabilities and Curbside Voting

An election officer shall accept a person with a mobility problem that substantially impairs a person's ability to ambulate who is offering to vote before accepting others offering to vote at the polling place who arrived **before** the person. "Mobility problem that substantially impairs a person's ability to ambulate" has the meaning assigned by Section 681.001, Transportation Code. A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority. [Notice of Voting Order Priority \(PDF\)](#) given to persons with a mobility problem that substantially impairs a person's ability to ambulate **shall** be posted:

1. at each entrance to the polling place where it can be read by persons waiting to vote;
2. on the website of the Secretary of State; **and**
3. on each website relating to elections maintained by a county. (Sec. 63.0015).

NOTE - The wording of the voting order priority notice required under Section 63.0015 **must** read as follows:

"Pursuant to Section 63.0015, Election Code, an election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around. A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority. Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device."

The **recommended** time to include the voting order priority notice on a county website is when the Notice of Election is also posted on the website. (Sec. 85.007(d)). See [Note 9](#) regarding Notice of Elections.

NOTE - An election officer must post, in an accessible manner on the county clerk's/election administrator's Internet website, all procedures and accommodations available for voters with disabilities. (Sec. 63.0015). See [Tex. Sec'y of State Election Advisory No. 2023-14](#).

NOTE - Section 64.009 of the Code requires that at each polling place an area for parking not smaller than the size of one parking space be reserved for use by a voter who is unable to enter the polling place. The area must be clearly marked indicating the space is reserved and display, in large font that is clearly readable from a vehicle, a telephone number that a voter **may call or text** to request assistance from an election officer at the polling place. As an alternative to displaying a telephone number, a parking space may comply with the requirements of Section 64.009 by providing the voter with a **button or intercom** that the voter may use to request assistance from an election officer. [Tex. Sec'y of State Election Advisory No. 2023-14](#); [Form 7-43 \(PDF\)](#) (Curbside Voting Sign – Phone or Text); [Form 7-44 \(PDF\)](#) (Curbside Voting Sign – Button or Intercom).

NOTE - A qualified individual with a disability may request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under federal or state law. (Sec. 1.022).

Cities, Schools, and Other Political Subdivisions: It is **strongly recommended** that the notice regarding accepting voters with certain disabilities also be posted on the subdivision's website, if one is maintained by the political subdivision.

If a voter is physically unable to enter the polling place without assistance or likelihood of injury to his or her health, an election officer shall deliver a ballot or voting machine to the voter at the entrance or curb of the polling place on the voter's request. On the voter's request, a person accompanying the voter to the polling place must be permitted to select the voter's ballot and to deposit the ballot in the ballot box after the voter has voted. (Sec. 64.009).

NOTE - A person who **simultaneously** assists seven or more curbside voters by providing the voters transportation to the polling place must complete and sign a form (PDF), provided by an election officer, that contains the person's name and address and whether the person is providing assistance solely under Section 64.009 or if the person is providing additional assistance to the voter under Chapter 64, Subchapter B. Completed forms shall be delivered to the Secretary of State as soon as practicable. The Secretary of State shall retain a form delivered under Section 64.009 for the period for preserving the precinct election records and shall make the form available to the attorney general for inspection upon request. This provision does not apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood).

16. Law Regarding Faxed or Emailed ABBMs and Faxed FPCAs

If an ABBM is faxed or emailed or if an FPCA is faxed, then the applicant **must** submit the ORIGINAL application BY MAIL to the early voting clerk so that the early voting clerk **receives the original no later than the 4th business day after receiving the emailed or faxed ABBM or faxed FPCA.**

If the early voting clerk does not receive the original ABBM or FPCA by that deadline, then the emailed or faxed ABBM or faxed FPCA will be considered incomplete, and the early voting clerk may NOT send the applicant a ballot. The early voting clerk should retain a copy of the FPCA for their own records, but should send the FPCA submitted by the voter to the voter registrar for registration purposes. (Sec. 84.007).

If a voter faxes or emails the ABBM or faxes the FPCA, the date the early voting clerk receives the fax or email is considered the date of submission. Essentially, the faxed or emailed form serves as a place-holder for the voter. Therefore, a voter whose application was faxed or emailed by the 11th day before election day (the deadline), and whose original application is received on or before the 4th business day after that date, would still be entitled to receive a ballot for the election (if otherwise eligible). The early voting clerk will have to hold the faxed or emailed ABBM or faxed FPCA until the clerk receives the original, and would only send the voter a ballot if the original is received by the 4th business day after the faxed or emailed ABBM or faxed FPCA was received. See Tex. Sec'y of State Election Advisory No. 2018-02.

The requirement to mail the original application does not apply to an **emailed** FPCA, but does apply to a faxed FPCA.

NOTE – A person is eligible for an FPCA if the person is qualified to vote in this state or, if not registered to vote in this state, would be qualified if registered and the person is:

- a member of the armed forces of the United States, or the spouse or a dependent of a member;
- a member of the merchant marine of the United States, or the spouse or a dependent of a member;
- a member of the Texas National Guard or the National Guard of another state or a member of a reserve component of the armed forces of the United States serving on active duty under an order of the president of the United States; or activated on state orders, or the spouse or dependent of a member; or
- A United States citizen that is temporarily living outside of the territorial limits of the United States and the District of Columbia. (Sec. 101.001).

NOTE - An FPCA may be submitted by in-person delivery by the voter in accordance with Section 84.008 of the Code or by common or contract carrier. Further, an application is considered submitted in the following calendar year if: 1) the applicant is eligible to vote in an election occurring in January or February of the next calendar year; and 2) the application is submitted in the last 60 days of a calendar year but not earlier than the 60th day before the date of the January or February election. (Sec. 101.052).

NOTE - An applicant for a ballot to be voted by mail may submit the application by delivering it in person to the early voting clerk if the application is submitted not later than the deadline provided by Section 84.007(c) of the Code. This means that voters may personally deliver their ABBM or FPCA to the early voting clerk not later than the close of regular business in the early voting clerk's office or 12 noon, whichever is later, on the 11th day before election day (unless that day is a Saturday, Sunday, or legal state or national holiday, in which case the last day is the first preceding regular business day). (Sec. 84.008).

17. Opportunity to Correct Defect(s) with Application for Ballot by Mail and Carrier Envelope

For information on the Opportunity to Correct Defect(s) with Application for Ballot by Mail and Carrier Envelope, see Tex. Sec'y of State Election Advisory No. 2023-13.

Early Voting Clerk Actions for a Defective Application for Ballot by Mail:

Not later than the second day after the early voting clerk discovers a defect(s) described by Section 86.008(a), the early voting clerk shall determine if it would be possible for the applicant to correct the defect and return an application form by mail by the 11th day before election day.

If the clerk determines it would be possible to correct the defect and return an application form before the deadline, the early voting clerk must deliver an official application form to the applicant. The early voting clerk must include an application form delivered to the applicant a written notice containing: (1) a brief explanation of each defect in the noncomplying application; (2) a statement informing the voter that the voter is not entitled to vote an early voting ballot unless the application complies with all legal requirements; and (3) instructions for submitting the new application.

If the early voting clerk determines that it would not be possible for the applicant to correct the defect and return an application form by mail by the 11th day before election day, the clerk may notify the applicant by telephone or email and provide the applicant a brief explanation of each defect in the application, a statement informing the voter that the voter is not entitled to vote an early voting ballot unless the application complies with all legal requirements, and instructions for submitting the corrected application or second application. The early voting clerk must also inform the applicant that the applicant may come to the early voting clerk's office by the 11th day before election day and correct the defect in person.

In addition, a voter must be provided notice about the ability to correct certain defects on the application using the Secretary of State's online Ballot by Mail Tracker and, if possible, permit the applicant to correct such defects using the online tracker. Please note that the Secretary of State's Ballot by Mail Tracker is available at www.votetexas.gov. (Secs. 86.008(c-1), 86.015).

NOTE - Although Section 86.008 of the Code was amended to allow the early voting clerk to return a defective application to the voter, the Secretary of State recommends against doing so. Ultimately, if the early voting clerk returns a defective application to the voter, it is strongly recommended that the clerk return a **copy** of the original application to the voter and **NOT** the original application.

Early Voting Clerk Actions for a Defective Carrier Envelope: Section 86.011(d) of the Code provides a procedure by which a voter can correct certain defects in the carrier envelope containing their voted ballot. If an early voting clerk receives a timely carrier envelope that does not comply with the applicable requirements of the Code, the clerk may deliver the carrier envelope in person or by mail to the voter so that the voter may correct the defect.

Additionally, the early voting clerk may notify the voter of the defect by phone and advise the voter that they may come to the early voting clerk's office to correct the defect or cancel their ABBM and vote in person. The clerk may utilize this provision for defects such as a missing signature by the voter, a partially completed witness or assistant box (if applicable), missing or incorrect personal identification information, or a ballot that is not returned in a carrier envelope.

If an early voting clerk chooses to notify voters of defects in their carrier envelope under Section 86.011(d), the clerk must apply these procedures uniformly to all voters in similar circumstances. Additionally, the Secretary of State recommends keeping a log to track the ballots mailed to voters and the ballots in possession of the early voting clerk before ballots are delivered to the signature verification committee or early voting ballot board. If the early voting clerk notifies a voter of a defect in their carrier envelope by mail, the clerk should include a letter explaining the actions that the voter needs to take to correct and return the carrier envelope.

Signature Verification Committee (if appointed) Actions for a Defective Carrier Envelope: Section 87.0271 of the Code provides that not later than the second day after the signature verification committee discovers a defect(s) in a carrier envelope as described by Section 87.0271(a) of the Code and before the committee decides whether to accept or reject a timely delivered ballot under Section 87.027, the committee must send the voter a notice of the defect and a corrective action form developed under Section 87.0271(c-1) by mail or by common or contract carrier.

The signature verification committee must include with the notice delivered to the voter: (1) a brief explanation of each defect in the noncomplying ballot; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section 84.032, correct the defect in the voter's ballot by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s).

If the signature verification committee determines that it would not be possible for the voter to receive the notice of defect within a reasonable time to correct the defect, the committee may notify the voter of the defect by telephone or e-mail and inform the voter that the voter may request to have the voter's application to vote by mail canceled in the manner described by Section 84.032, submit a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect.

In addition to sending the voter a notice of the defect or notifying the voter of the defect by telephone or e-mail, the signature verification committee must permit the voter to correct a defect using the Secretary of State's online Ballot by Mail Tracker, if possible. Please note that the Secretary of State's Ballot by Mail Tracker is available at www.votetexas.gov.

Early Voting Ballot Board Actions for a Defective Carrier Envelope: Section 87.0411 of the Code provides that not later than the second day after the early voting ballot board discovers a defect(s) in a carrier envelope as described by Section 87.0411(a) of the Code and before the board decides whether to accept or reject a timely delivered ballot under Section 87.041, the board must send the voter a notice of the defect and a corrective action form developed under Section 87.0411(c-1) by mail or by common or contract carrier.

The early voting ballot board must include with the notice delivered to the voter: (1) a brief explanation of each defect on the noncomplying carrier; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section 84.032, correct the defect on the voter's carrier by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s).

If the early voting ballot board determines that it would not be possible for the voter to receive the notice of defect within a reasonable time to correct the defect, the board may notify the voter of the defect by telephone or e-mail and inform the voter that the voter may request to have the voter's application to vote by mail canceled in the manner described by Section 84.032, submit a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect.

In addition to sending the voter a notice of the defect or notifying the voter of the defect by telephone or e-mail, the early voting ballot board must permit the voter to correct a defect using the Secretary of State's online Ballot by Mail Tracker, if possible. Please note that the Secretary of State's Ballot by Mail Tracker is available at www.votetexas.gov.

Delivery of Ballots Voted by Mail to the Early Voting Ballot Board: Section 87.0222 of the Code provides that not later than the ninth day before election day, the jacket envelopes containing early voting ballots voted by mail **MUST** be delivered to the early voting ballot board. **This requirement applies regardless of the county's population size.**

Any jacket envelopes of early voting ballots voted by mail returned after delivery of the ballots to the early voting ballot board may be delivered to the presiding judge of the early voting ballot board between the end of the ninth day before election day and the closing of the polls on election day, or as soon after closing as practicable, at the time or times specified by the presiding judge.

The early voting clerk shall post notice of each delivery of balloting materials that is to be made before the time for opening the polls on election day. The notice must be posted at the main early voting polling place continuously for at least 24 hours immediately preceding the delivery.

Please note that the mail ballots may not be counted until (i) the polls open on election day; or (ii) in an election conducted by an authority of a county with a population of 100,000 or more **or** entities that are having joint elections with such a county or who are conducting their election with such a county through a contract for election services, the end of the period for early voting in person. (Secs. 87.0222, 87.0241).

NOTE: Results may not be released until the polls close on election day.

For more information on the Opportunity to Correct Defect(s) with Application for Ballot by Mail and Carrier Envelope, see [Tex. Sec'y of State Election Advisory No. 2023-13](#).

18. Reconciliation Forms

The presiding judge of the central counting station **must** prepare a [preliminary reconciliation form \(PDF\)](#) on election night and a [final reconciliation form \(PDF\)](#) after the canvass. The reconciliation form requirement only applies to entities that conducted voting in such a manner that they had a central counting station.

The reconciliation forms must be posted on the county website with election returns and results after they are completed and signed. This posting requirement applies regardless of whether a local entity is contracting with the county for election services. We recommend that local entities post the reconciliation form on their website, if the entity maintains a website. We further recommend that the reconciliation forms remain posted at least until the next election, and that the forms are available for the full 22-month retention period for election records. An entity may choose to make older reconciliation forms available as part of historical results on its website.

19. Online Training Materials

NOTE - Chapters 32, 87, and 127 of the Code require the Secretary of State to develop materials for a standardized curriculum for online training in election law and procedure, including a published handbook, for election judges and members of an early voting ballot board, signature verification committee, and central counting station. The training must be made available on the Secretary of State's Internet website, free of charge, and require the passage of an examination at the end of the program. Please see the Secretary of State's [Training and Educational Resources](#) page for more information.

20. Services Performable Under Contract and Mandatory Office Hours

Section 31.094 of the Code provides that an election services contract may provide for the county election officer to perform or to supervise the performance of any or all of the corresponding duties and functions that the officer performs in connection with a countywide election ordered by a county authority.

The county election officer may assign deputies to perform any of the contracted services. (Sec. 31.095). **However, an election services contract may not change the candidate application filing authority, the filing authority for Title 15 documents related to campaign finance, or a political subdivision's requirement to maintain office hours under Section 31.122 of the Code.** (Sec. 31.096).

21. Early Voting Rosters

The early voting clerk shall maintain for each election a roster listing each person who votes an early voting ballot by personal appearance and a roster listing each person to whom an early voting ballot to be voted by mail is sent. The list must include, at minimum, the name, VUID, and precinct number for each voter. **Each roster shall be updated daily.** Information on the roster for a person who votes an early voting ballot by personal appearance shall be made available for public inspection not later than 11:00 a.m. on the day after the date the information is entered on the roster. Information on the roster for a person who votes an early voting ballot by mail shall be made available for public inspection not later than 11:00 a.m. on the day following the day the early voting clerk receives a ballot voted by mail. The clerk shall preserve each roster after the election for the period for preserving the precinct election records. (Sec. 87.121). See [Tex. Sec'y of State Election Advisory No. 2024-20](#).

For all elections in which the county clerk/elections administrator is the early voting clerk (including by contract and/or joint election agreement), the information on the early voting rosters (in-person and by-mail voters) must be posted on the county's website. Section 87.121 of the Code does not state a specific time by which the early voting rosters must be posted online; our office recommends that the rosters be posted by 11:00 a.m. each day.

For all elections where the county clerk/elections administrator is not the early voting clerk by contract, by law, or due to a joint election agreement, the information on the early voting roster (in-person and by-mail voters) must be posted on the local political subdivision's website. If the authority which ordered the election does not maintain a website, then the information on the roster must be posted on the bulletin board used for posting notice of meetings of the governing body of the authority. Again, Section 87.121 of the Code does not state a specific time by which the early voting rosters must be posted online, but we recommend posting the rosters by 11:00 a.m. each day.

If an early voting clerk fails to post their early voting rosters in accordance with Section 87.121, a person registered to vote in the county where the early voting clerk is conducting early voting may file a complaint with the Secretary of State regarding the early voting clerk's noncompliance. (Sec. 87.121(o)).

Note for local political subdivisions: The early voting clerk for each political subdivision is also responsible for posting or linking to the early voting roster, depending on whether or not the entity is contracting with the county.

- **If the entity is contracting with the county**, the early voting roster must be posted on the county's website and the entity should provide a link to that list on the entity's website.
- **If the entity is NOT contracting with the county**, the early voting roster must be posted on the entity's website.

22. Inspection of Voted Ballots and Cast Vote Records

NOTE - Section 1.012 of the Code provides that images of voted ballots, if maintained, and cast vote records shall be made available for public inspection beginning on the first day after the final canvass of an election is completed. Original voted ballots shall be made available for public inspection beginning on the 61st day after election day. The general custodian of election records must adopt procedures to ensure the redaction of any personally identifiable information of the voter that is contained on the voted ballot, ballot images, or cast vote records before making them available for public inspection.

Section 66.058 of the Election Code requires voted ballots to be preserved securely in a locked room in the locked ballot box for at least 60 days after the date of the election. Section 66.058 also provides that an unauthorized entry into the ballot box containing voted ballots or the failure to prevent an unauthorized entry into the ballot box constitutes a Class A misdemeanor. The Secretary of State interprets these provisions to prohibit the general custodian of election records from accessing the voted ballots during the initial 60-day period (except in the event of a recount or another authorized entry into the ballot box) and preclude the custodian from beginning to redact original voted ballots under Section 1.012(h) until after that 60-day period has elapsed.

Ballot images and cast vote records are also subject to the general preservation provisions in Section 66.058. However, there is a different deadline for making those specific records publicly available. Since ballot images and cast vote records are available for public inspection beginning on the first day after the final canvass, a county may begin the redaction process under Section 1.012(h) for ballot images and cast vote records as soon as practicable following the final canvass. See [Tex. Sec'y of State Election Advisory No. 2024-05](#) and [Tex. Sec'y of State Election Advisory No. 2024-20](#).

Our office recommends that the county elections office work closely with its county attorney and its public information division in ensuring that records have been properly redacted before being made publicly available. Please direct any questions about the procedures for responding to a public information request, including the timeframes for such responses, to the Office of the Attorney General via its Open Government Hotline, (877) OPEN TEX (673-6839).

23. Voter Privacy

Our office cannot provide advice on public information requests that are specific to your individual entity. However, in light of [Attorney General Opinion No. KP-0463 \(2024 \(PDF\)\)](#) and recent events involving voter privacy, our office has issued emergency guidance on possible redactions that may be necessary to protect a voter's right to a secret ballot. See [Tex. Sec'y of State Election Advisory No. 2024-20](#).

Section 1.012 of the Texas Election Code, on its own and combined with [Opinion No. KP-0463 \(PDF\)](#), acknowledges the necessity in redacting personally identifiable information; however, these redactions must be as limited as possible in order to protect the public's right to review and inspect election records. The information redacted may vary depending on the type of election, the turnout in the election, the type of ballot (in-person, mail ballot, provisional ballot) and the specific request presented. Please note that there isn't any one piece of information on a ballot that could be redacted that would provide full protections to voters across the board. In many circumstances, it is a combination of data points that may allow for an individual's ballot to be located through process of elimination. Based on the request submitted and the facts surrounding the election, the custodian of election records—in consultation with their legal counsel and public information coordinator—should determine what redactions are necessary in their specific situation.

In all circumstances, an election official must be sure to maintain the security and integrity of the ballots and the public's right to review records, as well as the voter's constitutional right to a secret ballot.

If an entity's election official decides that certain information should be redacted in response to a particular public information request, the official must obtain the requestor's consent to redact such information or seek an open records ruling from the Attorney General authorizing the redactions in that specific circumstance. We recommend that the elections office work closely with the entity's attorney and the entity's public information division in ensuring that records have been properly redacted before being made publicly available. Election officials should direct any questions about the procedures for responding to a public information request, including the time frames for such responses, to the Office of the Attorney General via its Open Government Hotline, (877) 673-6839.

Calendar of Events December

Monday, December 16, 2024 (30th day before Wednesday, January 15, 2025, first day to file an application for a place on the ballot)

For additional resources for candidates, please see our [Candidate's Guide for Local Political Subdivisions](#).

Cities, Schools, and Other Political Subdivisions: Post [Notice of Deadline to File an Application for Place on the Ballot \(PDF\)](#) in a building in which the authority maintains an office. The notice must be posted not later than the 30th day before the first day to file. (Sec. 141.040; Sec. 49.113, Water Code). This notice must be posted in addition to the posting requirements and deadline for filing for candidacy under Section 2051.201, Government Code. (See [Note 3](#)).

Water Districts: The notice must be posted at the district's administrative office or at the public place established by the district under Section 49.063 of the Water Code. (Sec. 49.113, Water Code).

NOTE - The authority with whom an application for a place on the ballot is filed is required to designate an e-mail address in the notice required by Section 141.040 of the Code for the purpose of filing an application for a place on the ballot.

NOTE - The delivery, submission, or filing of an application with an employee of the filing authority at the authority's usual place for conducting official business constitutes filing with the authority. (Sec. 1.007).

NOTE - Candidates will need to provide an indication on their candidate application that the candidate has either not been finally convicted of a felony, or if so convicted, has been pardoned or otherwise released from the resulting disabilities. A person who has been convicted of a felony will need to include with the application proof that the person has been pardoned or otherwise released from the resulting disabilities. The application form must include a statement informing candidates of the requirement to submit this information. Further, the official application form will need to include a statement informing candidates that knowingly providing false information on their application related to their final felony conviction status is a Class B misdemeanor. (Secs. 141.031, 141.039).

NOTE - School Districts: In addition to the general felony rule at Election Code Sec. 141.001 (finally convicted), a candidate for school board must not have been convicted (finally convicted or otherwise) of specific crimes under the Education Code in time to serve. ([Sec. 11.066](#), Education Code).

January

Wednesday, January 1, 2025

First day for voters to submit an ABBM, an Annual ABBM, or a Federal Postcard Application (FPCA). The Annual ABBM and FPCA allows the voter to receive ballots for all elections in which they are eligible to vote held in 2025. Voters who will be 65 or older on election day or voters with a disability are eligible to submit an annual application. The application is considered submitted at the time of receipt. (Secs. 84.001(e), 84.007, 86.0015).

Wednesday, January 15, 2025 (30th day before Friday, February 14, 2025, regular filing deadline for a place on the ballot)

First day to file an application for a place on the ballot or a declaration of write-in candidacy. (Secs. 143.007, 144.005, Election Code; Secs. 11.055, 130.082(g), Educ. Code). See [Candidacy Filing outline](#) for more details. The following forms are available on the Secretary of State's website:

- [Application for Place on City/School/Other Political Subdivision Ballot \(PDF\)](#)
- If your home rule city or special law district allows for a petition, the following petition may be used: [Petition for a Place on the Ballot for a Local Political Subdivision \(PDF\)](#)
- [Declaration of Write-In Candidacy for City, School, or other Political Subdivisions \(PDF\)](#)

NOTE: We are often asked how filing can begin if you have not yet ordered the general election. You do not need to order your **general** (regularly occurring) election in order for the filing period to begin.

NOTE - The delivery, submission, or filing of an application with an employee of the filing authority at the authority's usual place for conducting official business constitutes filing with the authority. (Sec. 1.007).

NOTE: Most elective offices now require that a candidate be a registered voter of the territory that the office is elected from as of the filing deadline or as of other statutory deadlines. (Sec. 141.001). For more information on the candidate voter registration requirement, see [Voter Registration Requirements for Candidates](#).

NOTE - Cities, Schools, and Other Political Subdivisions: There are political subdivisions that do not have office hours on all days of the business week (Monday through Friday) or do not have an office that is open for eight hours each day of the business week. The Elections Division recommends that political subdivisions take steps to have someone available for a few hours most days during the candidate filing period to accept filings, and that political subdivisions post a schedule on their websites and on the bulletin boards where notices of meetings are posted of the days and times when someone will be available to accept filings.

The Elections Division also strongly recommends having someone available at the place of business on the filing deadline, especially from 2:00 PM to 5:00 PM, if you are otherwise closed. This guideline is based on the office-hour rule under Section 31.122 of the Election Code. Although a political subdivision may accept applications by mail, fax, or email without a person present at the office, the political subdivision will not be able to determine which applications were timely filed by 5:00 PM.

NOTE - Candidate applications, other than those that must be accompanied by a filing fee, may be filed via email. The application must be a scanned copy of the candidate application and must be sent to the filing authority's designated email address for accepting applications. (Secs. 143.004, 144.003).

Monday, January 20, 2025 (Martin Luther King, Jr. Day)

Friday, January 31, 2025 (last weekday before February)

Recommended date that county election officials and local political subdivisions meet to discuss conducting elections at the same polling locations pursuant to Section 42.002, as well as any applicable joint election issues needed to be agreed upon. **NOTE: This is not a deadline; just a recommendation.**

February

Monday, February 3, 2025 (89th day before election day, extended from 90th day, Sunday, February 2, 2025, Sec. 1.006)

Last day for eligible political subdivisions to submit [Notice of Exemption Under Section 61.013 \(PDF\)](#) or an [Application of Undue Burden Status \(PDE\)](#) to the Secretary of State for exemption from the accessible voting system requirement. (Sec. 61.013). For additional information, consult the most current advisory on this topic, [Tex. Sec'y of State Election Advisory No. 2024-13](#).

Tuesday, February 11, 2025 (81st day before election day; 3rd day before filing deadline)

Political Subdivisions Other Than Counties: If a candidate dies on or before this date, his or her name is not placed on the ballot, if the filing deadline is Friday, February 14, 2025. (Sec. 145.094(a)(1)).

NOTE: Section 145.098 states if a candidate dies on or before the deadline for filing an application for a place on the ballot, the authority responsible for preparing the ballots **MAY** choose to omit the candidate. If the authority does choose to omit the candidate, the deadline for filing an application for a place on the ballot is extended to the fifth day after the filing deadline, Wednesday, February 19, 2025. This extended deadline only applies to the regular filing deadline. It **DOES NOT** apply to the write-in deadline.

Friday, February 14, 2025 (78th day before election day)

Political Subdivisions Other Than Counties: 5:00 PM - Last day for a candidate in a political subdivision (other than a county) to file an application for a place on the ballot for general election for officers for most political subdivisions, except as otherwise provided by the Texas Election Code. (Secs. 143.007(c), 144.005(d); Sec. 11.055, Education Code; Chapter 286, Health & Safety Code). See [Candidacy Filing outline](#) for more details.

NOTE - The delivery, submission, or filing of an application with an employee of the filing authority at the authority's usual place for conducting official business constitutes filing with the authority. (Sec. 1.007).

NOTE – A home-rule city's charter may **NOT** provide an alternate candidate filing deadline. (Secs. 143.005(a), 143.007).

NOTE – **City Offices with Four-Year Terms:** If no candidate has filed for a city office with a four-year term, the filing deadline is extended to 5:00 PM on Friday, March 7, 2025. (Sec. 143.008).

NOTE – An application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority. (Secs. 143.007(b), 144.005(b)).

NOTE - When reviewing candidate applications, please make sure that the candidate has used the most current version of the form.

Political Subdivisions Other Than Counties (General Election): Deadline for political subdivisions to order a general election to be held on Saturday, May 3, 2025, unless otherwise provided by the Election Code. (Sec. 3.005). One of the following forms may be used:

- [Order of Election for Municipalities \(PDF\)](#)
- [Order of Election for Other Political Subdivisions \(Including Schools\) \(PDF\)](#)

Political Subdivisions Other Than Counties (Special Election): Deadline to order a special election on a measure to be held on Saturday, May 3, 2025. One of the following forms may be used:

- [Order of Special Election for Municipalities \(PDF\)](#)
- [Order of Special Election for Other Political Subdivisions \(PDF\)](#)

Counties: Deadline for counties to order a special election on a measure to be held on Saturday, May 3, 2025. (Secs. 3.004, 3.005). The following forms may be used:

- [Order of Special Election for County-Ordered Measure Elections \(PDF\)](#)

The order must include:

1. The date of the election;
2. The location of the main early voting polling place **including the street address, room number, and building name. The order must designate which location is the main early voting polling place;**
3. The offices or measures to be voted on;
4. **(Recommended)** Branch early voting polling places (see [Notice of Elections](#) above);
5. The dates and hours for early voting (recommended for counties, but required for all other entities);
6. The dates and hours of any Saturday and Sunday early voting (if applicable, it is recommended that this information be included in the order for counties, but it must be included for all other entities); and
7. The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website.

In addition to the information included above, an order for a debt obligation (bond) election **must** include (Sec. 3.009):

1. the proposition language that will appear on the ballot;
2. the purpose for which the debt obligations are to be authorized;
3. the principal amount of the debt obligations to be authorized;
4. that taxes sufficient to pay the principal of and interest on the debt obligations may be imposed;
5. a statement of the estimated tax rate if the debt obligations are authorized or of the maximum interest rate of the debt obligations or any series of the debt obligations, based on the market conditions at the time of the election order;
6. the maximum maturity date of the debt obligations to be authorized or that the debt obligations may be issued to mature over a specified number of years not to exceed the maximum number of years authorized by law;
7. the aggregate amount of the outstanding principal of the political subdivision's debt obligations as of the date the election is ordered;
8. the aggregate amount of the outstanding interest on debt obligations of the political subdivision as of the date the election is ordered, which may be based on the political subdivision's expectations relative to variable rate debt obligations; and
9. the ad valorem debt service tax rate for the political subdivision at the time the election is ordered, expressed as an amount per \$100 valuation of taxable property.

Recommended date to order the lists of registered voters from the county voter registrar. The list should include both the voters' residences and mailing addresses in order to conduct early voting by mail. (Sec. 18.006). The political subdivision should confirm that the most recent maps or boundary changes have been provided to the voter registrar.

Recommended date to confirm telephone number for the county voter registrar's office on election day.

Recommended date to order election supplies, other than ballots. (Subchapter A, Chapter 51).

Political Subdivisions Other Than Counties: *Recommended* date to appoint **presiding and alternate judges**. Currently, the Election Code does not establish a deadline for appointing election officials; there is only a notification deadline. For further information concerning procedures for appointing judges and their alternates, see Sections 32.005, 32.008, and 32.011. General eligibility requirements are found in Subchapter C, Chapter 32.

In addition to appointing a judge and alternate judge for each election precinct pursuant to Sections 32.001 and 32.005, the governing body must allow the judge to appoint no less than two clerks; however, the alternate judge must serve as one of the clerks as a matter of law. (Secs. 32.032, 32.033). The presiding judge then appoints an additional clerk(s), but not more than the maximum set by the governing body. (Sec. 32.033).

Presiding judges and their alternates must be given a [Notice of Appointment \(PDF\)](#) **not later than the 20th day after the appointment is made**. (Sec. 32.009). If the appointment is for a single election, the notice may be combined with the [Writ of Election \(PDF\)](#), which is required to be delivered to each presiding judge **not later than the 15th day before the election, Friday, April 18, 2025**. (Secs. 4.007, 32.009(e)). If the notices are combined, both must be delivered by the date required by the earlier notice. [See Note 19 regarding Online Training Materials](#).

Water Districts: A water district is not required to provide a Notice of Appointment to a presiding judge, as required under Section 32.009, but must provide a [Writ of Election \(PDF\)](#). (Sec. 4.007; Sec. 49.110, Water Code).

Recommended date to appoint the **central counting station personnel** (manager, tabulation supervisor and assistants to the tabulation supervisor), if applicable. (Secs. 127.002, 127.003, 127.004, 127.005). There is no statutory notice requirement for members of the central counting station, but good practice suggests that written notice be given to them.

Recommended date to appoint the **presiding judge and alternate presiding judge of the early voting ballot board** or to designate the election workers of one election precinct to serve as the early voting ballot board. (Secs. 87.001, 87.002, 87.004). There is no statutory notice requirement for members of the early voting ballot board, but good practice suggests that written notice be given to them.

Monday, February 17, 2025 (Presidents' Day)

Tuesday, February 18, 2025 (74th day before election day)

5:00 PM - Deadline for write-in candidates to file [Declarations of Write-In Candidacy \(PDF\)](#) for regular officers for city, school district, library district, junior college district, hospital district, common school districts, Chapter 36 and 49 Water Code districts, and other political subdivision elections, unless otherwise provided by law. (Secs. 144.006(b), 146.054(b), 146.055, Election Code; Secs. 11.056, 11.304, 130.0825, Education Code; Sec. 326.0431, Local Government Code; Sec. 285.131, Health and Safety Code; and Secs. 36.059, 49.101, 63.0945, Water Code). [See Candidacy Filing outline for more details.](#)

NOTE: An application submitted by mail is considered to be filed at the time of its receipt by the appropriate filing authority. (Secs. 143.007(b), 144.005(b)).

Wednesday, February 19, 2025 (73rd day before election day; 5th day after regular filing deadline)

If a candidate dies on or before the deadline for filing an application for a place on the ballot, the authority responsible for preparing the ballots **MAY** choose to omit the candidate's name. If the authority does choose to omit the candidate's name, the deadline for filing an application for a place on the ballot is extended to the fifth day after the filing deadline, February 19, 2025. This extended deadline only applies to the regular filing deadline. It **DOES NOT** apply to the write-in deadline. (Sec. 145.098).

Thursday, February 20, 2025 (72nd day before election day)

First day to post [Notice of Drawing for Place on Ballot \(PDF\)](#) if drawing is to be conducted on Monday, February 24, 2025. This notice must be posted for 72 hours immediately preceding the time of the drawing. (Sec. 52.094(c)).

The authority conducting the ballot position drawing shall provide notice of the date, hour, and place of the drawing to candidates by this date **if** the drawing is to be conducted on Monday, February 24, 2025, as recommended. (Sec. 52.094(d)). If a candidate in a special election files on this date, they should be given a copy of the notice at the time they file.

The authority conducting the drawing shall provide notice of the date, hour, and place of the drawing to each candidate. The authority may provide written notice at the time the candidate files an application with the appropriate authority.

If notice was not provided at the time the candidate filed an application, the notice may be provided by:

1. written notice that is mailed to the address stated on the candidate's application not later than the fourth day before the date of the drawing; or
2. telephone, if a telephone number is provided on the candidate's application; or
3. by e-mail, if an e-mail address was provided on the candidate's application. (Sec. 52.094).

Friday, February 21, 2025 (71st day before election day)

Political Subdivisions Other Than Counties: 5:00 PM –Last day for a candidate to withdraw, by submission of a notarized [Certificate of Withdrawal \(PDF\)](#) or a notarized letter. **If a candidate withdraws or is declared ineligible by this date, his or her name is omitted from the ballot.** (Secs. 145.092(f), 145.094(a)(4), 145.096(a)(4)). For special circumstances regarding withdrawal of a candidate before ballots are prepared, please contact the Elections Division of the Office of the Texas Secretary of State.

Political Subdivisions Other Than Counties: 5:00 PM – Last day to **withdraw** as a **write-in** candidate in the general election ordered by a political subdivision other than a county. (Secs. 144.006(c), 146.0301, 146.054(c)). (Candidates may use the [Certificate of Withdrawal \(PDF\)](#)).

Recommended first day that a general or special election must be cancelled **if** all filing deadlines have passed, each candidate for an office listed on the ballot is unopposed (except as discussed below), and write-in votes may be counted only for names appearing on a list of write-in candidates. (Sec. 2.052). The [Certification of Unopposed Candidates for Other Political Subdivisions \(PDF\)](#) may be used to certify candidates as unopposed. Also, see our [Sample Order of Cancellation \(PDF\)](#).

A special election of a political subdivision is considered to be a separate election with a separate ballot from a general election for officers of the same political subdivision held at the same time as the special election. Therefore, the fact that there may be a proposition on the ballot will not prevent a cancellation of an election for candidates who are unopposed. (Sec. 2.051(a)). If any members of the political subdivision's governing body are elected from territorial units, such as single member districts, an election **shall** be cancelled in a particular territorial unit if each candidate for an office that is to appear on the ballot in that territorial unit is unopposed **and no opposed at-large race is to appear on the**

ballot. An unopposed at-large race **shall** be cancelled in an election regardless of whether an opposed race is to appear on the ballot in a particular territorial unit. (Sec. 2.051(b)).

This recommended cancellation deadline presumes a filing deadline of Friday, February 14, 2025 and a write-in deadline of Tuesday, February 18, 2025. Special elections may have different deadlines, and may be cancelled separately. For additional information, consult the outline on [Cancellation of Election for Local Political Subdivisions](#).

NOTE: Political Subdivision Holding a Special Election to Fill a Vacancy: If you are having a special election to fill a vacancy for an unexpired (partial) term, you must not cancel the special election until after all deadlines to file for a special vacancy election have passed. Reminder: The cancellation procedures allow general and special elections to be considered separate elections for cancellation purposes. If the elections are separated, note there are procedures related to listing unopposed candidates in the same relative order on the ballot. See Sec. 2.053, Election Code and the Secretary of State's outline on [Cancellation of Election for Local Political Subdivisions \(Not County\)](#).

Saturday, February 22, 2025 (70th day before election day)

Last day to order a special election to fill a vacancy (if authorized to fill vacancies by special election) and have the filing deadline be the 62nd day before election day. (Secs. 201.054(a)(1), 201.052). Please note that the Election Code requires the election to be ordered as soon as practicable after the vacancy occurs. (Sec. 201.051). One of the following forms may be used:

- [Order of Special Election for Municipalities \(PDF\)](#)
- [Order of Special Election for Other Political Subdivisions \(PDF\)](#)

NOTE - Section 201.054 provides that if the special election to fill a vacancy is ordered (1) on or before the 70th day before election day, the candidate application must be filed by 5:00 PM on the 62nd day before election day, OR (2) after the 70th day but on or before the 46th day before election day, the candidate application must be filed by 5:00 PM on the 40th day before election day. This is the first of the two possible ordering times. We do **not** interpret the 70th day order date here as "moving" to the next business day because the date falls on a Saturday, as this is not the last day to order a special election to fill a vacancy for this uniform election date. If a candidate in a special election files on this date, they should be given a copy of the notice at the time they file.

NOTE - A candidate must provide an indication on their candidate application that the candidate has either not been finally convicted of a felony, or if so convicted, has been pardoned or otherwise released from the resulting disabilities. A person who has been convicted of a felony will need to include with the application proof that the person has been pardoned or otherwise released from the resulting disabilities. The application form must include a statement informing candidates of the requirement to submit this information. Further, the official application form will need to include a statement informing candidates that knowingly providing false information on their application related to their final felony conviction status is a Class B misdemeanor. (Secs. 141.031, 141.039).

NOTE - School Districts: In addition to the general felony rule at Election Code Sec. 141.001 (finally convicted), a candidate for school board must not have been convicted (finally convicted or otherwise) of specific crimes under the Education Code in time to serve. ([Sec. 11.066](#), Education Code).

Monday, February 24, 2025 (68th day before election day)

Recommended date to conduct ballot position drawing. (Sec. 52.094). You should also certify today to the county election officer the offices, propositions (in all necessary languages), and candidates' names (including the order) as they are to appear on the ballot, **if you are contracting** to have the county conduct your election or if you are conducting a joint election with the county. See [entry](#) for February 20, 2025 regarding ballot drawing.

NOTE - After the ballot drawing has occurred, the Elections Division recommends that you proof and test your ballot programming as soon as possible and **prior to the deadline to mail a ballot** if the political subdivision will be using automatic tabulating equipment to count the mail ballots or if your mail ballots are printed from the same database used to program your precinct scanners and/or DREs (See [Note 14.](#)) **The Elections Division also recommends that you provide candidates with copies of ballot proofs so that candidates may verify the correctness of their names, positions sought, and order of names on the ballot.**

March

Sunday, March 2, 2025 (Texas Independence Day)

Monday, March 3, 2025 (61st day before election day, extended from 62nd day, Sunday, March 2, 2025, Sec. 1.006)

Political Subdivisions Other Than Counties: 5:00 PM – Last day to file an [application for a place on the ballot in a special election \(PDF\)](#) to fill a vacancy, if the special election is ordered on or before the 70th day before election day, Saturday, February 22, 2025. (Secs. 1.006, 201.054(a)(1)). (For more details about Section 201.054 and the two possible special election deadlines, see [entry](#) for Saturday, February 22, 2025).

Political Subdivisions Other Than Counties: 5:00 PM – Deadline for write-in candidates to file [Declarations of Write-In Candidacy \(PDF\)](#) for officers for city, school district, library district, junior college district, hospital district, and common school districts in a special election to fill a vacancy if the special election is ordered on or before the 70th day before election day, Saturday, February 22, 2025. (Sec. 201.054(a)(1), 201.054(g)).

NOTE: A declaration of write-in candidacy for a special election must be filed not later than the regular filing deadline to apply for a place on the ballot. The deadline to file an application for a place on the ballot in a special election to fill a vacancy, if the special election is ordered on or before the 70th day before election day, Saturday, February 22, 2025, is Monday, March 3, 2025. (Sec. 1.006).

NOTE - Sections 141.031 and 141.039 of the Code provide the application requirements related to a candidate's final felony conviction status and what must be included on the candidate application form. Specifically, candidates will need to provide an indication on their candidate application that the candidate has either not been finally convicted of a felony, or if so convicted, has been pardoned or otherwise released from the resulting disabilities. A person who has been convicted of a felony will need to include with the application proof that the person has been pardoned or otherwise released from the resulting disabilities. The application form must include a statement informing candidates of the requirement to submit this information. Further, the official application form will need to include a statement informing candidates that knowingly providing false information on their application related to their final felony conviction status is a Class B misdemeanor. (Secs. 141.031, 141.039).

NOTE - When reviewing candidate applications, please make sure that the candidate has used the most current version of the form.

NOTE - School Districts: In addition to the general felony rule at Election Code Sec. 141.001 (finally convicted), a candidate for school board must not have been convicted (finally convicted or otherwise) of specific crimes under the Education Code in time to serve. (Sec. 11.066, Education Code).

NOTE – Section 52.094 of the Code requires the authority conducting the drawing to provide notice of the date, hour, and place of the drawing to each candidate by: 1) written notice that is mailed to the address stated on the candidate's application not later than the fourth day before the date of the drawing; or 2) provided at the time the candidate files an application with the appropriate authority. If not provided at the time the candidate files an application, the notice may be provided by telephone, if a telephone number is provided on the candidate's application or by e-mail, if an e-mail address was provided on the candidate's application. (Sec. 52.094). (Notice of Drawing for Place on Ballot (PDF)).

Tuesday, March 4, 2025 (60th day before election day)

Political Subdivisions Other Than Counties: Last day for the governing body of a political subdivision to deliver notice of the election to the county clerk/elections administrator and voter registrar of each county in which the political subdivision is wholly or partly located. (Sec. 4.008).

NOTE FOR COUNTIES - Section 4.003 requires that counties post on the county website the notice and list of polling locations of any political subdivision that delivers their notice to the county under Section 4.008. This is regardless of whether the county is contracting with the entity. See Note 9 for more information on the requirements related to the Notice of Election.

NOTE - Section 4.004 requires the notice of election to include the Internet website of the authority conducting the election.

NOTE - Section 83.010 requires an election order and the election notice to state the early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website. (Sec. 83.010).

Recommended date for county clerk/county elections administrator to deliver an initial list of voters who have submitted annual applications for ballot by mail under Section 86.0015 and scans or photocopies of those applications to the early voting clerk of any political subdivision located within the county that is holding an election on May 3, 2025. The list should only include voters that reside in the political subdivision holding the election. The list should only be created and sent to those political subdivisions that have provided notice of the election to the county clerk/elections administrator. See *also*, the note below and the entry at Tuesday, April 22, 2025, for more information about delivery of a final list of voters. See entry at Thursday, April 24, 2025 for more information on the delivery of copies/images of the applications.

NOTE: Section 86.0015 requires the county clerk/elections administrator to provide a list of voters that have submitted an annual application for ballot by mail to all political subdivisions in their county holding an election. The law only applies to elections for which the county clerk/elections administrator is not the early voting clerk via a contract for election services or joint election agreement. The Election Division *strongly recommends* that the county and political subdivisions **discuss the frequency and method for which these lists should be transmitted** to ensure that ballots are sent out in a timely manner. Finally, the county clerk/elections administrator **must deliver either photocopies or scanned images of the applications (under Section 87.126) to the early voting clerk** of the political subdivision before the ballots by mail are delivered to the early voting ballot board for qualifying and counting under Section 87.041.

Thursday, March 6, 2025 (58th day before election day, 20th day after February 14, 2025)

Last day to notify election judges of their appointment if they were appointed, as recommended, by Friday, February 14, 2025. (Sec. 32.009(b)). Presiding judges and their alternates must be notified (PDF) of their appointment in writing, not later than the 20th day after the date the appointment is made. If the appointment is for a single election, the notice may be combined with the Writ of Election (PDF), which is required to be delivered to each presiding judge not later than the 15th day before the election, Friday, April 18, 2025. (Secs. 4.007, 32.009(e)). If the notices are combined, both must be delivered by the date required by the earlier notice.

Friday, March 7, 2025 (57th day before election day)

Political Subdivisions: 5:00 PM –Last day for a candidate to file Certificate of Withdrawal (PDF) in a special election, in which the filing deadline is the 62nd day before election day. If a candidate withdraws or is declared ineligible by this date, his or her name is omitted from the ballot. (Secs. 145.092(b), (e) and 145.094(a)(3)).

For special circumstances regarding withdrawal of a candidate before ballots are prepared, please contact the Elections Division of the Office of the Texas Secretary of State.

City Offices with Four-Year Terms: 5:00 PM – Extended filing deadline in cities with four-year terms of office, when no candidate files for a particular office by the regular filing deadline of Friday, February 14, 2025. (Sec. 143.008). (See [entry](#) for Friday, February 14, 2025).

Sunday, March 9, 2025 (Daylight Saving Time)

Friday, March 14, 2025 (50th day before election day)

Deadline to challenge the filing of an application for a place on the ballot as to form, content, and procedure. (Sec. 141.034)

NOTE - Section 141.034 of the Code provides that a candidate application cannot be challenged for “Form, Content, and Procedure” defects after the 50th day before the date of the election for which the application is made. (Sec. 141.034).

Friday, March 14, 2025 - Thursday, June 12, 2025 (50th day before election day – 40th day after election day)

Mandatory Office Hours: Each county clerk, city secretary, or secretary of a governing body (or the person performing duties of a secretary) must keep the office open for election duties for at least 3 hours each day, during regular office hours, on regular business days. (Sec. 31.122).

NOTE: Counties: This office hour rule applies to special elections ordered by the county.

NOTE: Special Elections: In the case of a special election, the office hour rule is triggered starting the third day after the special election is ordered. (Sec. 31.122).

NOTE: Independent School Districts: A “regular business day” means a day on which the school district’s main business office is regularly open for business. (Sec. 31.122(b)).

NOTE: If a school district’s **spring break** falls during the mandatory office hour period under Section 31.122 of the Election Code, a school district is not required to have someone present for three hours during the days the school district’s main business office is not regularly open for business. However, we strongly recommend posting notice with contact information for open records requests. You should also have one of your elections personnel check at least once a day in the event a voter sent an ABBM to the school district address, fax, or e-mail.

NOTE: Good Friday falls during the mandatory office hour period under Section 31.122 of the Election Code. Section 31.122 applies to Good Friday; therefore entities, other than school districts, will need to be open for at least 3 hours that day. Section 31.122(b) grants school districts an exception if Good Friday is a local holiday and a day the school district’s main business office is not regularly open for business. (Sec. 31.122).

NOTE: Section 31.096 of the Code addresses nontransferable functions under an election services contract. **Specifically, an election services contract may not change the political subdivision’s requirement to maintain office hours under Section 31.122.** Section 31.096 of the Code also allows a county that has contracted with a city to be the custodian of voted ballots for a city election. (Sec. 31.096). [See Note 20.](#)

Sunday, March 16, 2025 (48th day before election day)

Last day to publish [notice \(PDF\)](#) for testing of automatic tabulation equipment testing and logic and accuracy testing (L&A testing) of a voting system that uses direct recording electronic (DRE) voting machines and precinct scanners **if test will be completed by recommended deadline of Tuesday, March 18, 2025.** Notice of the public tests must be published at least 48 hours before the test begins. (Secs. 127.093, 127.096, 129.022, 129.023). See [Note 14](#), above.

Tuesday, March 18, 2025 (46th day before election day)

Political Subdivisions: Last day to order a special election to fill a vacancy (if authorized to fill vacancies by special election). If the election was ordered after the 70th day before election day, the filing deadline will be the 40th day before election day. (Secs. 201.052, 201.054(a)(2)). The Election Code requires the election to be ordered as soon as practicable after the vacancy occurs. (Sec. 201.051). The following forms may be used:

- [Order of Special Election for Municipalities \(PDF\)](#)
- [Order of Special Election for Other Political Subdivisions \(PDF\)](#)

For more information about the write-in declaration deadline, see Monday, March 24, 2025 [note entry](#). For more details about Section 201.054 and the two possible special election deadlines, see Saturday, February 22, 2025 [note entry](#).

NOTE - Sections 141.031 and 141.039 of the Code provide the application requirements related to a candidate’s final felony conviction status and what must be included on the candidate application form. Specifically, candidates will need to provide an indication on their candidate application that the candidate has either not been finally convicted of a felony, or if so convicted, has been pardoned or otherwise released from the resulting disabilities. A person who has been convicted of a felony will need to include with the application proof that the person has been

pardoned or otherwise released from the resulting disabilities. The application form must include a statement informing candidates of the requirement to submit this information. Further, the official application form will need to include a statement informing candidates that knowingly providing false information on their application related to their final felony conviction status is a Class B misdemeanor. (Secs. 141.031, 141.039). For more information, see [Candidate's Guide for Local Political Subdivisions](#).

NOTE - When reviewing candidate applications, please make sure that the candidate has used the most current version of the form.

NOTE - School Districts: In addition to the general felony rule at Election Code Sec. 141.001 (finally convicted), a candidate for school board must not have been convicted (finally convicted or otherwise) of specific crimes under the Education Code in time to serve. ([Sec. 11.066](#), Education Code).

Recommended date to conduct the first test of the automatic tabulating equipment and for logic and accuracy (L&A test) test on precinct scanners and DREs. (Secs. 127.093, 127.096, 129.022, 129.023). The SOS recommends you complete your first round of testing **prior to mailing your mail ballots** if those ballots will be counted using automatic tabulation equipment. If you conduct your first round of testing by this date, you must publish notice of the test 48 hours prior to testing. See [Note 14](#), above.

NOTE - The general custodian of election records is required to demonstrate, using a representative sample of voting system equipment, that the source code of the equipment has not been altered. (Sec. 129.023(c-1)). See [Tex. Sec'y of State Election Advisory No. 2019-23](#) and [Tex. Sec'y of State Election Advisory No. 2022-30](#) for more information on hash validation and voting system procedures.

Wednesday, March 19, 2025 (45th day before election day)

Deadline to mail (or email, if requested) ballots to military or overseas voters who already submitted their ballot requests via a federal postcard application (FPCA) or via a standard application for ballot by mail (ABBM) and indicated that they are outside the United States. If the early voting clerk cannot meet this 45th-day deadline, the clerk **must** notify the Secretary of State within 24 hours. (Sec. 86.004(b)).

NOTE - An FPCA may be submitted by in-person delivery by the voter in accordance with Section 84.008 of the Code or by common or contract carrier. Further, an application is considered submitted in the following calendar year if: 1) the applicant is eligible to vote in an election occurring in January or February of the next calendar year; and 2) the application is submitted in the last 60 days of a calendar year but not earlier than the 60th day before the date of the January or February election. (Sec. 101.052).

NOTE - A member of the Texas National Guard or the National Guard of another state or a member of a reserve component of the armed forces of the United States serving on active duty under an order of the President of the United States or activated on state orders, or the spouse or dependent of a member, may submit an FPCA. (Sec. 101.001). For a full list of eligible FPCA voters, see [Note 16](#).

Reminder Regarding FPCAs and Overseas ABBMs: If the early voting clerk receives an FPCA (from a military or non-military voter) or an ABBM from an overseas voter after the 45th day deadline, then the ballot **must** be mailed (or emailed, if requested) within seven days after the early voting clerk **receives** the FPCA or ABBM. (Secs. 86.004(b), 101.104).

Reminder: In regards to mail ballots for other voters (not military voters using an FPCA or overseas voters using an FPCA or ABBM), the early voting clerk **must** mail a ballot not later than the 7th day after the later of: (1) the date the early voting clerk has accepted a voter's application for a ballot by mail or (2) the date the ballots become available for mailing. However, if the 7th day falls earlier than the 37th day before election day, the voter's mail ballot must be mailed no later than the 30th day before election day. (Sec. 86.004(a)). This means that for every application that is accepted by the early voting clerk before the 37th day before election day, the balloting materials must be mailed by the 30th day before election day. Any application that comes in after the 37th day before election day will follow the 7-day timeline in Sec. 86.004.

NOTE - Information on the early voting roster for both early voting in person and early voting by mail must be made available for public inspection and on the county's website if the county clerk or elections administrator is serving as the early voting clerk. For an election held by a political subdivision in which the county clerk or elections administrator is not serving as the political subdivision's early voting clerk, then the information on the roster must be made available on the Internet website of the authority ordering the election. The early voting roster shall be posted by 11:00 a.m. on the day after the information is entered on the roster (for early voting in person) or by 11:00 a.m. on the day after the early voting clerk receives a ballot voted by mail. If the entity does not maintain a website, the information must be on the bulletin board used for posting notices. (Sec. 87.121). See [Note 21](#) and [Tex. Sec'y of State Election Advisory No. 2024-20](#).

NOTE - Section 87.121 of the Code provides that if an early voting clerk fails to post their early voting rosters in accordance with Section 87.121, a person registered to vote in the county where the early voting clerk is conducting early voting may file a complaint with the Secretary of State regarding the early voting clerk's noncompliance. The Secretary of State by rule shall create and maintain a system for receiving and recording these complaints. (Sec. 87.121).

- [Roster for Early Voting in Person \(PDF\)](#)
- [Roster for Early Voting by Mail \(PDF\)](#)
- [Branch Daily Roster of Early Voters \(PDF\)](#)
- [Rosters for Voters Hand-Delivering Carrier Envelopes \(PDF\)](#)

NOTE - Section 87.0222 of the Code provides that not later than the ninth day before election day, the jacket envelopes containing early voting ballots voted by mail **MUST** be delivered to the early voting ballot board. This requirement applies regardless of the county's population size.

Any jacket envelopes of early voting ballots voted by mail returned after delivery of the ballots to the early voting ballot board may be delivered to the presiding judge of the early voting ballot board between the end of the ninth day before election day and the closing of the polls on election day, or as soon after closing as practicable, at the time or times specified by the presiding judge.

The early voting clerk shall post notice of each delivery of balloting materials that is to be made before the time for opening the polls on election day. The notice must be posted at the main early voting polling place continuously for at least 24 hours immediately preceding the delivery. See [Tex. Sec'y of State Election Advisory No. 2023-13](#).

NOTE - The early voting ballot board can meet as soon as the county has received voted ballots by mail from voters and those materials are delivered to the ballot board. The ballot board does not have to wait until this ninth-day deadline to meet.

Please note that the mail ballots may not be counted until (i) the polls open on election day, or (ii) in an election conducted by an authority of a county with a population of 100,000 or more or entities that are having joint elections with such a county or who are conducting their election with such a county through a contract for election services, the end of the period for early voting in person. (Secs. 87.0222, 87.0241).

NOTE: Results may not be released until the polls close on election day.

Early Voting Ballot Board Actions for a Defective Carrier Envelope: Section 87.0411 of the Code provides that not later than the second day after the early voting ballot board discovers a defect(s) in a carrier envelope as described by Section 87.0411(a) of the Code and before the board decides whether to accept or reject a timely delivered ballot under Section 87.041, the board must send the voter a notice of the defect and a corrective action form developed under Section 87.0411(c-1) by mail or by common or contract carrier.

The early voting ballot board must include with the notice delivered to the voter: (1) a brief explanation of each defect on the noncomplying carrier; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section 84.032, correct the defect on the voter's carrier by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s).

NOTE – For more information on corrective action, see [Note 17](#).

Monday, March 24, 2025 (40th day before election day)

Political Subdivisions: 5:00 PM – Last day to file for a place on the ballot in a special election to fill a vacancy, if the special election is ordered after the 70th day before election day, but on or before the 46th day before election day, Tuesday, March 18, 2025. (Sec. 201.054(a)(2)). (For more details about Section 201.054 and the two possible special election deadlines, see Saturday, February 22, 2025 [note entry](#).)

Political Subdivisions: 5:00 PM – Deadline for write-in candidates to file [Declarations of Write-In Candidacy \(PDF\)](#) for officers for city, school district, library district, junior college district, hospital district, and common school districts in a special election to fill a vacancy if the special election is ordered after the 70th day before election day, but on or before the 46th day before election day, Tuesday, March 18, 2025. (Sec. 201.054(a)(1), 201.054(g)).

NOTE - Section 201.054(g) provides that a declaration of write-in candidacy for a special election must be filed not later than the filing deadline.

NOTE - When reviewing candidate applications, please make sure that the candidate has used the most current version of the form.

NOTE - Sections 141.031 and 141.039 of the Code provide the application requirements related to a candidate's final felony conviction status and what must be included on the candidate application form. Specifically, candidates will need to provide an indication on their candidate application that the candidate has either not been finally convicted of a felony, or if so convicted, has been pardoned or otherwise released from the resulting disabilities. A person who has been convicted of a felony will need to include with the application proof that the person has been pardoned or otherwise released from the resulting disabilities. The application form must include a statement informing candidates of the requirement to submit this information. Further, the official application form will need to include a statement informing candidates that knowingly providing false information on their application related to their final felony conviction status is a Class B misdemeanor. (Secs. 141.031, 141.039). For more information, see [Candidate's Guide for Local Political Subdivisions](#).

NOTE - School Districts: In addition to the general felony rule at Election Code Sec. 141.001 (finally convicted), a candidate for school board trustee must not have been convicted (finally convicted or otherwise) of specific crimes under the Education Code in time to serve. ([Sec. 11.066](#), Education Code).

NOTE - Section 52.094 of the Code requires the authority conducting the drawing to provide notice of the date, hour, and place of the drawing to each candidate by: 1) written notice that is mailed to the address stated on the candidate's application not later than the fourth day before the date of the drawing; or 2) provided at the time the candidate files an application with the appropriate authority. If not provided at the time the candidate files an application, the notice may be provided by telephone, if a telephone number is provided on the candidate's application or by e-mail, if an e-mail address was provided on the candidate's application. (Sec. 52.094). ([Notice of Drawing for Place on Ballot \(PDF\)](#)).

Saturday, March 29, 2025 (35th day before election day)

Political Subdivisions Other Than Counties: 5:00 PM – Last day for a candidate to file a [Certificate of Withdrawal \(PDF\)](#) in a special election in which the filing deadline is the 40th day before election day. **If a candidate withdraws or is declared ineligible by this date, his or her name is omitted from the ballot.** This deadline does not extend to the next business day under Section 1.006. (Secs. 145.092(a), 145.094(a) (2)).

Monday, March 31, 2025 (Cesar Chavez Day)

April

Thursday, April 3, 2025 (30th day before election day)

Last day to register to vote or make a change of address effective for the May 3, 2025 election. (Secs. 13.143, 15.025).

NOTE - A voter who submits a change of address after this date may still be eligible to return to his or her previous precinct to vote under “fail-safe” voting, if he or she still resides in the **same** county and the same local political subdivision, if applicable, conducting the election. (Secs. 15.025, 63.0011).

NOTE - A Federal Postcard Application (FPCA) also serves as an application for **permanent** registration under Texas law **unless the voter marked “my intent to return is uncertain” (current form (PDF)), or “my return is uncertain” (2017 form)**. The early voting clerk should make a copy (for mailing ballots, keeping records, etc.), then should forward the original to the county voter registrar, as soon as practicable. (Sec. 101.055; 1 T.A.C. § 81.40(a), (c)(2)).

Deadline for early voting clerk to mail a ballot by mail to a voter if the voter's Application for Ballot by Mail (ABBM) was accepted by the early voting clerk on or before Thursday, March 27, 2025. (Sec. 86.004(a)).

NOTE: In regards to mail ballots for other voters (not military voters using an FPCA or overseas voters using an FPCA or ABBM), the early voting clerk **must** mail a ballot not later than the 7th day after the later of: (1) the date the early voting clerk has accepted a voter's application for a ballot by mail or (2) the date the ballots become available for mailing. However, if the 7th day falls earlier than the 37th day before election day, the voter's mail ballot must be mailed no later than the 30th day before election day. (Sec. 86.004(a)). This means that for every application that is accepted by the early voting clerk before the 37th day before election day, the balloting materials must be mailed by the 30th day before election day. Any application that comes in after the 37th day before election day will follow the 7-day timeline in Sec. 86.004.

First day of period during which notices of election must be published in a newspaper of general circulation **if method of giving notice is not specified by a law outside the Texas Election Code**, and this method of giving notice is selected. The notice for elections ordered by the governor, by a county authority, or by an authority of a city or school district must be given by publication in a newspaper in addition to any other method specified by a law outside the Election Code. (Sec. 4.003(a)(1), (c), (d)). This notice may be combined with the other notices you are required to publish. The election notice shall be posted on the political subdivision's website. See [Note on Notice of Elections](#).

NOTE - Section 4.004 requires the notice of election to include the Internet website of the authority conducting the election. (Sec. 4.004(a)).

NOTE - Section 83.010 of the Code requires an election order and the election notice to state the early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website. (Sec. 83.010).

Recommended date for early voting clerk to issue order calling for appointment of signature verification committee if one has been appointed. (Sec. 87.027). This form may be used to issue order: [Order Calling for Signature Verification Committee \(PDF\)](#). If the signature verification committee will start meeting on Sunday, April 13, 2025, the early voting clerk must post a copy of the order calling for appointment of the signature verification committee on or before this date, in order to give notice of the meeting. The order must remain posted continuously for at least 10 days before the first day the committee meets. (Secs. 87.027, 1.006).

Cities, Schools, and Other Political Subdivisions: It is **strongly recommended** that the [Notice of Voting Order Priority \(PDF\)](#) for voters with mobility issues also be posted on the subdivision's website, if one is maintained by the political subdivision. (Secs. 63.0015, 85.007(d)). For more information on this requirement, see [Note 15](#).

Counties: The **recommended** time to include this notice on a county website is when the notice of election is also posted on the website. This notice is required to go on the county's website. (Secs. 63.0015, 85.007(d)).

NOTE - Notice of Previous Polling Place: If a different polling place is being used than at the previous election held by the same authority, [Notice of Change to Polling Place \(PDF\)](#) must be posted at the entrance of the previous polling place informing voters of the current polling place location, if possible. (Sec. 43.062).

Friday, April 4, 2025 (29th day before election day)

Recommended last day for early voting clerk to coordinate with the voter registrar receipt of supplemental and registration correction lists, if applicable, or coordinate receipt of revised original list from the voter registrar for early voting by personal appearance. (Secs. 18.001, 18.002, 18.003, 18.004).

NOTE- Per Sections 18.002 and 18.003 of the Code, supplemental and corrected voter registration lists must be provided as needed to ensure all eligible voters appear on the official list of registered voters. (Secs. 18.002, 18.003).

Tuesday, April 8, 2025 (25th day before election day)

Recommended last date for the governing body of political subdivision, as appropriate to appoint a signature verification committee (if one was ordered by the early voting clerk on Thursday, April 3, 2025). See [entry](#) under Thursday, April 3, 2025. (Secs. 51.002, 87.027). The members must be appointed not later than the fifth day after the order was issued by the early voting clerk. The appointing authority must post a notice of the appointment of committee members continuously until the last day the signature verification committee meets. This form may be used for the notice: [Notice of Appointment of Signature Verification Committee \(PDF\)](#). See [also Handbook for Signature Verification Committee \(PDF\)](#).

Counties: For timeframes for appointment of various election workers for counties, see [Tex. Sec'y of State Election Advisory No. 2024-23](#).

Saturday, April 12, 2025 (21st day before election day)

Last day to post notice of election on bulletin board used for posting notices of meetings of governing body. (Sec. 4.003(b)). A [Record of Posting Notice of Election \(PDF\)](#) should be completed at the time of posting. (Secs. 1.006, 4.005). [See Note on Notice of Elections](#).

Last day to post notice of election in each election precinct, if the method of giving notice is **not** specified by a law outside the Election Code and notice is given by this method in lieu of publication. (Secs. 1.006, 4.003(a)(2)). Cities and school districts **must** publish their notice in the newspaper. A [Record of Posting Notice of Election \(PDF\)](#) should be completed at the time of posting. (Secs. 1.006, 4.005).

All Political Subdivisions: The election notice shall be posted on the political subdivision's website, if the political subdivision maintains a website. The order and notice should include all days and hours for early voting by personal appearance including voting on **ANY** Saturday or Sunday. (Secs. 85.006, 85.007).

Note for Counties - Section 4.003 requires that counties post on the county website the notice and list of polling locations of any political subdivision that delivers their notice to the county under Section 4.008. This is regardless of whether the county is contracting with the entity and regardless of whether the entity is conducting their own election or contracting with the county.

For Bond Elections: First day a political subdivision must post on their Internet website prominently and together with the notice of the election, a copy of the sample ballot, and the contents of the proposition, if the political subdivision maintains an Internet website. (Sec. 4.003(f)).

The **recommended** time to include the notice of accepting voters with certain disabilities on a county website is when the notice of election is also posted on the website. (Secs. 63.0015, 85.007(d)). See [Note 15](#) regarding notice on accepting voters with certain disabilities.

Counties, Cities, and School Districts: Last day for a county that holds an election or provides election services for an election to post certain information regarding the upcoming election(s) on the county's website per Section 4.009. A city or independent school district that holds an election and maintains an Internet website must also post this same election information on their website even if the county is also posting this data. The information posted on the website must include:

1. the date of the election;
2. the location of each polling place;
3. each candidate for an elected office on the ballot; and
4. each measure on the ballot. (Sec. 4.009).

Sunday, April 13, 2025 (20th day before election day)

First day that the signature verification committee may begin operating, if one is created. (Sec. 87.027). For more information on corrective action, see [Note 17](#) and [Tex. Sec'y of State Election Advisory No. 2023-13](#).

NOTE - Section 127.1232 provides that in counties with a population of 100,000 or more, the general custodian of election records shall implement a video surveillance system that retains a record of all areas containing voted ballots: (1) from the time the voted ballots are delivered to the central counting station until the canvass of the precinct election returns; and (2) from the time the voted ballots are delivered to the signature verification committee or early voting ballot board until the canvass of precinct election returns. Video from the surveillance system shall be made available to the public by live stream. The recorded video is considered an election record and shall be retained by the general custodian until the end of the calendar year in which an election is held or until an election contest filed in the county has been resolved, whichever is later. (Sec. 127.1232). See [Tex. Sec'y of State Election Advisory No. 2022-10](#).

Signature Verification Committee (if appointed) Actions for a Defective Carrier Envelope: Section 87.0271 of the Code provides that not later than the second day after the signature verification committee discovers a defect(s) in a carrier envelope as described by Section 87.0271(a) of the Code and before the committee decides whether to accept or reject a timely delivered ballot under Section 87.027, the committee must send the voter a notice of the defect and a corrective action form developed under Section 87.0271(c-1) by mail or by common or contract carrier.

The signature verification committee must include with the notice delivered to the voter: (1) a brief explanation of each defect in the noncomplying ballot; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section

84.032, correct the defect in the voter's ballot by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s). See [Tex. Sec'y of State Election Advisory No. 2023-13](#).

Last day to publish [notice \(PDF\)](#) of L&A test for DRE voting machines or precinct scanners if test will be held on Tuesday, April 15, 2025, if testing has not already been completed by Tuesday, March 18, 2025. Notice of the public L&A Test must be published at least 48 hours before the test begins. (Secs. 129.001, 129.023). [See Note 14](#) above.

Monday, April 14, 2025 (19th day before election day, extended from 20th day, Sunday, April 13, 2025, Sec. 101.052(i)(2))

Deadline for a person who is not permanently registered to vote to submit a postmarked FPCA, in order to receive a ballot for any non-federal election held on May 3, 2025. A person who is **not** permanently registered to vote and submits a postmarked FPCA after this date (20th day) and before the deadline to submit an application for ballot by mail is not entitled to receive a ballot for any non-federal election. See Friday, April 18, 2025 [entry](#) for timeliness of an FPCA received without a postmark. (Secs. 101.052(e), 101.052(i)(2)).

NOTE - An FPCA may be submitted by in-person delivery by the voter in accordance with Section 84.008 of the Code or by common or contract carrier. Further, an application is considered submitted in the following calendar year if: 1) the applicant is eligible to vote in an election occurring in January or February of the next calendar year; and 2) the application is submitted in the last 60 days of a calendar year but not earlier than the 60th day before the date of the January or February election. (Sec. 101.052). For a full list of eligible FPCA voters, see [Note 16](#).

NOTE: Be sure to check the list of registered voters for permanent registration status. Also, state law authorizes an FPCA to also serve as an application for **permanent registration**; therefore, the person might be permanently registered based on a prior FPCA. Even if the FPCA arrives too late for a particular election, the early voting clerk will still need to forward the original FPCA to the county voter registrar, after making a copy for the early voting clerk's use (mailing ballots, etc.) and records unless the voter marked "**my intent to return is uncertain**" ([current form \(PDF\)](#)), or "**my return is uncertain**" (2017 form) in which case it will not serve as a permanent registration. (Sec. 101.055; 1 T.A.C. § 81.40).

NOTE: Overseas (non-military) voters marking the FPCA "**my intent to return is uncertain**" ([current form \(PDF\)](#)), or "**my return is uncertain**" (2017 form) receive a federal ballot **only** regardless of the date filed. (Chapter 114). In a local election (where there is no federal office on the ballot), this means there is **no ballot to send the voter**.

Monday, April 14, 2025 – Tuesday, April 22, 2025 (19th day before election day – 11th day before election day)

A person submitting an [FPCA \(PDF\)](#) during this period who is **not** registered to vote is not entitled to receive a ballot for any non-federal election held on Saturday, May 3, 2025. This means that a person submitting an FPCA during this period is entitled to receive a federal ballot only, if not already a permanent registered voter. (Secs. 101.052(f), 114.002, 114.004). In a local election (where there is no federal office on the ballot), this means there is **no ballot to send the voter**.

The early voting clerk is required to maintain a copy of this application since it may be used for other elections and forward the original to the voter registrar. Also see [entry](#) below under Friday, April 18, 2025 (FPCA without a postmark). (Secs. 84.007, 101.052(e), (f)).

NOTE - Be sure to check the list of registered voters for permanent registration status. Also, state law authorizes an FPCA to also serve as an application for **permanent registration**; therefore, the person might be permanently registered based on a prior FPCA. Even if the FPCA arrives too late for a particular election, the early voting clerk will still need to forward the original FPCA to the county voter registrar, after making a copy for the early voting clerk's use (mailing ballots, etc.) and records unless the voter marked "**my intent to return is uncertain**" ([current form \(PDF\)](#)), or "**my return is uncertain**" (2017 form), in which case it will not serve as a permanent registration. (Sec. 101.055; 1 T.A.C. § 81.40).

NOTE - Overseas (non-military) voters marking the FPCA "**my intent to return is uncertain**" ([current form \(PDF\)](#)), or "**my return is uncertain**" (2017 form), receive a federal ballot **only** regardless of the date filed. (Chapter 114). In a local (non-federal) election, this means there is **no ballot to send the voter**.

Tuesday, April 15, 2025 (18th day before election day)

Last day to conduct public L&A test of a voting system that uses DRE voting machines or precinct scanners. We highly **recommend** that this test is done on an earlier date to allow time for corrections to programming, if necessary. ([See Note 14](#), above). Per Section 129.023, the L&A test shall be conducted not later than 48 hours before voting begins on such voting systems, assuming that the voting system will first be used for early voting in person. See [Tex. Sec'y of State Election Advisory No. 2019-23](#). For more information on hash validation procedures, see [Tex. Sec'y of State Election Advisory No. 2022-30](#).

Wednesday, April 16, 2025 (17th day before election day)

Last day to publish notice of L&A test for voting systems or precinct scanners if test will be held on Friday, April 18, 2025, if testing was not already completed by March 18, 2025. Notice of the public L&A Test must be published at least 48 hours before the test begins. (Secs. 129.001, 129.023). [See Note 14](#), above.

NOTE - If logic and accuracy testing is being conducted for an election in which a county election board has been established under Section 51.002 of the Texas Election Code, the general custodian of election records shall notify each member of the board of the test at least 48 hours before the date of the test. If the county election board chooses to witness the test, each member shall sign the statement required for logic and accuracy testing. (Sec. 129.023(b-2)).

Last day to post [notice \(PDF\)](#) of places, days, and hours for voting at branch early voting polling place if voting is to begin at that location on the first day of early voting in person. The schedule may be amended after the beginning of early voting by personal appearance to include notice of additional branch locations, but any amendment must be made and posted not later than the fifth day before voting begins at the additional temporary branch. (Secs. 85.062, 85.067(c), (d)).

NOTE: Section 85.062 provides that the location of temporary branch polling places in an election in which countywide polling places are used must be determined with the same methodology that is used for the location of countywide polling places.

Friday, April 18, 2025 (15th day before election day) (Good Friday)

Note that the office hour requirement of Section 31.122 **applies to Good Friday**. For more information on the office hour rule, see the [entry](#) for Friday, March 14, 2025 - Thursday, June 12, 2025.

Deadline to receive an FPCA **without** a postmark. If an FPCA is received by this date **without** a postmark to prove mailing date, the early voting clerk will accept the FPCA and mail the applicant a full ballot even if the applicant is **not** a permanently registered voter but meets the requirements under Title 2 of the Election Code (unless the voter marks the FPCA form indicating “**my intent to return is uncertain**” ([current form \(PDF\)](#)), or “**my return is uncertain**” (2017 form), in which case the voter receives a federal-only ballot). (Sec. 101.052(i)). See Note under [entry](#) for Monday, April 14, 2025.

Last day to conduct public L&A test of a voting system or precinct scanner. We highly **recommend** that this test is done on an earlier date to allow time for corrections to programming, if necessary. ([See Note 14](#), above). Per Section 129.023, the L&A test shall be conducted not later than 48 hours before voting begins on such voting systems, assuming that the voting system will first be used for early voting in person.

NOTE - The general custodian of election records is required to demonstrate, using a representative sample of voting system equipment, that the source code of the equipment has not been altered. (Sec. 129.023(c-1)). See [Tex. Sec'y of State Election Advisory No. 2019-23](#) and [Tex. Sec'y of State Election Advisory No. 2022-30](#) for more information on hash validation and voting system procedures.

Last day to notify election judges of duty to hold election ([Writ of Election \(PDF\)](#)). Notice must be given by the 15th day before the election or the 7th day after the day the election is ordered, whichever is later. The Writ of Election must be given to each presiding judge and include:

1. The judge's duty to hold the election;
2. The type and date of election;
3. The polling place location at which the judge will serve;
4. The polling place hours; and
5. The maximum number of clerks the judge may appoint. (Sec. 4.007).

Sunday, April 20, 2025 (Easter Day)

Monday, April 21, 2025 (12th day before election day; day before the last day to apply for a ballot by mail) (San Jacinto Day)

EARLY VOTING NOTE: Because Monday, April 21, 2025 is San Jacinto Day, which is a legal holiday, early voting **will not** be conducted on this date. (Secs. 1.006, 85.005).

A voter who becomes sick or disabled on or after Monday, April 21, 2025 may submit an application for a late ballot if the sickness or physical condition prevents the voter from appearing at the polling place without the likelihood of needing personal assistance or of injuring his or her health. (Sec. 102.001). See [Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability \(PDF\)](#). Applications may continue to be submitted until 5:00 PM on election day. (Sec. 102.003).

Tuesday, April 22, 2025 (11th day before election day)

First day to vote early in person. (Secs. 85.001(c), (e)).

NOTE: The early voting period for the May uniform election begins 12 days prior to election day, but because the first day of the early voting period falls on a legal holiday (Monday, April 21, 2025), it is extended to the next regular business day, Tuesday, April 22, 2025. (Sec. 85.001(c)).

NOTE - Voting by limited ballot must be done during the early voting period at the main early voting polling place (or by mail). (Sec. 112.002(a)).

NOTE - Political Subdivisions: Early voting in person must be conducted at least nine (9) hours each weekday that is not a legal state holiday unless the political subdivision has fewer than 1,000 registered voters, in which case early voting in person must be conducted at least four (4) hours per day. (Sec. 85.005(b)). This rule only applies to the main early voting location.

NOTE - Cities are **not** required to choose two weekdays for the main early voting polling place location to be open for at least 12 hours during the regular early voting period. (Sec. 85.005).

NOTE – Independent School Districts: Despite the change in state law that allows an ISD to be closed on school holidays during the mandatory office hours period, you are **required to be open** during the entire early voting period, except on legal state and national holidays.

NOTE - Joint Elections: If entities are conducting early voting by personal appearance jointly, we *recommend* a unified schedule covering all requirements; i.e., no entity's requirements should be neglected or subtracted as a result of a joint agreement. See Note 7 regarding joint elections generally.

NOTE - Section 61.002 provides that immediately before the opening of the polls during early voting, the presiding judge or alternate judge shall confirm that the public counters on each voting machine are set to zero and shall print the tape that shows that there are zero votes for each candidate or measure on the ballot.

Last day to receive an FPCA (PDF) from a registered voter. If the voter is **not** registered in the county (and/or marked intent to return "not certain"), **the voter is still eligible for a ballot containing federal offices only**. In a local (non-federal) election, this means there is **no ballot** to send the voter. (Secs. 101.052(b), (f), 114.004(c)).

Last day for early voting clerk to receive applications for a ballot to be voted by mail. (Sec. 84.007(c)). All applications to vote by mail must be received by the early voting clerk before the close of regular business or 12 noon, **whichever is later**. Applications to vote by mail must be submitted by mail, common or contract carrier, fax (if a fax machine is available in the office of the early voting clerk), or by electronic submission of a scanned application with an original signature. The early voting clerk's designated email address must be posted on the Secretary of State's website.

If an ABBM is faxed or emailed or if an FPCA is faxed, then the applicant must submit the ORIGINAL application BY MAIL to the early voting clerk so that the early voting clerk **receives the original no later than the 4th business day after receiving the emailed or faxed ABBM or faxed FPCA**. If the early voting clerk does not receive the original ABBM or FPCA by that deadline, then the emailed or faxed ABBM or faxed FPCA will be considered incomplete, and the early voting clerk may NOT send the applicant a ballot. The requirement to mail the original application does not apply to an **emailed** FPCA. For additional information on this law, please see Note 16, above.

An applicant for a ballot to be voted by mail (ABBM or FPCA) may submit their application by delivering it in person to the early voting clerk if the application is submitted not later than the close of regular business in the clerk's office on Tuesday, April 22, 2025. (Sec. 84.008).

NOTE - An FPCA may be submitted by in-person delivery by the voter in accordance with Section 84.008 of the Code or by common or contract carrier. Further, an application is considered submitted in the following calendar year if: 1) the applicant is eligible to vote in an election occurring in January or February of the next calendar year; and 2) the application is submitted in the last 60 days of a calendar year but not earlier than the 60th day before the date of the January or February election. (Sec. 101.052). For a full list of eligible FPCA voters, see Note 16.

NOTE - Section 84.008 of the Code provides that an applicant for a ballot to be voted by mail may submit the application by delivering it in person to the early voting clerk if the application is submitted not later than the deadline provided by Section 84.007(c) of the Code. This means that voters may personally deliver their ABBM or FPCA to the early voting clerk not later than the close of regular business in the early voting clerk's office or 12 noon, whichever is later, on the 11th day before election day (unless that day is a Saturday, Sunday, or legal state or national holiday, in which case the last day is the first preceding regular business day).

NOTE - Section 86.008 of the Code requires that if the early voting clerk determines that it would not be possible for the applicant to correct certain defects in a mail ballot application and return an application form by mail before the deadline, the clerk may notify the applicant by telephone or e-mail of the defect, and inform the applicant that the applicant may come to the early voting clerk's office before the deadline and correct the defect in person. The clerk shall notify the applicant of a defect discovered and provide the information required to permit the applicant to correct the defect using the Secretary of State's online Ballot by Mail Tracker, if possible. See Note 17.

Note for Counties: Last day for county clerk/elections administrator to deliver final list of voters that have submitted an annual application for ballot by mail to political subdivisions located within the county holding an election on May 3, 2025, for which the county clerk/elections administrator is not the early voting clerk via a joint election agreement or contract for election services. (Sec. 86.0015(c)).

NOTE for Counties: Deadline to file a petition to require the early voting clerk to conduct extended early voting on Saturday, April 26, 2025. Request for Additional Early Voting on Saturday or Sunday for County or City Elections (PDF), Request for Additional Early Voting on Saturday or Sunday for Other Political Subdivision Elections (PDF).

Notice of weekend voting (PDF) must be posted beginning no later than Wednesday, April 23, 2025, and continuing through Friday, April 25, 2025. (Secs. 85.006(d), 85.007(c)).

Wednesday, April 23, 2025 (10th day before election day)

Last day of period during which notice of election must be published if method of giving notice is **not** specified by a law outside the Election Code and **publication** is the selected method of giving notice. (Sec. 4.003(a)(1)). The notice of election ordered by a county authority or by an authority of a city or school district must be given by publication in a newspaper, in addition to any other method specified. (Sec. 4.003(c), (d)).

NOTE: The election notice shall be posted on the political subdivision's website, if the political subdivision maintains a website.

Last day to mail a copy of the notice of election to each registered voter of the territory that is covered by the election and is in the jurisdiction of the authority responsible for giving notice **if method of giving notice is not specified by a law outside the Election Code** and this method of giving notice is selected. (Sec. 4.003(a)(3)).

All Political Subdivisions Other Than Counties: Voting on **ANY** Saturday or Sunday must be included in the order and notice of election. The order and notice must include the dates and hours of Saturday or Sunday voting. (Secs. 85.006, 85.007). City secretaries no longer have the authority to order Saturday or Sunday early voting 72 hours immediately preceding the first hour that voting will be conducted. The political subdivision must have early voting on Saturday or Sunday, *if* a written request is received from at least 15 registered voters of the political subdivision prior to the election being ordered. (Sec. 85.006(d)). [Request for Additional Early Voting on Saturday or Sunday for County or City Elections \(PDF\)](#), [Request for Additional Early Voting on Saturday or Sunday for Other Political Subdivision Elections \(PDF\)](#). The election notice must be posted on the political subdivision's website, if the political subdivision maintains a website. (Sec. 85.007).

NOTE for Counties: Deadline to file a petition to require the early voting clerk to conduct extended early voting on Sunday, April 27, 2025. [Request for Additional Early Voting on Saturday or Sunday for County or City Elections \(PDF\)](#), [Request for Additional Early Voting on Saturday or Sunday for Other Political Subdivision Elections \(PDF\)](#).

[Notice of weekend voting \(PDF\)](#) must be posted beginning no later than Thursday, April 24, 2025, and continuing through Saturday, April 26, 2025. (Secs. 85.006(d), 85.007(c)).

Thursday, April 24, 2025 (9th day before election day)

NOTE - Section 87.0222 of the Code provides that not later than the ninth day before election day, the jacket envelopes containing early voting ballots voted by mail **MUST** be delivered to the early voting ballot board. **This requirement applies regardless of the county's population size.**

Any jacket envelopes of early voting ballots voted by mail returned after delivery of the ballots to the early voting ballot board may be delivered to the presiding judge of the early voting ballot board between the end of the ninth day before election day and the closing of the polls on election day, or as soon after closing as practicable, at the time or times specified by the presiding judge.

The early voting clerk shall post notice of each delivery of balloting materials that is to be made before the time for opening the polls on election day. The notice must be posted at the main early voting polling place continuously for at least 24 hours immediately preceding the delivery.

NOTE - The early voting ballot board has to meet by this deadline, regardless of whether carrier envelopes have been received by this date.

NOTE - The EVBB can meet as soon as the county has received voted ballots by mail from voters and those materials are delivered to the ballot board. The ballot board does not have to wait until this ninth-day deadline to meet. Please note that the mail ballots may not be counted until (i) the polls open on election day, or (ii) in an election conducted by an authority of a county with a population of 100,000 or more or entities that are having joint elections with such a county or who are conducting their election with such a county through a contract for election services, the end of the period for early voting in person. (Secs. 87.0222, 87.0241).

NOTE: Results may not be released until the polls close on election day.

Early Voting Ballot Board Actions for a Defective Carrier Envelope: Section 87.0411 of the Code provides that not later than the second day after the early voting ballot board discovers a defect(s) in a carrier envelope as described by Section 87.0411(a) of the Code and before the board decides whether to accept or reject a timely delivered ballot under Section 87.041, the board must send the voter a notice of the defect and a corrective action form developed under Section 87.0411(c-1) by mail or by common or contract carrier.

The early voting ballot board must include with the notice delivered to the voter: (1) a brief explanation of each defect on the noncomplying carrier; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section 84.032, correct the defect on the voter's carrier by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s).

NOTE – For more information on corrective action, see [Note 17](#) and [Tex. Sec'y of State Election Advisory No. 2023-13](#).

NOTE – If a county with a population of 100,000 or more is conducting an election through a contract for election services for a political subdivision in May, the county's ballot board timeframes apply to the election. (Secs. 87.0222, 87.0241).

NOTE – The county clerk/elections administrator must ensure that photocopies or scanned images of annual applications for ballot by mail have been delivered to the early voting clerk of every political subdivision holding an election before the ballots by mail are delivered to the early voting ballot board.

Monday, April 28, 2025 (5th day before election day, day before last day of early voting, 4th business day after the deadline to apply for a ballot by mail)

A voter is eligible to vote a late ballot if they will be out of the county of residence on election day due to a death in the immediate family (related within 2nd degree of consanguinity or affinity) that occurs on or after this day. The voter may submit the [Application for Emergency Early Ballot Due to Death in Family \(PDF\)](#) starting Wednesday, April 30, 2025 (the day after early voting in person ends). (Secs. 103.001, 103.003(b)). An application may be submitted after the last day of the period for early voting by personal appearance and before the close of business on the day before election day. (Sec. 103.003).

Deadline for the early voting clerk to receive, by mail, the original of an ABBM that was faxed or emailed or an FPCA that was faxed on the deadline to apply for a ballot by mail, Tuesday, April 22, 2025.

A voter who faxed or emailed their ABBM or faxed their FPCA must mail the original to the early voting clerk so that the early voting clerk **receives the original no later than the 4th business day after receiving the emailed or faxed ABBM or faxed FPCA**. For more information, see the [entry](#) under Tuesday, April 22, 2025 and [Note 16](#).

Last day to publish notice of public test of automatic tabulating equipment, if test will be held on Wednesday, April 30, 2025, and testing was not already completed. The public notice of the test of automatic tabulating equipment must be published at least 48 hours before the test begins. (Sec. 127.096). See [Note 14](#).

Tuesday, April 29, 2025 (4th day before election day)

Last day to vote early by personal appearance. (Sec. 85.001(e)).

Deadline to submit a [Request for Election Inspectors \(PDF\)](#) for election day, Saturday, May 3, 2025 to the Secretary of State. (Sec. 34.001).

Early voting clerk must post [Notice of Delivery of Early Voting Balloting Materials \(PDF\)](#) to the early voting ballot board if materials are to be delivered to the board on Wednesday, April 30, 2025. Notice must be posted continuously for 24 hours preceding each delivery to the board. (Secs. 87.0221, 87.0222, 87.023, 87.024, 87.0241).

The Notice of Delivery of Early Voting Balloting Materials serves as notice of the convening of the early voting ballot board. Your entity should also post notice every time the early voting ballot board reconvenes.

Counties that have a Population of 100,000 or More or Local Political Subdivisions Conducting a Joint Election or Contracting with Such a County:

After the polls close at the end of early voting by personal appearance, counties with a population of 100,000 or more (or local subdivisions conducting a joint election with such a county or conducting an election through a contract for election services with such a county) may convene their early voting ballot board and begin **counting** ballots; **however, the results may not be announced until after the polls close**. (Secs. 87.0222, 87.0241).

NOTE - If a county with a population of 100,000 or more (or a local subdivision conducting a joint election with such a county or conducting an election through a contract for election services with such a county) is convening their early voting ballot board early to begin **counting** ballots, the test of the tabulation equipment will need to be completed at least 48 hours before the equipment is used to count ballots. (Secs. 87.0222, 87.0241, 127.096).

Counties that have a Population of Less than 100,000 or Local Political Subdivisions Conducting a Joint Election or Contracting with Such a County:

Counties may begin convening their early voting ballot board as the county has received voted ballots by mail from voters and those materials are delivered to the ballot board, **but cannot begin counting the ballots until the polls open on election day**. The early voting clerk shall continuously post notice for 24 hours preceding each delivery of voting materials that is to be made before the time for opening the polls on election day. (Secs. 87.0221, 87.023, 87.024, 87.0241). See [Notice of Delivery of Early Voting Balloting Materials \(PDF\)](#).

NOTE - The county elections officer must ensure that photocopies or electronic recordings of annual applications for ballot by mail have been delivered to the early voting clerk of every political subdivision holding an election before the ballots by mail are delivered to the early voting ballot board.

NOTE - Early Voting Ballot Board Actions for a Defective Carrier Envelope: Section 87.0411 of the Code provides that not later than the second day after the early voting ballot board discovers a defect(s) in a carrier envelope as described by Section 87.0411(a) of the Code and before the board decides whether to accept or reject a timely delivered ballot under Section 87.041, the board must send the voter a notice of the defect and a corrective action form developed under Section 87.0411(c-1) by mail or by common or contract carrier.

The early voting ballot board must include with the notice delivered to the voter: (1) a brief explanation of each defect on the noncomplying carrier; and (2) notice that the voter may either cancel the voter's application to vote by mail in the manner described by Section 84.032, correct the defect on the voter's carrier by submitting a corrective action form by mail or by common or contract carrier, make the correction using the Secretary of State's online Ballot by Mail Tracker, if possible, or come to the early voting clerk's office in person not later than the sixth day after election day to correct the defect(s).

For more information on corrective action, see [Note 17](#) and [Tex. Sec'y of State Election Advisory No. 2023-13](#).

Wednesday, April 30, 2025 (3rd day before election day; day after early voting in person ends)

First day to submit an [Application for Emergency Early Ballot Due to Death in Family \(PDF\)](#) to vote a late ballot because of a death in the immediate family that occurred on or after April 28, 2025, and will require absence from the county on election day. (Secs. 103.001, 103.003(b)).

Last day to conduct public test of automatic tabulation equipment. Per Section 127.093, the test shall be conducted at least 48 hours before the automatic tabulating equipment is used to count ballots voted in an election and was not previously tested. We highly **recommend** that this test is done on an earlier date to allow time for corrections to programming, if necessary. (See [Note 14](#), above).

May

Friday, May 2, 2025 (day before election day)

Last day to submit an [Application for Emergency Early Ballot Due to Death in Family \(PDF\)](#). The application must be submitted by the close of business on this day. (Sec. 103.003(b)).

Last day for early voting clerk to mark the precinct list of registered voters with a notation beside each name of voter who voted early, and deliver list to election judges. The early voting clerk must also deliver the precinct early voting list. (Sec. 87.122). This may be delivered electronically if your county is using an e-pollbook.

Delivery of Provisional Ballots and Forms: If the voter registrar wants to take possession of the provisional ballots and forms on election night, the voter registrar must inform the custodian of the election records and post a [Notice of Election Night Transfer \(PDF\)](#) no later than Friday, May 2, 2025, 24 hours before election day. (1 T.A.C. § 81.174(d)(3)). However, under this type of delivery, the county voter registrar **must** go to the office of the custodian of election records and pick up the provisional ballots and forms.

NOTE: The general custodian of election records (or the early voting clerk, if applicable) must also post a [Notice of Delivery of Provisional Ballots \(PDF\)](#) at least 24 hours before delivery will occur. (1 T.A.C. § 81.174(b)(1)).

NOTE FOR MAY 2, 2026 ELECTION: Chapter 2051 of the Government Code requires any political subdivision with the authority to impose a tax that maintained a publicly available Internet website at any time on or after January 1, 2019, to post on that website the requirements and deadline for filing for candidacy of each elected office of the political subdivision continuously for one year before the election day for that office. See [Tex. Sec'y of State Election Advisory No. 2019-19](#).

Saturday, May 3, 2025 (Election Day)

7:00 AM – 7:00 PM	<p>Polls open. (Sec. 41.031).</p> <p>Voter registrar's office is open. (Sec. 12.004(c)).</p> <p>Early voting clerk's office is open for early voting activities. (Sec. 83.011). A voter may deliver a marked ballot by mail to the early voting clerk's office while the polls are open on election day. The voter must provide an acceptable form of identification under Section 63.0101 upon delivery. The identification procedure is the same as that used for personal appearance voting. (Secs. 63.0101, 86.006).</p>
5:00 PM	<p>Deadline for receiving Application for Emergency Early Voting Ballot Due to Sickness or Physical Disability (PDF) for late ballots to be voted by persons who became sick or disabled on or after Monday, April 21, 2025. (Sec. 102.003(b)).</p>
7:00 PM	<p>Regular deadline for receiving early voting ballots by mail. BUT see entry for Monday, May 5, 2025 on "late domestic ballots," entry for Thursday, May 8, 2025, and entry for Friday, May 9, 2025 on other "late" ballots.</p> <p>This is also the deadline for receiving late ballots cast by voters who became sick or disabled on or after Monday, April 21, 2025. (Secs. 86.007(a), 102.006(c)).</p>

NOTE - Section 61.002 provides that immediately before the opening of the polls on election day, the presiding judge or alternate judge shall confirm that the public counters on each voting machine are set to zero and shall print the tape that shows that there are zero votes for each candidate or measure on the ballot. Immediately after the closing of the polls on election day, the presiding judge or alternate judge shall print the tape to show the number of votes cast for each candidate or measure. Each election judge and alternate judge shall sign the printed tapes. (Sec. 61.002).

NOTE - The presiding judge of the central counting station must provide and attest to a [written reconciliation \(PDF\)](#) of votes and voters at the close of tabulation for election day and again after the central counting station meets for the last time to process late-arriving ballots by mail and provisional ballots. (Sec. 127.131). [Preliminary Election Reconciliation \(PDF\) – Unofficial Totals form \(Election Day\)](#). [Election Reconciliation Form \(PDF\) – Official Results \(Canvass Form\)](#). See [Note on Reconciliation](#).

NOTE: Receipt of Mail Ballots: All early voting ballots sent by mail from inside the United States that are received by 7:00 PM on election day, May 3, 2025, **must be counted on election night**. If the carrier envelope does not bear a cancellation mark or a receipt mark, the ballot must arrive before the time the polls are required to close **on election day**. (Sec. 86.007(a)(1)). If the early voting clerk cannot determine whether a ballot arrived before that deadline, the ballot is considered to have arrived at the time the place at which the carrier envelopes are deposited was last inspected for removal of returned ballots. (Sec. 86.007(b)). The early voting clerk **must** check the mailbox for early voting mail ballots at least once after the time for regular mail delivery. (Sec. 86.007(b)).

NOTE: An early voting mail ballot that is not received by 7:00 pm on election day may not be counted unless the ballot may be counted late, which applies to late domestic ballots (Sec. 86.007(a)(2)), ballots mailed from outside the United States (Sec. 86.007(d)), and ballots from members of the armed forces and merchant marine of the United States, Texas National Guard or the National Guard of another state or members of the Reserves, as well as their spouses and dependents (Sec. 101.057). See [entry](#) for Monday, May 5, 2025 on "late domestic ballots," [entry](#) for Thursday, May 8, 2025, and [entry](#) for Friday, May 9, 2025 on other "late" ballots.

NOTE - Delivery of Early Voting by Personal Appearance and Mail Ballots: The early voting clerk delivers the voted ballots, the key to the double-locked ballot box, etc., to the early voting ballot board at the time or times specified by the presiding judge of the early voting ballot board, during the hours the polls are open or as soon after the polls close as practicable. (Secs. 87.021, 87.022). The custodian of the key to the second lock of the double-locked early voting ballot box delivers his or her key to the presiding judge of the early voting ballot board on request of the presiding judge. (Secs. 85.032(d), 87.025).

The custodian is the sheriff for county elections; the chief of police or city marshal for city elections; and the constable of the justice precinct in which the political subdivision's main office is located (or the sheriff, if there is no constable), for other political subdivision elections. (Sec. 66.060). If ballots are to be delivered before election day, the early voting clerk must post [notice \(PDF\)](#) at least 24 hours before each delivery at the main early voting polling place. [Tex. Sec'y of State Election Advisory No. 2022-10](#).

Note on Delivery of Early Voting Ballots to Early Voting Ballot Board Before Election Day - Any jacket envelopes of early voting ballots voted by mail returned after delivery of the ballots to the early voting ballot board may be delivered to the presiding judge of the early voting ballot board between the end of the ninth day before election day and the closing of the polls on election day, or as soon after closing as practicable, at the time or times specified by the presiding judge.

Mail ballots may be qualified and processed (signatures verified, carrier envelopes opened, and the secrecy envelope containing the ballot placed in a secure location), but they may not be counted until election day. (Secs. 87.0221, 87.0222, 87.023, 87.024, 87.0241). If ballots are to be delivered before election day, the early voting clerk must post [notice \(PDF\)](#) at least 24 hours before each delivery at the main early voting polling place.

Exception: Entities that are having joint elections with counties with a population of 100,000 or more or who are conducting an election through a contract for election services with such a county, may begin counting ballots no earlier than the end of the period for early voting by personal appearance; the results may not be released until the polls close on election day. (Secs. 87.0221, 87.0222, 87.023, 87.024, 87.0241(b), 87.042). If ballots are to be delivered before Election Day, the early voting clerk must post [notice \(PDF\)](#) at least 24 hours before each delivery at the main early voting polling place. (Secs. 87.0221, 87.0222, 87.023, 87.024, 87.0241(b), 87.042).

NOTE - Section 127.1232 provides that in counties with a population of 100,000 or more, the general custodian of election records shall implement a video surveillance system that retains a record of all areas containing voted ballots: (1) from the time the voted ballots are delivered to the central counting station until the canvass of the precinct election returns; and (2) from the time the voted ballots are delivered to the signature verification committee or early voting ballot board until the canvass of precinct election returns. Video from the surveillance system shall be made available to the public by live stream. The recorded video is considered an election record and shall be retained by the general custodian until the end of the calendar year in which an election is held or until an election contest filed in the county has been resolved, whichever is later. (Sec. 127.1232). [Tex. Sec'y of State Election Advisory No. 2022-10](#).

NOTE: Manual Examination of Ballots Before Processing on Automatic Counting Equipment: The central counting station manager shall direct the manual examination of all electronic voting system ballots to ascertain whether the ballots can be processed in the usual manner or if the ballots need to be duplicated to clearly reflect the voter's intent. (Sec. 127.125).

NOTE: Testing of Tabulating Equipment: The second test of automatic tabulating equipment used for counting ballots at a central counting station must be conducted immediately before the counting of ballots with equipment begins. The third test must be conducted immediately after the counting is completed. (Secs. 127.093, 127.097, 127.098).

Transfer of Provisional Ballots to Voter Registrar Election Night: The county voter registrar may take possession of the ballot box(es) or transfer case(s) containing the provisional ballots (or provisional ballot affidavits when DRE systems are used) on election night (instead of on the next business day) by informing the custodian of election records and posting a notice of such election night transfer no later than 24 hours before election day. Under this type of delivery, the voter registrar must go to the office of the custodian and pick up the ballot box(es) or transfer case(s) and associated forms. (Sec. 65.052; 1 T.A.C. §§ 81.172 – 81.174 & 81.176). See [Verification of Provisional Ballots and Serial Numbers \(PDF\)](#).

After the polling place is officially closed and the last person has voted, the presiding judge may from time to time make an unofficial announcement of the total number of votes counted for each candidate and/or for or against each proposition in the order that they appear on the ballot. (Sec. 65.015(a)). The announcement shall be made at the entrance to the polling place. (Sec. 65.015(c)).

NOTE: The authority conducting the election may require or prohibit such announcements. (Sec. 65.015(b)). Unofficial election results must be released by the central counting station as soon as they are available after the polls close, but the presiding judge of the central counting station,

in cooperation with the county election officer, may choose to withhold the release of vote totals until the last voter has voted. (Sec. 127.1311).

NOTE: Precinct election returns are delivered to the appropriate authorities after completion. (Secs. 66.053(a), 127.065, 127.066, 127.067).

Last day to post notice of governing authority's meeting to canvass returns of election if canvass is to take place on Tuesday, May 6, 2025 (3rd day after election). (Sec. 67.003(b)). This notice must be posted at least 72 hours before the scheduled time of the meeting. (Secs. 551.002, 551.041, 551.043, Texas Government Code).

NOTE - Section 67.003 provides that, except as provided by Section 67.003(c), each local canvassing authority shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not later than the 11th day after election day and not earlier than the later of:

1. the **third day after election day**;
2. the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or
3. the date on which all timely received ballots cast from addresses outside of the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States; or
4. the date on which all ballots received in defective carriers are timely corrected, if any ballots in defective carriers have been received.

Counties, Cities, and School Districts: Section 65.016 of the Code provides the election results information that must be posted on county, city, and school district websites. A county that provides election services for an election for a public entity must post certain information regarding election results on their website after the election. A city or independent school district that holds an election and maintains an Internet website must also post certain information on their website related to election results, even if the county is also posting. All entities must post the required information **as soon as practicable after the election**. The required information includes:

1. the results of each election;
2. the total number of votes cast;
3. the total number of votes cast for each candidate or for or against each measure;
4. the total number of votes cast by personal appearance on election day;
5. the total number of votes cast by personal appearance or mail during the early voting period; and
6. the total number of counted and uncounted provisional ballots cast. (Sec. 65.016).

We recommend that election results information remain posted on the entity's main page (or within two clicks of the main page) at least until the next election, and that the information continues to be available for the full 22-month retention period for election records. Entities may choose to make older election results information available on their website. See [Note 3](#).

Counties with a Population of 250,000 or more: Per Section 127.009 of the Election Code, counties with a population of 250,000 or more must forward a copy of the audit logs from the central counting station to the Secretary of State no later than the fifth day after voting is completed. The information may be forwarded to the Secretary of State by email, use of a thumb drive, or by mail.

Monday, May 5, 2025 (1st business day after election day)

5:00 PM – Deadline to receive “**late domestic ballots**” mailed **within** the United States from **non- military voters and from any military voters** who submitted an **Application for Ballot by Mail** (“ABBM”) (**not** a Federal Postcard Application – “FPCA”), if the carrier envelope was placed for delivery by mail or common or contract carrier **AND** bears a cancellation mark of a postal service or a receipt mark of a common or contract carrier or a courier indicating a time not later than **7:00 PM** at the location of the election on election day, May 3, 2025. (Secs. 86.007, 101.057, 101.001). A late domestic ballot cannot be counted if it does not bear a cancellation mark or a receipt mark.

NOTE: Because of the deadline to receive “late domestic ballots,” it is imperative that you check your mail at 5:00 PM!

NOTE: Section 86.007 provides that a marked ballot voted by mail that a voter received due to submitting an ABBM may arrive at the address on the carrier envelope not later than 5:00 PM on the day **after** election day, if the carrier envelope was placed for delivery by mail or common or contract carrier from **within** the United States **and** bears a cancellation mark of a postal service or a receipt mark of a common or contract carrier or a courier **not later than 7:00 PM** at the location of the election on election day.

NOTE: This deadline does **not** apply to ballots sent by non-military voters who are overseas but who applied for a ballot using an ABBM or FPCA; these voters have until the 5th day after election day to return their ballots (or the next business day if the 5th day falls on a weekend or legal state or federal holiday). This deadline also does **not** apply to ballots mailed (domestically or from overseas) by certain members of the military who applied for a ballot using an FPCA, as well as members of the Texas National Guard or the National Guard of another state, or members of the Reserves, as well as their **spouses and dependents**; those voters have until the 6th day after election day to return their ballots. See the [entry for Thursday, May 8, 2025](#), and the [entry for Friday, May 9, 2025](#).

Unless the county voter registrar has already taken possession of the provisional ballots prior to this date, the general custodian of election records must deliver the ballot box(es) or transfer case(s) containing the provisional ballots (or provisional ballot affidavits when DRE systems are used), along with the Summary of Provisional Ballots and the List of Provisional Voters for each precinct to the voter registrar by this day. The

general custodian of election records makes this delivery to the voter registrar during the voter registrar office's regular business hours. (Secs. 65.052, 65.053; 1 T.A.C. §§ 81.172 – 81.174 & 81.176).

NOTE: Political Subdivisions Located in More than One County: A political subdivision will have to make delivery of the provisional ballots and forms to the county voter registrar in each county in which the political subdivision is located. (1 T.A.C. §§ 81.172 – 81.174).

NOTE: If the county voter registrar wants to take possession of the provisional ballots and forms on election night (Saturday, May 3, 2025), the county voter registrar must inform the custodian of the election records and post a notice of the transfer no later than 24 hours before Election Day. However, under this type of delivery, the county voter registrar **must** go to the office of the custodian of election records and pick up the provisional ballots and forms. Also, note that the county voter registrar may take possession of provisional ballots prior to election night if ballots are kept separate and may be provided without unlawful entry into ballot box. (1 T.A.C. §§ 81.172 – 81.174).

Tuesday, May 6, 2025 (3rd day after election day)

Last day to begin the **partial manual count** for entities using electronic voting systems for the counting of ballots. This is the last day to **begin** manual recount of ballots in three precincts or one percent of precincts, whichever is greater. (Sec. 127.201(a), (g)). The count must be completed not later than the 21st day after election day. Results of the manual count must be delivered to Secretary of State not later than the 3rd day after the manual count is completed. (Sec. 127.201(e)). No partial manual count needs to be done of ballots cast on DRE voting machines, but partial manual count must be completed for mail ballots. (Sec. 127.201(g)). For information on how to begin the partial manual count, please see [Tex. Sec'y of State Election Advisory No. 2018-30](#).

The first possible day to conduct official local canvass of returns by governing authority of the political subdivision. However, the canvass may not be conducted until the ballot board has verified and counted **all** provisional ballots, if a provisional ballot has been cast in the election, **AND counted all timely received mailed domestic ballots cast from addresses within the United States, and all timely received mailed ballots cast from addresses outside the United States and defective carrier envelopes that were corrected by voters.** (Secs. 67.003, 86.007). Notice of canvass must be posted at least 72 hours continuously before the canvass is conducted.

RUNOFF NOTE - A candidate in a runoff election may not withdraw from the election after 5 p.m. of the third day after the date of the final canvass for the main election. (Sec. 145.092).

RUNOFF NOTE - The runoff election can be ordered as soon as the canvass is completed. Therefore, May 6, 2025 is the first date a runoff election can be ordered. Our office **recommends** that a political subdivision order their runoff election as soon as the election has been canvassed.

RUNOFF NOTE - Please see our June 7, 2025 Runoff Election Calendar Advisory, [Tex. Sec'y of State Election Advisory No. 2024-XX](#), for all additional runoff calendar dates.

NOTE - Section 1.012 of the Code provides that on the first day after the final canvass of an election is completed, the general custodian of election records shall make images of voted ballots and cast vote records available for public inspection. See [Note 22](#).

NOTE: If a recount petition has been filed and a winning candidate's race is involved in the recount, the certificate of election cannot be issued for that race until the recount has been completed. (Secs. 67.016, 212.0331).

Cities, Schools, and Other Political Subdivisions: First day that newly-elected local officers may qualify and assume the duties of their offices. Please note that the canvass must have been completed **before** an officer can assume office. (Sec. 67.016). If a political subdivision was able to **cancel** its election, this is the first day its elected officials can be issued a certificate of election and take the oath of office. (Secs. 2.053(e), 67.003, 67.016). For information on who can administer an oath, please see Chapter 602 of the Government Code.

NOTE: This does not apply to officers of a Type A general law city, who cannot qualify until the 6th day after election day. See [entry](#) on Friday, May 9, 2025.

Thursday, May 8, 2025 (5th day after election day)

Last day to receive ballots from **non-military and any military voters** casting ballots from **outside of the United States**, who submitted an **ABBM** (not an FPCA) **AND** who placed their ballots in delivery by 7:00 PM on election day, Saturday, May 3, 2025, as evidenced by a postal service cancellation mark or a receipt mark of a common or contract carrier or a courier. (Secs. 86.007, 101.057, 101.001). A late overseas ballot sent by a voter who applied for a ballot using an ABBM (not a military FPCA) **cannot be counted** if it does **not** bear a cancellation mark or a receipt mark. (Sec. 86.007(c), (e), (f)). For military voters casting ballots who submitted an FPCA, please see [entry](#) for Friday, May 9, 2025.

NOTE: Section 86.007 provides that a marked ballot voted by mail from **outside** of the United States by a voter who received the ballot due to submitting an ABBM is considered timely if it is received at the address on the carrier envelope not later than **the fifth day** after the date of the election. Further, the delivery is considered timely if the carrier envelope or, if applicable, the envelope containing the carrier envelope is properly addressed with postage or handling charges prepaid **and** bears a cancellation mark of a recognized postal service or a receipt mark of a common or contract carrier or a courier indicating a time **by 7:00 PM** on election day.

Last day to receive ballots from **non-military voters** casting ballots from **overseas**, who submitted an **FPCA**, **AND** who placed their ballots in delivery by 7:00 PM on election day, Saturday, May 3, 2025. (Sec. 86.007(d), (e)).

Friday, May 9, 2025 (6th day after election day)

NOTE - Last day a voter may come to the early voting clerk's office in person to correct certain defects on their carrier envelope. (Secs. 87.0271, 87.0411). See [Note 17](#) and [Tex. Sec'y of State Election Advisory No. 2023-13](#).

Deadline for ID related provisional voter to: (1) present acceptable photo identification to county voter registrar; or (2) if the voter does not possess and cannot reasonably obtain acceptable photo identification, follow the Reasonable Impediment Declaration procedure at the county voter registrar; or (3) execute an affidavit relative to "natural disaster" or "religious objection" in presence of county voter registrar, if applicable; or (4) qualify for the disability exemption, if applicable, with the county voter registrar. (Secs. 65.054, 65.0541).

Deadline for voter registrar to complete the review of provisional ballots. (1 T.A.C. § 81.175(a)(1)).

Last day to receive carrier envelopes mailed domestically (within the United States) OR overseas from voters who submitted a **FPCA AND** who are **members of the armed forces of the United States, or the spouse or a dependent of a member of the armed forces, members of the merchant marines of the United States, or the spouse or a dependent of a member of the merchant marine**, members of the Texas National Guard, or the spouse or a dependent of a member of the Texas National Guard, a member of the National Guard of another state, or the spouse or a dependent of a member of the National Guard of another state, or members of the Reserves, or the spouse or a dependent of a member of the Reserves. (Secs. 101.057, 101.001).

NOTE - Section 101.057 provides that carrier envelopes mailed domestically or overseas from certain **military voters** (members of the armed forces of the United States, or the spouse or a dependent of a member of the armed forces, members of the merchant marines of the United States, or the spouse or a dependent of a member of the merchant marine, members of the Texas National Guard, or the spouse or a dependent of a member of the Texas National Guard, a member of the National Guard of another state, or the spouse or a dependent of a member of the National Guard of another state, or members of the Reserves, or the spouse or a dependent of a member of the Reserves) who submitted a **Federal Post Card Application (FPCA)** may arrive on or before the 6th day after election day. (Secs. 86.007, 101.057, 101.001).

NOTE: The carrier envelope or, if applicable, the envelope containing the carrier envelope sent by the military members listed above who applied to vote by mail using the FPCA does NOT need to bear a cancellation or receipt mark in order to be counted.

First day that newly elected officers of Type A general law city may qualify and assume duties of office (per Sec. 22.006, Local Government Code), but see **NOTE**, below.

NOTE: If a Type-A municipal officer-elect fails to qualify for office within 30 days after the date of the officer's election, the office is considered vacant. (Sec. 22.007, Local Government Code). See Monday, June 2, 2025 [entry](#).

Council members may take office anytime following the canvass. Section 22.006 of the Texas Local Government Code states that a newly-elected municipal officer of a Type A city may exercise the duties of office beginning the fifth day after the date of the election, excluding Sundays. However, **no newly elected official may qualify for office before the official canvass of the election has been conducted** (or would have been conducted, in the event of a cancelled election). Section 22.036 of the Texas Local Government Code further requires that the newly-elected governing body of the municipality "meet at the usual meeting place and shall be installed."

NOTE - If a recount petition has been filed and a winning candidate's race is involved in the recount, the certificate of election cannot be issued for that race until the recount has been completed. (Secs. 67.016, 212.0331).

Monday, May 12, 2025 (9th day after election day)

Deadline for custodian of election records or presiding judge of the early voting ballot board to retrieve provisional ballots from county voter registrar. (Sec. 65.051(a)).

Last day for **early voting ballot board** to convene to qualify and count:

1. any late **domestic** ballots (from non-military and from any military voters who submitted an ABBM) that bear a cancellation mark or receipt mark indicating they were placed for delivery by mail or common or contract carrier not later than 7:00 PM on election day, May 3, 2025, and were received not later than 5:00 PM on the first business day after election day, Monday, May 5, 2025. (Secs. 86.007(a) & (d-1), 87.125(a)).
2. any late ballots that were submitted from outside the United States by voters who applied for the ballot using an ABBM or by non-military voters who applied for the ballot using an FPCA, and which were received by the 5th day after election day, Thursday, May 8, 2025. (Secs. 86.007(d), 87.125(a)).
3. any ballots received by the 6th day after election day, Friday, May 9, 2025, from voters who are members of the armed forces of the United States, or the spouse or a dependent of a member of the armed forces, members of the merchant marines of the United States, or the spouse or a dependent of a member of the merchant marine, members of the Texas National Guard, or the spouse or a dependent of a member of the Texas National Guard, a member of the National Guard of another state, or the spouse or a dependent of a member of the National Guard of another state, or members of the Reserves, or the spouse or a dependent of a member of the Reserves, and who applied for a ballot using an FPCA. (Secs. 101.057, 87.125(a)).
4. any provisional ballots that have been reviewed by the voter registrar. (Sec. 65.051(a)).
5. ballots contained in defective carrier envelopes corrected by voters. (Sec. 86.011(d)).

NOTE: Ballots that do not qualify under 1-3 above should be treated as ballots not timely returned and should not be delivered to the ballot board.

NOTE: If the early voting ballot board needs to meet after this date, it will require a court order to do so.

The time the board reconvenes is set by the presiding judge of the early voting ballot board. (Secs. 86.007(d), 87.125).

NOTE - Section 65.0581 provides that provisional voting records do not become public information until after the provisional ballots and other voting records have been delivered back to the custodian of election records. (Sec. 65.0581).

NOTE - The presiding judge of the central counting station shall provide and attest to a [written reconciliation \(PDF\)](#) of votes and voters at the close of tabulation for election day and again after the central counting station meets for the last time to process late-arriving ballots by mail and provisional ballots. (Sec. 127.131). [See Note 18 on Reconciliation.](#)

Tuesday, May 13, 2025 (10th day after election day)

The presiding judge of the EVBB shall mail a [Notice of Rejected Ballot \(PDF\)](#) to voters whose mail ballots were rejected no later than the 10th day after election day or as soon as practicable, depending on when the EVBB last convenes. (Sec. 87.0431).

Wednesday, May 14, 2025 (11th day after election day)

Last day for official canvass of returns by the governing body of the political subdivision. (Sec. 67.003).

NOTE - Section 1.012 of the Code provides that on the first day after the final canvass of an election is completed, the general custodian of election records shall make images of voted ballots and cast vote records available for public inspection. [See Note 22.](#)

NOTE: If a recount petition has been filed and a winning candidate's race is involved in the recount, the certificate of election cannot be issued for that race until the recount has been completed. (Secs. 67.016, 212.0331).

Friday, May 16, 2025 (13th day after election day)

Last day for the presiding judge of the early voting ballot board to mail [Notice of Outcome to Provisional Voter \(PDF\)](#) to provisional voters if the local canvass was held on Tuesday, May 6, 2025, the first day of the canvass period. Such notices must be delivered to provisional voters by the presiding judge no later than the 10th day after the local canvass (Sec. 65.059; 1 T.A.C. § 81.176(e)).

Sunday, May 18, 2025 (15th day after election day)

Election records from the May 3, 2025 election must be available in an electronic format no later than this day, for a fee of not more than \$50.00. (Sec. 1.012(e)).

Monday, May 26, 2025 (Memorial Day)

Tuesday, May 27, 2025 (24th day after election day; extended from 21st day, Saturday, May 24, 2025, Sec. 1.006)

Last day for the presiding judge of the early voting ballot board to mail [Notice of Outcome to Provisional Voter \(PDF\)](#) to provisional voters, if the canvass was held on Wednesday, May 14, 2025. Such notices must be delivered to provisional voters by the presiding judge no later than the 10th day after the local canvass. (The deadline falls on Saturday, May 24, 2025, and is extended to Tuesday, May 27, 2025 under Section 1.006.) (Sec. 65.059; 1 T.A.C. § 81.176(e)).

Last day to complete the partial manual count, which is the first business day after the 21st day after the election. (Secs. 1.006, 127.201(a)).

June

Monday, June 2, 2025 (30th day after election day)

If a Type A municipal officer-elect fails to qualify for office within 30 days after the date of the officer's election, the office is considered vacant. (Sec. 22.007, Local Government Code).

Thursday, June 12, 2025 (40th day after May 3, 2025 election day)

Last day of the period for mandatory office hours. See [entry](#) for Friday, March 14, 2025. (Sec. 31.122).

July

Thursday, July 3, 2025 (61st day after May 3, 2025 election day)

NOTE - Section 1.012 of the Code provides that on the 61st day after election day, the general custodian of election records shall make the original voted ballots available for public inspection.

First day that ballot box(es) from the **May 3, 2025 election** may be unlocked and its voted ballots may be transferred to another secure container for the remainder of the preservation period. (Sec. 66.058(b)).

NOTE - Our office recommends that the county elections office work closely with its county attorney and its public information division in ensuring that records have been properly redacted before being made publicly available. Please direct any questions about the procedures for responding to a public information request, including the timeframes for such responses, to the Office of the Attorney General via its Open Government Hotline, (877) OPEN TEX (673-6839). See [Tex. Sec'y of State Election Advisory No. 2024-05](#), and [Tex. Sec'y of State Election Advisory No. 2024-20](#).

NOTE - For guidance on retention of electronic voting system media, please see [Tex. Sec'y of State Election Advisory No. 2019-23](#).

2026-2027

Thursday, January 1, 2026 (1st day after the end of the calendar year in which the election was held)

First day that surveillance video of areas containing voted ballots from the May 3, 2025 election and June 7, 2025 runoff election may be destroyed IF there is no unresolved election contest.

NOTE - Section 127.1232 provides that in counties with a population of 100,000 or more, the general custodian of election records shall implement a video surveillance system that retains a record of all areas containing voted ballots: (1) from the time the voted ballots are delivered to the central counting station until the canvass of the precinct election returns; and (2) from the time the voted ballots are delivered to the signature verification committee or early voting ballot board until the canvass of precinct election returns. Video from the surveillance system shall be made available to the public by live stream. The recorded video is considered an election record and shall be retained by the general custodian until the end of the calendar year in which an election is held or until an election contest filed in the county has been resolved, whichever is later. (Sec. 127.1232). See [Tex. Sec'y of State Election Advisory No. 2022-10](#).

Thursday, March 4, 2027 (day after 22 months after May 3, 2025 election day)

Contents of ballot box(es) may be destroyed **IF** no contest or criminal investigation has arisen (Secs. 1.013, 66.058), and **IF** no open records request has been filed ([Tex. Att'y Gen. ORD-505 \(1988\)](#)).

All election records must be preserved for 22 months from election day, even when there is no federal office on the ballot. (Sec. 66.058).

Notable Exceptions:

Permanent Records: Election results must be permanently maintained in the election register. (Sec. 67.006).

Electronic Voting Systems: See advisories on our website for preservation procedures for electronic voting systems. (See [Tex. Sec'y of State Election Advisory No. 2019-23](#).)

Tuesday, May 4, 2027 (day after Two Years after May 3, 2025 election day)

NOTE: Retention of Voter Registration List: County voter registrar must maintain **copy** of each voter list prepared for each countywide election for 2 years (24 months) after election day. (Sec. 18.011).

NOTE: Retention of Candidate Applications: Candidate applications must be retained by the governing body for **two** years after date of election. (Sec. 141.036).



Wylie City Council

AGENDA REPORT

Department: Public Works **Account Code:** 100-5411-58850
Prepared By: Joel Pieper

Subject

Consider, and act upon, the approval of the purchase of PTZ stormwater camera equipment for Wylie Public Works Stormwater Division from CLS Sewer Equipment Co., Inc. through a cooperative purchasing agreement with Buyboard Contract #676-22, authorizing the City Manager to execute all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

Wylie Public Works Street Department is seeking approval from the City Council to purchase PTZ stormwater pipe camera equipment, estimated to cost \$50,822.15. This camera will provide inside footage of confined, underground storm drainage pipes and structures for inspections related to the maintenance of Wylie's city-wide stormwater infrastructure.

The funds for this equipment were approved in the FY2024-2025 City budget. Staff recommends purchasing the equipment for the Stormwater Division from CLS Sewer Equipment Co. through a cooperative purchasing agreement with Buyboard Contract #676-22, as it offers the best value to the City.

The City is authorized to purchase through a cooperative purchasing program with another local government or cooperative organization, pursuant to Chapter 791 of the Texas Government Code and Section 271, Subchapter F of the Local Government Code. By doing so, the City satisfies state law requirements that mandate local governments to seek competitive bids for purchases.

Wylie Agreement # W2025-78/Buyboard Contract # 676-22



Wylie City Council

AGENDA REPORT

Department: Public Works **Account Code:** 100-5411-54250
Prepared By: Joel Pieper

Subject

Consider, and act upon, the approval of the purchase of school zone flasher assemblies from Paradigm Traffic Systems, in the estimated amount of \$117,000.00 through a cooperative purchasing contract with BuyBoard, and authorizing the City Manager to execute any and all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

The City of Wylie Public Works Street Department is requesting approval from the City Council to purchase school zone flashing light assemblies, with an estimated cost of \$117,000.00.

This request is to replace 15 outdated and unreliable school zone flashing light assemblies. Additionally, the vendor has begun outsourcing the maintenance of computer programming to a third-party service, making it difficult to resolve issues in a timely manner. This is part of a phased approach to replace all 90-school zone flashing light assemblies, with the option to purchase additional units using funds from the signs and signals account through budget management.

The funds appropriated for the school zone blinking lights were approved in the FY2024-2025 City budget. Staff recommends the purchase of the school zone flashing assemblies for the Signs and Signals Division through a cooperative purchasing agreement with Buyboard Contract #695-23 as providing the best value to the City.

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code and, by doing so, satisfies any State Law requiring local governments to seek competitive bids for items.

Wylie Agreement #W2025-76/Buyboard Contract #695-23



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation **Account Code:** 112-5614-58150
Prepared By: Brent Stowers

Subject

Consider, and act upon, the award of contract #W2025-80 to WEBUILDFUN for the purchase of a custom shade structure over Pirate's Cove Playground in the estimated amount of \$182,247.00 through a cooperative purchasing contract with Sourcewell and authorizing the City Manager to execute any and all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

The Parks and Recreation Department (PARD) is seeking approval from the City Council to award contract #W2025-80 for a custom shade structure over Pirate's Cove Playground.

A new playground has been installed at Pirate's Cove in Founders Park. It has some integrated shade elements but lacks large shaded areas. Excessive summer heat and direct sun discourage play and can damage playground equipment. Addressing these issues with a fabric shade structure can enhance the overall experience and safety of Pirate's Cove Playground. Parks and Recreation wants to encourage the use of the playground, prioritize safety, and prolong the life of the equipment.

Staff recommends the award of contract #W2025-80 Custom Shade for Pirate's Cove Playground to WEBUILDFUN in the estimated amount of \$182,247.00 as providing the best value to the City. The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization under Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code, and by doing so, satisfies any State Law requiring local governments to seek competitive bids for items.

(City of Wylie No. W2025-80; Sourcewell #010521-LTS-3)



Wylie City Council

AGENDA REPORT

Department: Purchasing **Account Code:** 100-5411-58510
Prepared By: Kirby Krol

Subject

Consider, and act upon, the approval of purchasing a 2026 International 6-yard Dump Truck from Southwest International Trucks, Inc. in the estimated amount of \$123,208.36 through a cooperative purchasing agreement with BuyBoard and authorizing the City Manager to execute all necessary documents.

Recommendation

Motion to approve the Item as presented.

Discussion

The Stormwater Division is requesting approval to purchase a 6-yard Dump Truck to assist with City repairs and conduct routine maintenance at locations citywide.

Currently, the Stormwater Division shares a 12-yard dump truck with the Streets Division. The 12-yard dump truck is difficult to navigate narrow streets, alleys, and drainage easements. This decreases efficiency and poses safety concerns for the crew, residents, and vehicles parked on the street.

The purchase of this additional, smaller 6-yard dump truck will assist in carrying machinery to and from job sites, and improve the efficiency and safety of the Stormwater Division operations.

Funds for this purchase were approved in the FY2024-2025 budget. Staff recommends the purchase of a 2026 International Dump Truck from Southwest International Trucks, Inc. in the estimated amount of \$123,208.36 through a cooperative purchasing agreement with Buyboard through Southwest International Trucks, Inc.

The City is authorized to purchase from a cooperative purchasing program with another local government or a local cooperative organization pursuant to Chapter 791 of the Texas Government Code and Section 271 Subchapter F of the Local Government Code; and by doing so satisfies any State Law requiring local governments to seek competitive bids for items.

(Wylie No. 2025-77 / BuyBoard No. 723-23)



Wylie City Council

AGENDA REPORT

Department: Public Arts Account Code: _____
Prepared By: J. Pannell

Subject

Consider, and act upon, changes to the Wylie Public Arts Advisory Board bylaws.

Recommendation

Motion to approve the Item as presented.

Discussion

Updates include amending “Master Plan” to Wylie Public Arts Guidelines Plan and updating the requirements regarding qualified voter status.

The Public Arts Advisory Board approved the changes at the January 16, 2025 meeting.

CITY OF WYLIE PUBLIC ARTS ADVISORY BOARD BYLAWS

ARTICLE I

Name

Section 1. The Public Arts Program is hereby established to, among other things, promote and encourage public and private art programs, to further the development and awareness of, and interest in, the visual arts, to create an enhanced visual environment for city residents, to commemorate the city's rich cultural and ethnic diversity, to integrate the design work of artists into the development of the city's capital infrastructure improvement and to promote tourism and economic vitality in the city through the artistic design of public spaces.

Section 2. The Public Arts Advisory Board is hereby established to, among other things, promote art, select works of art and artists for commissioned pieces of art, and implement the public arts guidelines plan. The board will, among other things, oversee the public arts program and act in an advisory capacity to the City Council.

Section 3. As authorized by the City Charter, City of Wylie and City Ordinance No. 2006-37, this body shall be known as the Public Arts Advisory Board.

ARTICLE II

Members

Section 1. Number of Members/Qualified Appointment. The Board shall consist of seven (7) members, with the Board members to be appointed by the City Council for a term of two years; provided however, that the members of the first board to serve shall be appointed so that three (3) members shall serve one (1) year terms and four (4) members shall serve two (2) year terms; provided, however, that of the initial appointments made under this Ordinance, shall be for a term commencing on August 22, 2006 and one-year terms expiring on June 30, 2007 and two-year terms expiring on June 30, 2008.

Section 2. Terms. No Board member shall serve for more than three (3) consecutive terms; provided, however, should a Board member's replacement not be qualified upon the expiration of any term of a Board member, then that Board member shall holdover on the Board until a qualified replacement Board member has been appointed.

Section 3. In addition to the seven Board members, the City Manager shall serve as an ex officio member of the Board, but shall have no right to vote on any matter before the Board. Each Board member shall serve without compensation, but may be reimbursed for actual expenses approved in

advance by the City Council.

Section 4. Qualifications. Each board member shall be a qualified voter and shall not be an employee of the city. Each board member shall have any other qualification as the City Council deems necessary and appropriate.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson, and a Secretary.

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies in officers other than the Chair shall be filled for the unexpired term by election from the remaining Public Arts Advisory Board members.

Section 4. Duties of the officers shall be as follows:

(a) Chair:

- (i) Preside at all meetings.
- (ii) Represent the Public Arts Advisory Board at public functions.
- (iii) Appoint special committees.
- (iv) Assist City of Wylie Staff Liaison in establishing the agenda for each meeting. Agenda items requested by any Board Member will be included.

(b) Vice-Chair:

- (i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

(c) Secretary:

- (i) The secretary will be responsible for recording the minutes.
- (ii) The City of Wylie Staff Liaison will be responsible for distributing minutes to the City Council, Public Arts Advisory Board, and City Manager. An official record of attendance will be kept in the

minutes.

ARTICLE IV

Meetings

Section 1. The Public Arts Advisory Board shall meet at least once (1) each month at such time and place as shall be fixed by the board by its standing rules, which meetings shall be open to the public.

Section 2. Special meetings may be called by the chairperson or by written request sent to the chairperson or vice-chairperson by three members of the board. Minutes shall be kept of all such meetings, and any special meetings, with copies of said minutes and any other reports to be transmitted to the City Council and the City Manager. The board shall have technical and logistical support provided as designated by the City Manager.

Section 3. Four (4) board members shall constitute a quorum of the Board for the purpose of conducting its business, exercising its power and for all other purposes. No action of the Board shall be valid or binding unless adopted by the affirmative vote of a majority of those Board members present and voting.

Section 4. When vacancies occur on the Board, the City Council shall appoint, by majority vote, a replacement to serve the remainder of the term.

Section 5. Each Board member serves at the pleasure of the City Council and may be removed at the discretion of the City Council. Board member absences shall be controlled by Article VIII of the Wylie's Charter.

Section 6. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

Section 7. The board shall have a chairperson and vice-chairperson whose terms shall be one year. The chairperson and vice-chairperson shall be elected by the board members. Neither the chairperson nor vice-chairperson shall serve as an officer for more than (2) consecutive terms. The chairperson shall preside over meetings and shall be entitled to vote upon each issue. The vice chairperson shall assist the chairperson in directing the affairs of the board. In the absence of the chairperson, the vice-chairperson shall assume all duties of the chairperson.

ARTICLE V

Powers and Duties of Board Members

Section 1. The Board shall act principally in an advisory capacity to city staff and the City Council in any matter pertaining to art.

Section 2. The Board may solicit, on behalf of the city, gifts, revenues, bequests or endowments of money and/or property as donations and/or grants from persons, firms or corporations, subject to the guidance, approval and acceptance by the City Council.

Section 3. The Board, through its Chairperson, shall make an oral and/or written report annually to the City Council concerning its activities during the past year and its proposals for the coming year.

Section 4. The Board's authority shall not extend to the direction, supervision, employment or termination of Wylie employees. No supervisory power of the Board is created.

Section 5. The Board will develop, for City Council approval, a set of by-laws governing rules of procedure for their meetings and operation.

Section 6. The Board shall not have the power to obligate the city for funds and/or expenditures or incur any debt on behalf of Wylie.

Section 7. All powers and duties prescribed and delegated herein are delegated to the Board, as a unit, and all action hereunder shall be of the Board acting as a whole. No action of an individual Board member is authorized, except through the approval of the Board or City Council.

Section 8. The Board shall advise and make recommendations to City Council pertaining to the execution of the public arts guidelines plan.

Section 9. The Board shall advise and make recommendations to the City Council pertaining to, among other things, policies and procedures as identified in the public arts guidelines plan; artist selection juries and process; commission and placement of artworks; and maintenance and removal of artworks.

Section 10. The Board shall have any other power and/or duty as prescribed and authorized by the City Council.

ARTICLE VI

Committees

Section 1. Committees may be appointed for special purposes by the Chair and with the consent of the majority of the Board. All committees will have at least one Public Arts Advisory Board member serving on them. These committees are automatically dissolved upon completion of assignment.

Section 2. Progress reports will be given at each Board meeting and a final report on completion of assignments.

ARTICLE VII

Amendments

Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days prior to such meeting. Such amendment would then be subject to approval by City Council.



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2025-03(R) of the City Council of the City of Wylie, Collin, Dallas and Rockwall counties, Texas, ordering a Special Election to be held on May 3, 2025, for the purpose of submitting to the qualified voters of the City of Wylie certain proposed amendments to the existing Home Rule Charter of the City of Wylie, in conjunction with the City of Wylie General Election on May 3, 2025.

Recommendation

Motion to approve the Item as presented.

Discussion

The City Council of the City of Wylie, Texas, on its own motion, duly authorizes and hereby orders a special election to be held within the City of Wylie, Texas, on May 3, 2025, for the purpose of submitting to the qualified voters of Wylie certain proposed amendments to the existing Home Rule Charter of Wylie, pursuant to and in accordance with Section 9.004 of the Texas Local Government Code and Article XI, Section 26 of the City Charter.

A special election is hereby ordered to be held on Saturday, May 3, 2025, for the purpose of submitting to the qualified voters of Wylie certain proposed amendments to the existing City Charter, as set forth in Section 3 of this Resolution. The Election shall be held in conjunction with the previously ordered Wylie General Election. The proposed amendments to the City Charter shall be submitted to the qualified voters in the form of ballot propositions as set forth in Section 4 of this Resolution. The Election shall be administered by the Collin County, Rockwall County, and Dallas County Elections Administrators. The Collin County Elections Administrator shall administer the Election for the Collin County portion of Wylie, the Rockwall County Elections Administrator shall administer the Election for the Rockwall County portion of Wylie, and the Dallas County Elections Administrator shall administer the Election for the Dallas County portion of Wylie. Wylie voters shall vote in the county in which they are registered.

RESOLUTION NO. 2025-03(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, COLLIN, DALLAS AND ROCKWALL COUNTIES, TEXAS, ORDERING A SPECIAL ELECTION TO BE HELD ON MAY 3, 2025, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY OF WYLIE CERTAIN PROPOSED AMENDMENTS TO THE EXISTING HOME RULE CHARTER OF THE CITY OF WYLIE, IN CONJUNCTION WITH THE CITY OF WYLIE GENERAL ELECTION; DIRECTING THAT THE ELECTION BE ADMINISTERED BY THE COLLIN, ROCKWALL AND DALLAS COUNTY ELECTIONS ADMINISTRATORS; DESIGNATING EARLY VOTING POLLING PLACES AND HOURS; DESIGNATING ELECTION DAY POLLING PLACES AND HOURS; ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH THE ELECTION; PROVIDING FOR THE APPOINTMENT OF ELECTION JUDGES AND CLERKS; AUTHORIZING THE MAYOR AND CITY SECRETARY TO TAKE ALL ACTIONS NECESSARY TO COMPLY WITH APPLICABLE ELECTION LAWS; AND PROVIDING A SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Wylie, Texas (“City Council”), on its own motion, duly authorizes and hereby orders a special election to be held within the City of Wylie, Texas (“Wylie” or “City”), on May 3, 2025, for the purpose of submitting to the qualified voters of Wylie certain proposed amendments to the existing Home Rule Charter of Wylie (“City Charter”), pursuant to and in accordance with Section 9.004 of the Texas Local Government Code and Article XI, Section 26 of the City Charter; and

WHEREAS, the City Council finds that Wylie has complied with all legal requirements for ordering the special election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

SECTION 1: Findings Incorporated. The findings set forth above are incorporated into the body of this Resolution as if fully set forth herein.

SECTION 2: Special Election Ordered. A special election (“Election”) is hereby ordered to be held on Saturday, May 3, 2025 (“Election Day”), for the purpose of submitting to the qualified voters of Wylie certain proposed amendments to the existing City Charter, as set forth in Section 3 and Exhibit A of this Resolution. The Election shall be held in conjunction with the previously ordered Wylie General Election. The proposed amendments to the City Charter shall be submitted to the qualified voters in the form of ballot propositions as set forth in Section 4 and Exhibit B of this Resolution. The Election shall be administered by the Collin County, Rockwall County, and Dallas County Elections Administrators. The Collin County Elections Administrator shall administer the Election for the Collin County portion of Wylie, the Rockwall County Elections Administrator shall administer the Election for the Rockwall County portion of Wylie, and the Dallas County Elections Administrator shall administer the Election for the Dallas County portion of Wylie. Wylie voters shall vote in the county in which they are registered.

SECTION 3: Proposed Charter Amendments. At the Election, the proposed amendments to the City Charter, attached hereto as Exhibit A and incorporated as if fully set forth herein, shall be submitted to the qualified voters of Wylie in the form of ballot propositions as set forth in Section 4 and Exhibit B of this Resolution.

SECTION 4: Official Ballot Propositions. The proposed amendments to the City Charter shall be submitted

to the qualified voters of Wylie at the Election on ballots in the form of propositions set forth in Exhibit B, attached hereto and incorporated as if fully set forth herein, in conformance with the requirements of the Texas Election Code.

SECTION 5: Early Voting. The election shall be administered by the elections administrators of Collin, Dallas and Rockwall Counties. The election officers and maximum number of clerks for said polling place shall be determined and appointed in accordance with the provisions of the contracts for election administration services. The designated Early Voting polling places, dates, and hours, and information for applications for ballot by mail are as follows:

Wylie early voting locations for Collin County voters are Collin College Wylie Campus (Lobby), 391 Country Club Road, Wylie, Texas 75098, or Wylie Community Park Center (Meeting Room East), 800 Thomas Street #100, Wylie, Texas 75098. The main Early Voting location for Collin County voters is Collin County Elections (Voting Room), 2010 Redbud Boulevard, Ste. 102, McKinney, Texas 75069. For more information regarding the City early voting locations within Collin County, please contact the Collin County Elections Department at (800) 687-8546 or www.collincountytx.gov/elections.

The main Early Voting location for Dallas County voters is the Dallas County Elections Training/Warehouse (Vote Center), 1460 Round Table Drive, Dallas, Texas 75247. For more information regarding the City early voting locations within Dallas County, please contact the Dallas County Elections Department at (469) 627-8683 or www.dallascountyvotes.org.

The main Early Voting location for Rockwall County voters is the Rockwall County Library (Community Room), 1215 E. Yellowjacket Lane, Rockwall, Texas 75087; however, if both the City of Rockwall and Rockwall ISD are able to cancel their elections, the primary Early Voting location will be held at the city with the largest population within Rockwall County that is holding an election. For more information regarding the City early voting locations within Rockwall County, please contact the Rockwall County Elections Department at (972) 204-6200 or www.rockwallvotes.com.

Collin, Dallas, and Rockwall County voters may vote at any of the additional early voting locations open under full contract services with the County Elections Administration for each respective county. Early voting times and locations are subject to change.

Early voting for Collin County voters will begin on April 22, 2025 and continue through April 26, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 28, 2025 and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

Early voting for Dallas County voters will begin on April 22, 2025 and continue through April 25, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 27, 2025 from 12:00 p.m. to 6:00 p.m.; and April 26, 2025, April 28, 2025, and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

Early voting for Rockwall County voters will begin on April 22, 2025 and continue through April 25, 2025 during the normal working hours of 8:00 a.m. to 5:00 p.m. with extended voting hours on April 26, 2025 from 10:00 a.m. to 3:00 p.m.; and April 28, 2025 and April 29, 2025 from 7:00 a.m. to 7:00 p.m.

For Collin County voters, applications for ballot by mail shall be requested from and mailed to Collin County Elections, Attn: Kaleb Breaux, Early Voting Clerk, 2010 Redbud Boulevard Suite 102, McKinney, Texas 75069, faxed to 972-547-1996, or emailed to absenteemailballoting@collincountytx.gov.

For Dallas County voters, applications for ballot by mail shall be requested from and mailed to Dallas County Elections, Attn: Heider Garcia, 1520 Round Table Drive, Dallas, Texas 75247, faxed to 214-819-6303, or

emailed to evapplications@dallascounty.org.

For Rockwall County voters, applications for ballot by mail shall be requested from and mailed to Rockwall County Elections, Attn: Christopher Lynch, 915 Whitmore Drive, Suite D, Rockwall, Texas, faxed to 972-204-6209, or emailed to elections@rockwallcountytexas.com.

Applications for ballots by mail must be received no later than the close of business on April 22, 2025. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received (Texas Election Code Section 84.007).

SECTION 6: Election Day Voting. The election shall be administered by the elections administrators of Collin, Dallas and Rockwall Counties. The election officers and maximum number of clerks for said polling place shall be determined and appointed in accordance with the provisions of the contracts for election administration services. The designated Election Day polling places are as follows:

The closest Election Day locations for Collin County voters are Collin College Wylie Campus (Lobby), 391 Country Club Road, Wylie, Texas 75098 and Wylie Community Park Center (Meeting Room East), 800 Thomas Street #100, Wylie, Texas 75098.

The closest Election Day locations for Dallas County voters are Sachse City Hall (Courtroom), 3815-B Sachse Road, Sachse, Texas 75048; B G Hudson Middle School (Practice Gym), 4405 Hudson Drive, Sachse, Texas 75048; or Liberty Grove Elementary School (Computer Lab 401), 10201 Liberty Grove Road, Rowlett, Texas 75089.

The closest Election Day location for Rockwall County voters is Rockwall County Library (Community Room), 1215 E. Yellowjacket Lane, Rockwall, Texas 75087.

Collin, Dallas, and Rockwall County voters may vote at any of the additional election day voting locations open under full contract services with the County Elections Administration for each respective county.

Election polls shall be open from 7:00 a.m. until 7:00 p.m. on the date of the election.

SECTION 7: Voting Equipment and Materials. For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Collin County: ES&S ExpressVote Universal voting machines (EVS 6.1.1.0), ES&S ExpressTouch curbside voting machines (EVS 6.1.1.0), ES&S DS200 ballot counters (EVS 6.1.1.0), ES&S Model DS450 and DS850 High-Speed Scanners/Tabulators (EVS 6.1.1.0), along with the required ancillary parts and services required for such voting tabulation system.

For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Dallas County: ExpressVote Universal Voting System (EVS 6.0.2.0) consisting of Firmware 2.4.0.0; the ES&S DS200 Digital Precinct Scanner (EVS 6.0.2.0) consisting of Firmware 2.17.0.0; and ES&S Model DS850 High-Speed Scanner/Tabulator, Version 1 (EVS 6.0.2.0), along with the required ancillary parts and services required for this voting tabulation system.

For early voting in person, early voting by mail, election day voting and provisional voting, the following voting equipment will be used in Rockwall County: ES&S ExpressVote Universal voting machines (EVS 6.0.2.0), ES&S DS200 ballot counters (EVS 6.0.2.0), ES&S Model DS450 High-Speed Scanner/Tabulator (EVS 6.0.2.0), along with the required ancillary parts and services required for such voting tabulation system.

SECTION 8: Election to Comply with Applicable Laws. The City Secretary is hereby authorized and directed to publish and/or post, in the time and manner prescribed by law, all notices required to be so published and/or posted in connection with the conduct of this Election. The Election and notice of the Election shall be conducted in accordance with the Texas Election Code and other applicable law, and all qualified and registered voters of Wylie shall be eligible to vote at the Election.

SECTION 9: Appointment of Election Judges and Clerks. The appointment of the Presiding Election Judges, Alternate Judges, Early Voting Clerks, the Presiding Judge of the early ballot board and other election officials for the Election shall be made by the Elections Administrators in accordance with the contracts for election administration services and the Texas Election Code. The Elections Administrators may employ other personnel necessary for the proper administration of the Election, including such part-time help as is necessary to prepare for the Election, to ensure the timely delivery of supplies during early voting and on Election Day, and for the efficient tabulation of ballots at the central counting station.

SECTION 10: Authority of Mayor and City Secretary. The Mayor and the City Secretary, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the Election, whether or not expressly authorized herein.

SECTION 11: Severability. Should any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The City Council hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 12: Savings/Repealing. All provisions of any resolution in conflict with this Resolution are hereby repealed to the extent they are in conflict. Any remaining portion of such resolutions shall remain in full force and effect.

SECTION 13: Effective Date. This order for an election becomes effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS
on this 11th day of February, 2025.

Matthew Porter, Mayor

**ATTESTED AND
CORRECTLY RECORDED:**

Stephanie Storm, City Secretary

Exhibit A
Proposed Charter Amendments

Below are the proposed amendments to the City Charter. Words and punctuation proposed to be added are underlined; words and punctuation proposed to be deleted are marked with ~~strike through~~. The proposed amendments to the City Charter are designated below in order of their appearance on the ballot along with the ballot proposition associated with each such proposed amendment.

CITY OF WYLIE PROPOSITION A

Shall Article I, Section 1; Article III, Sections 1, 2, 5, 6, 8, 11, and 13; Article IV, Sections 1, 2, 3, 4, 5, and 7; Article V, Section 2; Article VI, Sections 3, 4, 8, 12, 13, and 14; Article VII, Sections 4, 9, and 10; Article VIII, Sections 2 and 3; Article IX, Section 2; Article XI, Sections 5, 8, 21, 25, and 29; and Article XII, Section 1 of the Wylie Home Rule Charter be amended to replace gender-specific language with gender-neutral terms?

ARTICLE I. – FORM OF GOVERNMENT AND BOUNDARIES

Section 1. – Form of Government.

The municipal government provided in this Charter shall be known as the Council-Manager form of government. Under its provisions, the City Council, consisting of the Mayor and Council ~~Members~~men elected by and responsible to the people, shall appoint a City Manager (who shall be responsible to the City Council for the administration of the government of the City). All powers of the City shall be vested in the City Council and shall be exercised in the manner prescribed by this Charter, or if the manner not be prescribed, then in such manner as may be prescribed by ordinance, the state Constitution or the statutes of this state.

ARTICLE III. – THE CITY COUNCIL

Section 1. – Number, Selection and Term.

The legislative and governing body of the City shall consist of a Mayor and six Council ~~Members~~men and shall be known as the "City Council of the City of Wylie."

- A. The Mayor and Council ~~Members~~men shall be elected by the qualified voters of the City at large, each of whom, unless sooner removed by the provisions of this Charter, shall serve for a term of three years. Each Council ~~Members~~men shall occupy a position on the City Council, such positions being numbered 1 through 6, consecutively.
- B. All members of the City Council, other than the Mayor, shall be elected under the place system.
- C. The method of election and transition to three year terms under the place system will be as follows:

Terms	2 yr.	3 yr.	2 yr.	3 yr.	3 yr.	2 yr.	2 yr.
Places	1	2	3	4	5	6	Mayor
1999	1		3		5		
2000		2		4		6	Mayor
2001	1		3				
2002					5	6	Mayor
2003		2		4			
2004	1		3				
2005					5	6	Mayor

2006		2		4			
2007	1		3				
2008					5	6	Mayor

Places 1, 3, and 5 will be up for re-election in 1999. Places 1 and 3 will have a two-year term, and Place 5 will have a three-year term.

Places 2, 4, 6 and the Mayor will be up for re-election in 2000. Place 6 and the Mayor will have a two-year term and Places 2 and 4 will have a three-year term.

Beginning in 2001, each Place, including the Mayor, will be re-elected with three-year terms.

Section 2. – Qualification of Members.

In addition to any other qualifications prescribed by law, the Mayor and each Council ~~Memberman~~ shall meet the conditions of Article V, while in office, and shall reside within the City limits while in office. Any member of the City Council ceasing to possess any of the qualifications specified in this section, or convicted of a felony while in office, shall immediately forfeit his or her office.

Section 5. – Mayor and Mayor Pro-Tem.

The Mayor shall be recognized as the official head of the City government for all ceremonial purposes and by the Governor for purposes of military law but shall have no administrative duties. He or she shall be the chair~~personman~~ and shall preside at all meetings of the City Council. The Mayor shall vote on all propositions before the City Council, but shall have no power to veto. He or she shall, when authorized by the City Council, sign all official documents, such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds.

The Mayor Pro-Tem shall be a Council ~~Memberman~~ elected by the City Council at the first regular City Council meeting following each regular City election. The Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor.

Section 6. – Vacancies, Forfeiture, Filling of Vacancies.

- A. The office of a Council ~~Memberman~~ or office of the Mayor shall become vacant upon his or her death, resignation, removal from office in any manner authorized by law, or forfeiture of his or her office.
- B. A Council ~~Memberman~~ or the Mayor shall forfeit his or her office if he or she:
 - (1) Lacks at any time during his or her term of office any qualifications for the office prescribed by this Charter or by law;
 - (2) Violates any express prohibition of this Article (see Section 8); or any other provision of this Charter;
 - (3) Is convicted of a crime involving moral turpitude, or
 - (4) Fails to attend three consecutive regular City Council meetings without being excused by the City Council.
 - (5) The City Council shall be the final judge in matters involving forfeiture of office.
- C. *Filling of Vacancies.* Any vacancy or vacancies occurring on the City Council shall be filled for the remainder of the unexpired term by majority vote of the qualified voters at a special election called for such purpose within 120 days after such vacancy or vacancies occur.

Section 8. – Prohibitions.

- A. *Holding Other Office.* Except where authorized by law, no Mayor or Council ~~Memberman~~ shall hold any other City office or City employment during his or her term as Mayor or Council ~~Memberman~~, and no former Mayor or Council ~~Memberman~~ shall hold any compensated appointive City office or City employment until one year after the expiration of his or her term as Mayor or Council ~~Memberman~~.
- B. *Appointments and Removals.* Neither the City Council nor any of its members shall in any manner dictate the appointment or removal of any City administrative officers or employees whom the City Manager or any of his or her subordinates are empowered to appoint, but the City Council, at a meeting called for that purpose, may express its views and fully and freely discuss with the City Manager anything pertaining to appointment and removal of such officers and employees.
- C. *Interference With Administration.* Except for the purpose of inquiries and investigations as provided by this Charter, the City Council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, and neither the City Council nor its members shall give orders to any such officer or employee, either publicly or privately, except as otherwise provided in this Charter.

Section 11. – Conflict of Interest and Abstention.

- A. *Conflict of Interest.* Should any member of the Council feel he or she has a conflict of interest with an agenda item then before the Council, he or she should openly declare same before discussion proceeds and he or she is thereby prohibited from discussing the item or voting on the question.
- B. *Abstention.* Should any member of the City Council choose to abstain from voting on any question before the City Council, where no declared conflict of interest exists, his or her vote shall be recorded as an affirmative vote in the official minutes of the City of Wylie.

Section 13. – Passage of Ordinances in General.

- A. *Form.* The City Council shall legislate by ordinance only, and the enacting clause of every ordinance shall be "Be it ordained by the City Council of the City of Wylie, Texas." Each proposed ordinance shall be introduced in the written or printed form required for adoption. An ordinance shall not be amended or repealed except by the adoption of another ordinance.
- B. *Procedure.* Any member of the City Council may offer any ordinance in writing that has been placed on the agenda at a regular City Council meeting. Copies of proposed ordinances, in the form required for adoption, may be furnished to members of the City Council before the meeting at which it shall be considered. Copies of the proposed ordinance, in the form required for adoption, may be made available at the City offices and furnished to citizens, upon request.
- C. *Effective Date.* Every ordinance shall become effective upon adoption, or at any later time specified in the ordinance, except that every ordinance imposing any penalty, fine or forfeiture shall become effective after publication of its caption once in a newspaper having general circulation in the City.
- D. *Reading.* The reading aloud of a title and caption of the ordinance shall suffice as a reading. If two Council ~~Membersmen~~ request that the ordinance be read in its entirety, it must be so read.

ARTICLE IV. – CITY ADMINISTRATION

Section 1. – City Manager.

- A. *Qualifications and Appointment Procedures.* The City Council shall appoint a City Manager who shall serve as chief administrative officer of the City, and shall be responsible to the City Council for administration of all the affairs of the City, with only those exceptions that are named in this Charter. The City Manager shall be appointed solely upon his or her executive and administrative qualifications. He or she need not be a resident of the City when appointed, but within a reasonable time after such appointment shall become a resident of the City and thereafter shall reside within the City during the tenure of his or her appointment. He or she shall be bonded, at City expense, in an amount deemed adequate by the City Council.

- B. *Compensation.* The City Council shall fix the compensation to be received by the City Manager, and the compensation may be amended from time to time in accordance with the City Manager's experience and qualifications.
- C. *Term and Removal.* The City Manager shall serve at the pleasure of the City Council and shall have no fixed term of office. The City Council shall have the sole authority to remove the City Manager from office.
- (1) If within five days after being notified of his or her termination and removal, the City Manager files a written request to the City Council requesting that his or her termination be reconsidered, the City Council shall, as soon as practical, meet with the City Manager in executive session to review its decision to terminate.
 - (2) After such review, after affording the City Manager an opportunity to respond to such initial decision to terminate, a new vote shall be taken with regard to termination of the City Manager.
 - (3) At the request of the City Manager, the review meeting shall be held open to the public.
 - (4) The City Manager shall continue to receive his or her salary pending this final decision of the Council.
 - (5) This procedure for a review meeting with the City Manager shall not alter the fact that the City Manager serves at the pleasure of the City Council and the City Manager shall not have, nor should this procedure be construed to grant to the City Manager a property interest or right to continued employment.
- D. *Acting City Manager.* The City Manager shall, within 30 days of taking office, and at appropriate subsequent times, designate by letter, filed with the City Secretary, an alternate to perform the duties of the City Manager in the case of his or her absence or disability. The City Council shall ratify the City Manager's designated alternate. During the absence or disability of the City Manager, the City Council may revoke such designation and appoint another person to serve as acting City Manager until the City Manager shall return or his or her disability shall cease. The acting City Manager shall be a qualified administrative officer of the City at the time of his or her designation. No member of the City Council shall serve as acting City Manager.
- E. *Duties.* The City Manager shall be empowered to:
- (1) Appoint, and when he or she deems necessary for the welfare of the City, suspend or remove any or all City employees and appointive administrative personnel provided for by this Charter. He or she shall promulgate such rules and regulations as he or she may deem appropriate and necessary for the exercise of this authority. (See Section 7)
 - (2) Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by law or this Charter.
 - (3) See that all state laws and City ordinances are effectively enforced.
 - (4) Attend all City Council meetings and have the right to take part in discussions, but he or she shall not vote.
 - (5) Prepare and accept items for inclusion in the official agenda of all City Council meetings and meetings of boards and commissions as established by this Charter.
 - (6) Prepare and submit to the City Council the annual budget and capital program, and administer the budget as adopted by the City Council.
 - (7) Keep the City Council fully advised as to the financial condition and future needs of the City, and make such recommendations concerning the affairs of the City as he or she or the City Council deems desirable or necessary, but not less than every three months.
 - (8) Make reports as he or she or the City Council may require concerning the operations of the City departments, offices, or agencies subject to his or her direction or supervision.
 - (9) Perform such other duties as are specified in this Charter or may be required by the City Council, and are not inconsistent with this Charter.

Section 2. – City Secretary.

- A. *Appointment and Removal.* The City Manager shall appoint a City Secretary. The City Manager shall have authority to remove the City Secretary, should he or she find such action necessary for the welfare of the City.
- B. *Duties.* The City Secretary shall be required to:
- (1) Give notice of all official public meetings of the City Council in a manner consistent with this Charter and state laws.
 - (2) Attend all official public meetings of the City Council.
 - (3) Keep the minutes of the proceedings of all official public meetings and hearings of the City Council. Be responsible for the electronic taping or recording of the entire proceedings of all the official public meetings and hearings of the City Council. Be responsible for the care, maintenance and filing of such tapes or recordings for a period of not less than two (2) years following each meeting or hearing so taped or recorded.
 - (4) Act as custodian of all official records of the City Council.
 - (5) Hold and maintain the seal of the City of Wylie, and affix this seal to all appropriate documents.
 - (6) Authenticate by signature and seal, and record, index and codify all ordinances, resolutions and proclamations of the City.
 - (7) Perform such other duties as may be required by the City Manager, this Charter, the laws of the State of Texas and not inconsistent with provisions of this Charter.
 - (8) Be bonded, at City expense, in an amount deemed adequate by the City Council.

Section 3. – Municipal Court.

- A. The City Council shall establish and cause to be maintained a Municipal Court, for the trial of misdemeanor offenses. The Court shall have all the powers and duties as are now, or may be prescribed by the laws of the State of Texas.
- B. *Municipal Court Judge.* The City Council shall appoint a judge of the Municipal Court, who shall be a competent, duly qualified, licensed attorney in the State of Texas. The judge of the Municipal Court shall be appointed to a term of two years, and may be appointed to additional and consecutive terms, upon completion of his or her term of office. The appointment of the judge may be terminated by a majority vote of the City Council. The judge shall receive compensation as may be determined by the City Council. This compensation shall be fixed, and commensurate with the duties performed by the judge.
- C. *Acting Judge of the Municipal Court.* The City Council shall, in the absence or disability of the appointed judge of the Municipal Court, appoint an acting judge to serve during such absence or disability. The acting judge may be compensated by the City Council for his or her performance of required duties.
- D. *Appointment of Additional Judges.* Additional judges of the Municipal Court may be appointed by the City Council consistent with state law.
- E. *Clerk of the Court.* The City Manager shall appoint a clerk, and may appoint deputies of the Municipal Court. The clerk and deputies shall be bonded at City expense, in an amount deemed adequate by the City Council, and shall receive compensation as may be determined by the City Council.
- F. *Powers of the Clerk.* The clerk and deputies of the Municipal Court shall have the power to administer oaths and affidavits, make certificates, affix the seal of the Court, and perform all acts usual and necessary by the clerks of said Courts, in conducting the business thereof, including but not limited to the keeping of records and accounts of the Municipal Court.
- G. *Costs, Fines and Penalties.* All costs, fines and penalties imposed by the Municipal Court shall be paid into the City treasury for the use and benefit of the City, as may be consistent with present and future state laws.

Section 4. – City Attorney.

- A. *Appointment and Qualifications.* The City Council, in consultation with the City Manager, shall appoint a competent, duly qualified, licensed and practicing attorney in the State of Texas who shall serve as the City Attorney.
- B. *Removal.* The City Attorney shall serve at the pleasure of the City Council and as such shall have no property right to continued employment.
- C. *Duties.* The City Attorney shall be required to:
 - (1) Serve as a legal advisor to the City Council and City Manager.
 - (2) Represent the City in litigation and legal proceedings as directed by the City Council and City Manager.
 - (3) Review and provide opinions as requested by the City Council or City Manager on contracts, legal instruments, and ordinances of the City.
- D. *Limitation.* The City Council shall have the right to retain special counsel at any time that it may deem necessary and appropriate.
- E. *Compensation.* The City Attorney shall receive compensation as may be determined by the City Council.
- F. *Additional Attorneys.* The City Attorney, with approval of the City Council, may select additional attorneys to act for him or her and the City in its representation and litigation.
- G. *Firm May Designate Individual to Serve as City Attorney.* The City Council may contract with an attorney or with a firm of attorneys who may designate one member of said firm to serve as City Attorney.

Section 5. – City Engineer.

- A. *Appointment and Qualifications.* The City Council, in consultation with the City Manager, shall appoint a competent, duly qualified, registered and practicing professional engineer in the State of Texas who shall serve as City Engineer.
- B. *Removal.* The City Engineer shall serve at the pleasure of the City Council and shall not have a property right to continued employment and may be removed by a vote of the City Council.
- C. *Duties.* The City Engineer shall be required to serve as engineering advisor to the City Council and City Manager, and perform such other duties as may be required by the City Council or City Manager.
- D. *Limitation.* The City Council shall have the right to retain special engineering service at any time that it may deem necessary and appropriate.
- E. *Compensation.* The City Engineer shall receive compensation as may be determined by the City Council.
- F. *Additional Engineers.* The City Engineer, with approval of the City Council, may select additional engineers to act for him or her and the City in serving its engineering needs.
- G. *Term City Engineer.* The term "City Engineer" may refer to an individual or firm.

Section 7. – Personnel System.

- A. Neither the City Council nor any of its members shall request or direct the appointment of any person to, or his or her removal from office or employment, by the City Manager or any of his or her subordinates. Except for the purposes of inquiry, the City Council and its members shall deal with the City's administrative service solely through the City Manager. And, neither the City Council nor its members shall give orders to any subordinates of the City Manager, either publicly or privately, except as may be provided in this Charter.
- B. Personnel rules shall be prepared by the City Manager and presented to the City Council for their information; provided, however, that any rule or regulation which involves the expenditure or commitment of public funds must have the approval of the City Council. The adopted rules shall establish the City as an equal opportunity employer and shall govern the equitable administration of the personnel system of the City. Provided; however, that no such rule shall cause to be created

- for any employee of the City, a property right to continued employment and shall provide that all employees of the City, including police officers, shall serve at the pleasure of the City Manager.
- C. The adopted rules shall provide for the following requirements, among others:
- (1) A pay and benefit plan for all City employment positions.
 - (2) A plan for working hours, attendance policy and regulation, and provision for sick and vacation leave.
 - (3) Procedures for the hearing and adjudication of grievances.
 - (4) Additional practices and procedures necessary to the beneficial and equitable administration of the City's personnel system.
 - (5) A plan for oral and written evaluation on an annual basis for all City employees by their immediate supervisor, including evaluation of the City Manager by the City Council.

ARTICLE V. – NOMINATIONS AND ELECTIONS

Section 2. – Filing for Office; Eligibility to File.

- A. *Candidate Qualifications.* Each candidate for an elective office shall meet the following qualifications:
- Shall be a qualified voter of the City.
 - Shall have resided for at least 12 months preceding the election within the corporate limits of the City, including territory annexed prior to the filing deadline.
 - Shall not, after notice of any delinquency, be in arrears in the payment of any taxes or other liabilities due the City. "In arrears" is defined herein to mean that payment has not been received within 90 days from the due date.
 - An incumbent City Council ~~Memberman~~ seeking reelection must file for the same place position number currently being served.
 - No candidate may file in a single election for more than one office or place position as provided by this Charter.
- B. *Petition Required.* Every person desiring to file for elective office with the City shall first present to the City Secretary a sufficient petition signed by a minimum of the greater of the following:
- a) 25 persons; or
 - b) a number of persons equal to one-half of one percent of the total vote received by all candidates for Mayor in the most recent Mayoral general election who are qualified voters in the City.

ARTICLE VI. – INITIATIVE, REFERENDUM AND RECALL

Section 3. – Petition circulation.

All petition blanks used for circulation by the members of the petitioners' committee or their designees shall be numbered, dated, and bear the signature of the City Secretary. The City Secretary shall enter in a record to be kept in his or her office the name of the qualified voters to whom the numbered petitions were assigned. Petition circulators must be qualified voters in the City of Wylie.

Section 4. – Form of Petition.

All papers of a petition shall be uniform in size and style and shall be assembled as one instrument for filing. Each signer of a petition shall personally sign his or her own name thereto in ink or indelible pencil, and shall write after his or her name his or her place of residence within the boundaries of the City of Wylie, giving name of street and number, or place of residence, and shall also write thereon the day, the month and the year his or her signature was affixed. Petitions shall contain or have attached thereto throughout their circulation the full text of the ordinance proposed or sought to be reconsidered, or in the case of a recall petition, a statement which distinctly and specifically states each ground with such certainty as to give the officer(s) sought to be removed notice of such matters and things with which he or she is charged.

Each paper of a petition shall have attached to it when filed, an affidavit executed by the circulator thereof stating that he or she personally circulated the paper, the number of signatures of the persons whose names they purport to be, and that each signer had an opportunity before signing, to read the full text of the ordinance proposed or sought to be reconsidered.

Locations for 20 and no more than 20 signatures shall be provided on each blank petition.

Section 8. – Public Hearing on Recall of Officers.

An elected official whose removal is sought by recall may, within five days after such recall petition has been presented to the City Council, request that a public hearing be held to permit him or her to present facts pertinent to the charges specified in the petition. Should such a request be made, the City Council shall order that a public hearing be held not less than five days nor more than 15 days after receiving such request for a public hearing.

Section 12. – Form of Ballots.

Ordinances shall be submitted by ballot title, which shall be prepared in all cases by the City Attorney. The ballot title may be different from the legal title of any such initiated or referred ordinance and it shall be a clear, concise statement, without argument or prejudice, descriptive of the substance of such ordinance. Immediately below the ballot title shall be printed the following two statements, one above the other, in the order indicated:

"For adoption of the ordinance," and

"Against adoption of the ordinance."

Immediately below or to the left of such statement shall appear a square in which the voter may cast his or her vote by making a mark. Ballots used at recall elections shall, with respect to each person whose removal is sought, submit the question:

"Shall (name of person) be removed from the office (name of office) by recall?"

Immediately below each such question there shall be printed the two following statements, one above the other, in the order indicated:

"For the removal of _____ by recall."

"Against the removal of _____ by recall."

Immediately below or to the left of such statement shall appear a square in which the voter may cast his or her vote by making a mark.

Section 13. – Results of Election.

If a majority of the qualified electors voting on a proposed initiative ordinance vote in its favor, it shall be considered adopted upon certification of the election results and shall be treated in all respects in the same manner as ordinances of the same kind adopted by the City Council. If conflicting ordinances are approved at the same election, the one receiving the greatest number of affirmative votes shall prevail.

An ordinance adopted by initiative may be repealed or amended at any time after the expiration of two years by a vote of not less than five members of the City Council, or at any time after the expiration of five years by a simple majority vote of the City Council Members.

If a majority of the qualified electors voting on a referred ordinance vote against the ordinance, it shall be considered repealed upon certification of the election results. If a majority of the qualified electors voting on a referred ordinance vote for the ordinance, the ordinance shall be considered in effect.

An ordinance repealed by referendum may be reenacted at any time after the expiration of two years by a vote of not less than five members of the City Council or at any time after the expiration of five years by a simple majority vote of the City Council Members.

If a majority of the votes cast on the question of recall at a recall election shall be against the removal of the elected official named on the ballot, he or she shall continue in office for the remainder of his or her unexpired term, subject to recall as before within the limitations of Section 14 below. If a majority of the votes cast on the question of recall at a recall election shall be for the removal of the elected official named on the ballot, he or she shall, regardless of any technical defects in the recall petition, be deemed

removed from office and the vacancy shall be filled in accordance with the provisions of this Charter for the filling of vacancies.

Section 14. – Limitations and Restrictions.

No recall petition shall be filed against any officer of the City of Wylie within six months after his or her election or appointment, nor within six months of such a petition being filed and found insufficient nor within one year after an election for such officer's recall.

In no instance shall an officer removed from office by recall election succeed himself or herself, nor shall his or her name appear on a ballot for elective office of the City of Wylie within a period of five years following the date of the election at which he or she was removed from office.

Unless successfully withdrawn, no petition shall again be filed on a proposed or referred ordinance of substantially the same content within a period of six months of such a petition being filed and found insufficient or within a period of two years of the failure of the petition at a City election.

ARTICLE VII. – MUNICIPAL FINANCE

Section 4. – Amendments After Adoption.

- A. *Supplemental Appropriations.* If, during the fiscal year, the City Manager certifies that there are revenues available for appropriation in excess of those estimated in the budget, the City Council may make supplemental appropriations to fund other appropriations as desired.
- B. *Emergency Appropriations.* At any time in any fiscal year, the City Council may, pursuant to this section, make emergency appropriations to meet a pressing need for public expenditure, for other than regular or recurring requirements, affecting life, health, property, or the public peace.
- C. *Reduction of Appropriations.* If, at any time during the fiscal year, it appears probable to the City Manager that the revenues available will be insufficient to meet the amount appropriated, he or she shall report to the City Council indicating the estimated amount of deficit, any remedial action taken by him or her and his or her recommendations as to any other steps to be taken. The City Council shall then take such further action that it deems necessary to prevent or minimize any deficit.
- D. *Transfer of Appropriations.* At any time during the fiscal year, the City Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency. Upon written request by the City Manager, the City Council may, by budget amendments, transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.
- E. *Limitations.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance.
- F. *Effective Date.* The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section shall be made effective immediately upon adoption of the appropriate ordinance or budget amendment.

Section 9. – Purchasing.

The City Council may, by ordinance, confer upon the City Manager general authority to contract for expenditures without further approval of the City Council for all budgeted items not exceeding limits set by the City Council. All contracts for expenditures involving more than the set limits must be expressly approved in advance by the Council. All contracts or purchases involving more than the limits set by the City Council shall be let to the lowest bidder whose submittal is among those most responsive to the needs of the City after there has been opportunity for competitive bidding as provided by law or ordinance; provided that the City Council, or City Manager in such cases as he or she is authorized to contract for the City, shall have the right to reject any and all bids.

Emergency contracts as authorized by law and this Charter, may be negotiated by the City Council, or City Manager, if given authority by the City Council, without competitive bidding. Such emergency shall be declared by the City Manager and approved by the City Council or may be declared by the City Council.

Section 10. – Administration of Budget.

No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the City Manager or his or her designee first certifies that there is a sufficient unencumbered balance in such allotment or appropriations and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter will be void and any payment so made illegal. Such action shall be the cause for removal of any officer who knowingly authorized or made such payment or incurred such obligations, and he or she shall also be liable to the City for any amount so paid. However, this prohibition shall not be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by the issuance of bonds, time warrants, certificates of indebtedness, or certificates of obligation, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, provided that such action is made or approved by ordinance.

ARTICLE VIII. – BOARDS AND COMMISSIONS

Section 2. – Boards and Commissions Enumerated.

- A. *Planning and Zoning Commission.* There is hereby established a Planning and Zoning Commission, whose purpose, composition, function, duties and tenure shall be as set out in Article IX of this Charter.
- B. *Parks and Recreation Board.* The City Council shall appoint a Parks and Recreation Board of seven members who shall be qualified voters to work in an advisory capacity to the City Council in the planning and development of Parks and Recreation facilities and regulations governing their use. Members of the Board shall be appointed for two year terms with three members' terms expiring in even-numbered years and four members' terms expiring in odd-numbered years. Members of the Board shall elect a chairpersonman, each July, from their membership and shall meet at the call of the chairpersonman or at the request of the City Council. The City Manager shall appoint a staff representative to the Board.
- C. *Library Board.* The City Council shall appoint a Library Board consisting of seven members who shall be qualified voters who shall serve for a term of two years with three members' terms expiring in even-numbered years and four members' terms expiring in odd-numbered years. Members of the Board shall elect a chairpersonman, each July, from their membership and shall meet at the call of the chairpersonman or at the request of the City Council. The City Manager shall appoint a staff representative to the Board.
- D. *Board of Adjustment and Appeals.* The City Council shall appoint a Board of Adjustment and Appeals of five members and two alternate members who shall serve in accordance with applicable law. Members of the Board shall be qualified voters of the City and shall be appointed for two year terms with three members' terms expiring in even-numbered years and two members' terms expiring in odd-numbered years. Members of the Board shall elect a chairpersonman each July from their membership and shall meet at the call of the chairpersonman within 30 days of receipt of written notice from anyone aggrieved as a result of the refusal of a building permit or administrative decision by the City Building Official. Rules and regulations shall be prescribed for the functioning of the Board consistent with the laws of the State of Texas and the building codes of the City of Wylie.
- E. *Other Boards and Commissions.* The City Council shall have the power and is hereby authorized to create, abolish, establish and appoint such other boards, commissions and committees as it deems necessary to carry out the functions and obligations of the City. The City Council shall, by

ordinance, prescribe the purpose, composition, functions, duties, accountability and tenure of each such board, commission and committee.

Section 3. – General.

- A. *Open Meetings.* All meetings of any board, commission, or committee created, established or appointed by this Charter or the City Council shall be open to the public, unless otherwise permitted by law and shall be subject to both current and future laws of the State of Texas concerning public meetings.
- B. *Appeals to City Council.* Subject to the provisions of any law of the State of Texas and to the county, an appeal may be taken to the City Council from any decision of any board, commission, committee or other body except from decisions of the Board of Equalization, or Board of Adjustment. Such appeals shall be perfected by filing a sworn notice of appeal with the City Secretary within 30 days from the rendition of the decision of the board, committee or other body. Prior to the institution of any appeal in a court of law by an aggrieved person from a decision of such board, commission, committee or other body, appeal must be first perfected to the City Council.
- C. *Compensation.* Subject to the provisions of any law of the State of Texas or this Charter to the contrary, all members of any board, commission, committee or other body will serve without compensation but may be reimbursed for any necessary expenses as a result of their work.
- D. *Minutes.* All boards, commissions or committees of the City shall keep and maintain minutes of any proceedings held and shall submit a written report of such proceedings to the City Council at least once each month.
- E. *Exclusion of City Officers and Employees.* No officer of the City nor any person who holds a compensated appointive position with the City shall be appointed to any board, commission or committee created or established by this Charter other than in an advisory capacity.
- F. *Rules and Regulations.* All boards, commissions and committees established or created by this Charter shall set out their own rules and regulations for operation thereof unless specifically prescribed by the laws of the State of Texas, this Charter, or by ordinance. Ordinances creating any board, commission or committee shall provide that if any member is absent from three consecutive meetings, his or her position shall be declared vacant and the vacancy shall be filled for the remainder of the unexpired term by the City Council within 30 days after the vacancy occurs.
- G. *Existing Boards and Commissions.* All existing boards, commissions and committees heretofore established shall be continued in accordance with the ordinance or other acts under which they have been created, or until the City Council shall, by ordinance, abolish, modify or alter the ordinances or acts under which they exist.

ARTICLE IX. – PLANNING

Section 2. – Planning and Zoning Commission.

The City Council shall establish a Planning and Zoning Commission in the manner provided by this Charter, whose primary duty shall be to advise the City Council in carrying out its various duties and functions regarding planning and environmental quality as provided by this Charter.

- A. *Organization and qualification.*
 - (1) There shall be established a Planning and Zoning Commission which shall consist of seven citizens of the City of Wylie. The members of said Board shall be qualified voters of the City and shall be appointed by the City Council within 60 days of the adoption of this Charter, for a term of two years. The members of said Board at their first meeting shall draw lots to determine those who will serve one year and two year terms beginning on the date of initial appointment of the Board. On the expiration of the term of each of the members who have drawn lots, his or her place shall be filled by a member appointed for a two year term. The Board shall elect a chairperson ~~man~~ from among its membership each year at the first regular meeting in July. The Commission shall meet not less than once each

month. Vacancies in an unexpired term shall be filled by the City Council within 30 days from the date of the vacancy for the remainder of the term. For purposes of this section, the appointment year of respective Commission members shall be deemed to begin on July 1st.

- (2) Members of the Planning and Zoning Commission shall be residents of the City of Wylie for at least 12 months preceding the date of appointment; be knowledgeable in the affairs of the City and be knowledgeable in the functions and activities provided for in this Article.
- B. *Duties and Powers of the Planning and Zoning Commission.* The Planning and Zoning Commission shall:
- (1) Make and recommend to the City Council a master plan to be used as a guide in considering ordinances for the orderly development of the City. The Commission shall, not less than every five years, review and recommend to the City Council amendments to the master plan of the City.
- (2) Recommend to the City Council proposed ordinances and amendments to ordinances regarding planning, zoning and environmental quality and review ordinances and amendments proposed by the City Council relative to the City Council's planning and zoning function. Such review and recommendation by the Planning and Zoning Commission must be received by the City Council prior to action on the proposed ordinance or amendment.
- (3) Receive and review all platting and subdivision proposals and make recommendations to the City Council for appropriate action.

ARTICLE XI. – GENERAL AND TRANSITIONAL PROVISIONS

Section 5. – Personal Financial Interest.

No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or service, except on behalf of the City as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any officer or employee found guilty thereof shall be subject to removal from his or her office or position. Any violation of this section with the knowledge, expressed or implied, of the person or corporation contracting with the City Council shall render the contract involved void.

Section 8. – Damage Suits.

Before the City shall be liable for any claim for damages for the death or personal injuries of any person or for damages to property, the complainant or his or her authorized representative shall notify the City Secretary. The notification shall be in writing and shall state specifically how, when and where the death, injury or damage occurred; the amount of loss claimed; and the identity of any witnesses upon whom it is relied to establish the claim. The notification shall be filed within 45 days of the date of injury or damage or, in the case of death, within 45 days of the date of death. The failure to so notify the City within the time and manner specified shall exonerate, excuse and exempt the City from any liability whatsoever. No action at law shall be brought against the City until at least 60 days have elapsed since the date of notification.

Section 21. – Emergency Powers of the Mayor.

Whenever it shall come to the knowledge of the Mayor or his or her designee that any malignant, infectious or contagious disease or epidemic is prevalent in the City or probably will become so, or in case of public calamity arising by reason of flood, hurricane, tornado, fire, or other disaster, he or she shall have the power to take all lawful steps and use all lawful measures necessary to avoid, suppress or mitigate such disease and relieve distress caused by flood or resulting from tornado, hurricane, fire or other disaster.

Section 25. – Wording Interpretation ~~Gender of Wording~~.

The ~~masculine~~ gender of the wording throughout this Charter shall always be interpreted to mean either sex.

Section 29. – Schedule of Transition.

- A. This Charter shall take effect immediately following adoption by the voters and entry of an official order by the City Council declaring the same adopted.
- B. Upon the adoption of this Charter, the present members of the City Council filling elective offices will continue to fill those offices for the terms to which they were elected. If this Charter is adopted, the City Council shall, by majority vote, at its first regular meeting after the adoption of this Charter, appoint one additional Council ~~Memberman~~ to serve for a term to coincide with the term of the Council ~~Membersmen~~ who are elected in even-numbered years, or until his or her successor is elected and qualified. Thereafter, the City Council shall be elected as provided in this Charter. Persons, who, on the date this Charter is adopted, are filling appointive positions with the City of Wylie which are retained under this Charter, may continue to fill these positions for the term for which they were appointed, unless removed by the City Council or by other means provided for in this Charter.
- C. In compliance with the terms of Section 29, paragraph B, the following offices, places, names and next election years are given in order to clarify the intent of that paragraph and provide an orderly transition. To wit: the Mayor is John W. Akin and his term will expire in April 1986. Council ~~Memberman~~, Place 1 is Don Hughes, whose term of office will expire in April, 1985; Council ~~Memberman~~, Place 2 is Percy Simmons whose term will expire in April, 1986; Council ~~Memberman~~, Place 3 is Cleo Adams whose term will expire in April, 1985; Council ~~Memberman~~, Place 4 is William Martin whose term will expire in April, 1986; Council ~~Memberman~~, Place 5 is Joe Fulgham whose term will expire in April, 1985; Council ~~Memberman~~, Place 6 is open and will be subject to appointment by the City Council following the adoption of this Charter and will serve until that term expires for Place 6 in April, 1986. Thereafter, the procedure for filling of Council seats shall follow the provisions of this City Charter.

ARTICLE XII. – ADOPTION OF CHARTER

Section 1. – Procedure.

- A. This Charter shall be submitted to the qualified voters of the City of Wylie for adoption or rejection on January 19, 1985, at which election, if a majority of the qualified voters voting in such election shall vote in favor of the adoption of this Charter, it shall then immediately become the governing law of the City of Wylie, Texas, until amended or repealed.
- B. It being impractical to submit this Charter by sections, it is hereby prescribed that the form of ballot to be used in such election shall be as follows, to wit:
For the adoption of the Charter
Against the adoption of the Charter
- C. The present City Council of the City of Wylie shall call an election in accordance with the provisions of the general laws of the state governing such elections, and the same shall be conducted and the returns made and results declared as provided by the laws of the State of Texas governing municipal elections, and in case a majority of the votes cast at such election shall be in favor of the adoption of such Charter, then an official order shall be entered upon the records of said City by the City Council of Wylie declaring the same adopted and the City Secretary shall record at length upon the records of the City, in a separate book to be kept in his or her office for such purpose, such Charter as adopted and such Secretary shall furnish to the Mayor a copy of the Charter which copy of the Charter shall be forwarded by the Mayor as soon as practicable, to the Secretary of State under the seal of the City together with a certificate showing the approval of the qualified voters of such Charter.

CITY OF WYLIE PROPOSITION B

Shall Article III, Section 5 of the Wylie Home Rule Charter be amended to specify the time for electing the Mayor Pro-Tem and to provide that the Mayor Pro-Tem shall serve in such capacity until a majority of the City Council votes to elect a new Mayor Pro-Tem?

Section 5. – Mayor and Mayor Pro-Tem.

The Mayor shall be recognized as the official head of the City government for all ceremonial purposes and by the Governor for purposes of military law but shall have no administrative duties. He shall be the chairman and shall preside at all meetings of the City Council. The Mayor shall vote on all propositions before the City Council, but shall have no power to veto. He shall, when authorized by the City Council, sign all official documents, such as ordinances, resolutions, conveyances, grant agreements, official plats, contracts, and bonds.

The Mayor Pro-Tem shall be a Councilman elected by the City Council at the first ~~regular~~ City Council meeting after each election of Council Members and/or Mayor, except that in the event a runoff election is required for any such office, the City Council shall not elect a Mayor Pro-Tem until the runoff election is completed and the duly elected candidate(s) have been officially seated on the City Council. following each regular City election. The Mayor Pro-Tem shall act as Mayor during the disability or absence of the Mayor, and in this capacity shall have the rights conferred upon the Mayor. The Mayor Pro-Tem shall serve in such capacity until a majority of the City Council votes to elect a new Mayor Pro-Tem.

CITY OF WYLIE PROPOSITION C

Shall Article III, Section 6 of the Wylie Home Rule Charter be amended to clarify that a Council Member or Mayor forfeits his or her office if he or she fails to attend three consecutive regular City Council meetings without an explanation acceptable to a majority of the remaining members of the City Council?

Section 6. – Vacancies, Forfeiture, Filling of Vacancies.

- A. The office of a Councilman or office of the Mayor shall become vacant upon his death, resignation, removal from office in any manner authorized by law, or forfeiture of his office.
- B. A Councilman or the Mayor shall forfeit his office if he:
 - (1) Lacks at any time during his term of office any qualifications for the office prescribed by this Charter or by law;
 - (2) Violates any express prohibition of this Article (see Section 8); or any other provision of this Charter;
 - (3) Is convicted of a crime involving moral turpitude, or
 - (4) Fails to attend three consecutive regular City Council meetings without an explanation acceptable to a majority of the remaining members of the City Council ~~being excused by the City Council.~~
 - (5) The City Council shall be the final judge in matters involving forfeiture of office.
- C. Filling of Vacancies. Any vacancy or vacancies occurring on the City Council shall be filled for the remainder of the unexpired term by majority vote of the qualified voters at a special election called for such purpose within 120 days after such vacancy or vacancies occur.

CITY OF WYLIE PROPOSITION D

Shall Article III, Section 11 of the Wylie Home Rule Charter be amended to clarify the standard for determining when a Council Member has a conflict of interest by referencing state law?

Section 11. – Conflict of Interest and Abstention.

- A. *Conflict of Interest.* Should any member of the Council ~~have feel he has~~ a conflict of interest with an agenda item then before the Council (as determined under Chapter 171 of the Texas Local Government Code), he should openly declare same before discussion proceeds and he is thereby prohibited from discussing the item or voting on the question.
- B. *Abstention.* Should any member of the City Council choose to abstain from voting on any question before the City Council, where no declared conflict of interest exists, his vote shall be recorded as an affirmative vote in the official minutes of the City of Wylie.

CITY OF WYLIE PROPOSITION E

Shall Article III, Section 11 of the Wylie Home Rule Charter be amended to modify the result of a member of the City Council choosing to abstain from voting to reflect that the vote shall be recorded as a negative vote?

Section 11. – Conflict of Interest and Abstention.

- A. *Conflict of Interest.* Should any member of the Council feel he has a conflict of interest with an agenda item then before the Council, he should openly declare same before discussion proceeds and he is thereby prohibited from discussing the item or voting on the question.
- B. *Abstention.* Should any member of the City Council choose to abstain from voting on any question before the City Council, where no declared conflict of interest exists, his vote shall be recorded as ~~an affirmative~~ negative vote in the official minutes of the City of Wylie.

CITY OF WYLIE PROPOSITION F

Shall Article III, Section 13; Article VI, Section 9; Article VII, Sections 3 and 13; Article X, Section 3; and Article XI, Section 2 of the Wylie Home Rule Charter be amended to provide for publication of certain notices by means other than publication in the official newspaper of the City or as otherwise specified, all as may be allowed by state law?

ARTICLE III. – THE CITY COUNCIL

Section 13. – Passage of Ordinances in General.

- A. *Form.* The City Council shall legislate by ordinance only, and the enacting clause of every ordinance shall be "Be it ordained by the City Council of the City of Wylie, Texas." Each proposed ordinance shall be introduced in the written or printed form required for adoption. An ordinance shall not be amended or repealed except by the adoption of another ordinance.
- B. *Procedure.* Any member of the City Council may offer any ordinance in writing that has been placed on the agenda at a regular City Council meeting. Copies of proposed ordinances, in the form required for adoption, may be furnished to members of the City Council before the meeting at which it shall be considered. Copies of the proposed ordinance, in the form required for adoption, may be made available at the City offices and furnished to citizens, upon request.
- C. *Effective Date.* Every ordinance shall become effective upon adoption, or at any later time specified in the ordinance, except that every ordinance imposing any penalty, fine or forfeiture shall become effective after publication of its caption once in a newspaper having general circulation in the City, or by such other means as may be allowed by state law.
- D. *Reading.* The reading aloud of a title and caption of the ordinance shall suffice as a reading. If two Councilmen request that the ordinance be read in its entirety, it must be so read.

ARTICLE VI. – INITIATIVE, REFERENDUM AND RECALL

Section 9. – Action on Initiative and Referendum Petitions.

When an initiative or referendum petition has been finally determined sufficient, the City Council shall promptly consider the proposed initiative ordinance in the manner prescribed for enacting ordinances or reconsider the referred ordinance by voting its repeal. If the City Council fails to adopt a proposed

initiative ordinance without any change in substance within 60 days, or fails to repeal the referred ordinance within 30 days after the date the petition was finally determined sufficient, it shall submit the proposed or referred ordinance to the voters of the City of Wylie at the first date permitted by law for holding said election after 30 days following the failure of the City Council to act as specified herein.

Said called election may coincide with a regular City election should such City election fall within the specified period. Special elections on initiated or referred ordinances shall not be held more frequently than once each six months, and no ordinance substantially the same as an initiated ordinance which has been defeated or one substantially the same as a referred ordinance which has been approved at any election may be initiated by the voters within two years from the date of such election. Copies of the proposed or referred ordinance shall be made available at the polls and shall be published at least once in the official newspaper of the City of Wylie, or by such other means as may be allowed by state law, not more than 15 days immediately preceding the date of the election.

ARTICLE VII. – MUNICIPAL FINANCE

Section 3. – Budget.

- A. *Content.* The budget shall provide a complete financial plan of all City funds and activities and, except as required by law or this Charter, shall be in such form as the City Manager deems desirable or the City Council may require. A budget message explaining the budget both in fiscal terms and in terms of the work programs shall be submitted with the budget. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues, with reasons for such changes. It shall also summarize the City's debt position and include such other material as the City Manager deems desirable. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year. The proposed budget expenditures shall not exceed the total of estimated income. The budget message shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year, compared to the estimate for the budgeted year. The budget shall include in separate sections:
- (1) A clear, general summary of contents.
 - (2) A consolidated statement of receipts and expenditures of all funds, listed and itemized individually.
 - (3) An analysis and itemization of all estimated income of the City from surplus, miscellaneous income and taxes with miscellaneous income subclassified by source.
 - (4) Tax levies, rates, and collections for the preceding three years.
 - (5) A proposed multi-year capital program for pending and proposed new capital projects, including but not limited to the amounts to be appropriated from the budget, the amounts to be raised by the issuance of bonds, and the amount required for the operation and maintenance of the new projects. The above information may be revised and extended each year with regard to capital improvements still pending or in the process of construction or acquisition.
 - (6) The amount required for interest on the City's debts, for sinking funds and for maturing serial bonds.
 - (7) The total amount of the City's outstanding debts, with a schedule of maturity on bond issues in an attachment.
 - (8) An itemized estimate of the expenses of operating each department, division and office or agency.
 - (9) Anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the City and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be included in the budget.

- (10) Such other information as is required by City Council or deemed desirable by the City Manager.
- (11) The total amount of each reserve/contingency fund must be not less than five percent of the proposed expenditures for the major operating funds.
- B. *Public Notice and Hearing.* The City Council shall provide for a public hearing on the proposed budget and publish in the official newspaper, or by such other means as may be allowed by state law, a general summary of the proposed budget and a notice stating:
- (1) The times and places where copies of the budget are available for inspection by the public.
 - (2) The time and place, for a public hearing on the budget, as required by law.
- C. *City Council Action.*
- (1) The City Council shall hold a public hearing on the budget as submitted at the time and place so advertised or at another time and place with proper notification. All interested persons shall be given an opportunity to be heard, either for or against any item on the proposed budget.
 - (2) At a regular or special meeting, the City Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.
 - (3) The City Council shall adopt the budget by ordinance. Adoption of the budget shall constitute appropriations of the amounts specified therein as expenditures from the funds indicated.
- D. *Failure to Adopt.* If the City Council fails to adopt the budget by September 27, the amounts appropriated for operation during the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis, with all items in it prorated accordingly, until such time as the City Council adopts a budget for the ensuing fiscal year. The levy of property tax normally approved as part of the budget adoption will be set such that the tax rate for the budgeted year shall equal the tax rate of the current fiscal year.

Section 13. – Independent Audit.

At the close of each fiscal year, and at such other times as it may be deemed necessary, the City Council shall cause an independent audit to be made of all accounts of the City by a certified public accountant. The certified public accountant so selected shall have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. Upon completion of the audit, the summary thereof shall be published immediately on the City website, or by such other means as may be allowed by state law ~~official newspaper of the City~~ and copies of the audit placed on file in the City Secretary's Office as public record.

ARTICLE X. – PUBLIC UTILITIES, FRANCHISES AND LICENSES

Section 3. – Ordinance Granting Franchise.

Any ordinance granting, renewing, extending or amending a public service franchise shall not take effect until 30 days after the final adoption. ~~Within 15 days following the first reading of the ordinance, a summary of the ordinance shall be published one time in a newspaper of general circulation in the City with the expense of such publication borne by the prospective franchisee.~~ No franchise shall be exclusive.

ARTICLE XI. – GENERAL AND TRANSITIONAL PROVISIONS

Section 2. – Official Medium of Communication ~~Newspaper~~.

The City Council shall declare annually one or more official media for the communication of all notices and other matters required by this Charter, City ordinance, or the Constitution and laws of the State of Texas to be published or made available by the City ~~newspaper of general circulation in the City. All~~

~~ordinances, captions of ordinances, notices and other matters required to be published by this Charter, by City ordinances, or by the Constitution and laws of the State of Texas, shall be published in this official newspaper.~~

CITY OF WYLIE PROPOSITION G

Shall Article III, Section 13 of the Wylie Home Rule Charter be amended to remove the requirement to read aloud the title, caption and full text of ordinances as part of the passage of ordinances?

Section 13. – Passage of Ordinances in General.

- A. *Form.* The City Council shall legislate by ordinance only, and the enacting clause of every ordinance shall be "Be it ordained by the City Council of the City of Wylie, Texas." Each proposed ordinance shall be introduced in the written or printed form required for adoption. An ordinance shall not be amended or repealed except by the adoption of another ordinance.
- B. *Procedure.* Any member of the City Council may offer any ordinance in writing that has been placed on the agenda at a regular City Council meeting. Copies of proposed ordinances, in the form required for adoption, may be furnished to members of the City Council before the meeting at which it shall be considered. Copies of the proposed ordinance, in the form required for adoption, may be made available at the City offices and furnished to citizens, upon request.
- C. *Effective Date.* Every ordinance shall become effective upon adoption, or at any later time specified in the ordinance, except that every ordinance imposing any penalty, fine or forfeiture shall become effective after publication of its caption once in a newspaper having general circulation in the City.
- ~~D. *Reading.* The reading aloud of a title and caption of the ordinance shall suffice as a reading. If two Councilmen request that the ordinance be read in its entirety, it must be so read.~~

CITY OF WYLIE PROPOSITION H

Shall Article III, Section 14 of the Wylie Home Rule Charter be amended to modify how frequently the City Council must provide for the codification of general ordinances from every five years to every fifteen years?

Section 14. – Authentication, Recording, Codification, Printing, and Distribution.

- A. *Authentication and Recording.* The City Secretary shall record in a properly indexed book kept for that purpose, all ordinances and resolutions adopted by the City Council, and it shall be kept open for public inspection. Ordinances shall be numbered consecutively in the order in which adopted. The City Secretary shall attest the signature of the Mayor or officer signing such ordinance.
- B. *Codification.* Within three years after adoption of this Charter, and at least every fifteen ~~five~~ years thereafter, the City Council shall provide for the preparation of the codification of all general ordinances of the City. Every general ordinance enacted subsequent to such codification shall be enacted as an amendment to the code. For the purposes of this section, general ordinances shall be deemed to be those ordinances of a permanent or continuing nature which affect the residents of the City at large. The codification shall be published promptly, together with this Charter and any amendments thereto, and with appropriate references to state statutes and Constitution, and such codes of technical regulations and other rules and regulations as the City Council may specify. This compilation shall be known and cited officially as the Wylie City Code and shall be in full force and effect without the necessity of such code or any part thereof being published in any newspaper. The caption, descriptive clause, and other formal parts of the ordinances of the City may be omitted without affecting the validity of such ordinances when they are published as a code.
- C. *Printing of Ordinances and Resolutions.* The City Council shall cause each ordinance and each amendment to this Charter to be printed promptly following its adoption, and the printed ordinances

and Charter amendments shall be distributed free or sold to the public at reasonable prices to be fixed by the City Council. A copy of each ordinance and resolution may be placed in City offices.

CITY OF WYLIE PROPOSITION I

Shall Article III, Section 17 of the Wylie Home Rule Charter be amended to modify the makeup of the commission charged with acting as the City Council during a disaster and calling a City election for the election of a required quorum and to remove the required formation of a committee to appoint such a commission?

Section 17. – Disaster Clause.

In case of disaster when a legal quorum of elected Council Members cannot otherwise be assembled due to multiple deaths or injuries, the surviving member or members of the elected Council, or highest surviving City official, if no elected official remains, must within 24 hours of such disaster, appoint a commission with a membership equal to the number of persons necessary to make a quorum, composed of the surviving members of the City Council, if any, and the following, appointed on a rotating basis in the following order: (a) the highest-ranking member of the Wylie Independent School District Board of Trustees who is a resident of Wylie, (b) the highest-ranking member of the Wylie Economic Development Corporation Board of Directors who is a resident of Wylie, and (c) the highest-ranking member of the F.O. Birmingham Memorial Land Trust Board of Directors who is a resident of Wylie. ~~request the highest surviving officers of the local chamber of commerce and the board of trustees of the local school district, and the county judge of Collin County to appoint a~~ The commission shall to act as the City Council during the disaster emergency and call a City election within 15 days of such disaster for election of a required quorum, if for good reasons it is known that a quorum of the present Council will never again meet. The commission's authority to act shall cease once a quorum of City Council is elected and inducted into office.

CITY OF WYLIE PROPOSITION J

Shall Article IV, Section 3 of the Wylie Home Rule Charter be amended to require additional Municipal Court judges to be competent, duly qualified, licensed attorneys in the State of Texas?

Section 3. – Municipal Court.

- A. The City Council shall establish and cause to be maintained a Municipal Court, for the trial of misdemeanor offenses. The Court shall have all the powers and duties as are now, or may be prescribed by the laws of the State of Texas.
- B. *Municipal Court Judge.* The City Council shall appoint a judge of the Municipal Court, who shall be a competent, duly qualified, licensed attorney in the State of Texas. The judge of the Municipal Court shall be appointed to a term of two years, and may be appointed to additional and consecutive terms, upon completion of his term of office. The appointment of the judge may be terminated by a majority vote of the City Council. The judge shall receive compensation as may be determined by the City Council. This compensation shall be fixed, and commensurate with the duties performed by the judge.
- C. *Acting Judge of the Municipal Court.* The City Council shall, in the absence or disability of the appointed judge of the Municipal Court, appoint an acting judge to serve during such absence or disability. The acting judge may be compensated by the City Council for his performance of required duties.
- D. *Appointment of Additional Judges.* Additional judges of the Municipal Court may be appointed by the City Council consistent with state law. The additional judges shall be competent, duly qualified, licensed attorneys in the State of Texas.
- E. *Clerk of the Court.* The City Manager shall appoint a clerk, and may appoint deputies of the Municipal Court. The clerk and deputies shall be bonded at City expense, in an amount deemed

adequate by the City Council, and shall receive compensation as may be determined by the City Council.

- F. *Powers of the Clerk.* The clerk and deputies of the Municipal Court shall have the power to administer oaths and affidavits, make certificates, affix the seal of the Court, and perform all acts usual and necessary by the clerks of said Courts, in conducting the business thereof, including but not limited to the keeping of records and accounts of the Municipal Court.
- G. *Costs, Fines and Penalties.* All costs, fines and penalties imposed by the Municipal Court shall be paid into the City treasury for the use and benefit of the City, as may be consistent with present and future state laws.

CITY OF WYLIE PROPOSITION K

Shall Article IV, Section 5 of the Wylie Home Rule Charter be amended to remove the City Council's authority over the appointment, removal, duties, compensation and other terms of employment of the City Engineer and granting such authority to the City Manager?

Section 5. – Reserved City Engineer.

- A. ~~Appointment and Qualifications. The City Council, in consultation with the City Manager, shall appoint a competent, duly qualified, registered and practicing professional engineer in the State of Texas who shall serve as City Engineer.~~
- B. ~~Removal. The City Engineer shall serve at the pleasure of the City Council and shall not have a property right to continued employment and may be removed by a vote of the City Council.~~
- C. ~~Duties. The City Engineer shall be required to serve as engineering advisor to the City Council and City Manager, and perform such other duties as may be required by the City Council or City Manager.~~
- D. ~~Limitation. The City Council shall have the right to retain special engineering service at any time that it may deem necessary and appropriate.~~
- E. ~~Compensation. The City Engineer shall receive compensation as may be determined by the City Council.~~
- F. ~~Additional Engineers. The City Engineer, with approval of the City Council, may select additional engineers to act for him and the City in serving its engineering needs.~~
- G. ~~Term City Engineer. The term "City Engineer" may refer to an individual or firm.~~

CITY OF WYLIE PROPOSITION L

Shall Article V, Section 1 of the Wylie Home Rule Charter be amended to require regular City elections to be held annually on the first Saturday in May or such other date as required by the Texas Election Code?

Section 1. – City Elections.

- A. *Election Schedule.* The regular City election will be held annually in accordance with the Texas Election Code. The City Council shall be responsible for specifications of places for holding of such elections. The regular City election shall be held annually on the first Saturday in May or such other date as required by the Texas Election Code.
- B. *Special Elections.* The City Council may order a special election under conditions specified elsewhere in this Charter, or for ordinances, bond issues, Charter amendments, recall or other purposes deemed appropriate by the City Council. The City Council will fix the time and places for such special elections, and provide all means for holding same.
- C. *Voter Eligibility List.* A certified list of voter registrants within the City, as prepared by the proper agency, shall be held by the City Secretary or the contracted election official. If, for a purpose relating only to a City election or to candidates or issues involved in such election, any organization,

- group or person requests a list of qualified voters of the City, permission to copy the current list shall be granted by the City Secretary or the contracted election official.
- D. *Conduct and Regulation of Elections.* All City elections shall be governed by the Constitution of the State of Texas, general laws of the state, this Charter, and by ordinance of the City in the order named. Municipal elections shall be conducted by election officials appointed or approved by the City Council.
- E. *Publicizing City Elections.* All municipal elections shall be publicized in a manner consistent with the requirements of the present, and all future amended editions of the Texas Election Code.

CITY OF WYLIE PROPOSITION M

Shall Article V, Section 2 and Article XI, Section 14 of the Wylie Home Rule Charter be amended to remove provisions disqualifying a person from being eligible to run for elective office or to serve in a municipal office if he or she is in arrears in the payment of taxes or other liabilities due to the City?

ARTICLE V. – NOMINATIONS AND ELECTIONS

Section 2. – Filing for Office; Eligibility to File.

- A. *Candidate Qualifications.* Each candidate for an elective office shall meet the following qualifications:
- Shall be a qualified voter of the City.
 - Shall have resided for at least 12 months preceding the election within the corporate limits of the City, including territory annexed prior to the filing deadline.
 - ~~Shall not, after notice of any delinquency, be in arrears in the payment of any taxes or other liabilities due the City. "In arrears" is defined herein to mean that payment has not been received within 90 days from due date.~~
 - An incumbent City Councilman seeking reelection must file for the same place position number currently being served.
 - No candidate may file in a single election for more than one office or place position as provided by this Charter.
- B. *Petition Required.* Every person desiring to file for elective office with the City shall first present to the City Secretary a sufficient petition signed by a minimum of the greater of the following:
- a) 25 persons; or
 - b) a number of persons equal to one-half of one percent of the total vote received by all candidates for Mayor in the most recent Mayoral general election who are qualified voters in the City.

ARTICLE XI. – GENERAL AND TRANSITIONAL PROVISIONS

Section 14. – ~~Reserved. Persons Indebted to the City Shall Not Hold Office.~~

~~No person shall be qualified to hold a municipal office who is, or becomes while in service, in arrears in the payment of taxes or other liabilities due the City, provided they have received notice of the same (in arrears in this section shall have the same meaning as defined in Article V, Section 2 of this Charter).~~

CITY OF WYLIE PROPOSITION N

Shall Article VI, Section 1 of the Wylie Home Rule Charter be amended to remove from the scope of the powers of initiative and referendum ordinances relating to salaries of City officers or employees, the Comprehensive Plan,

amendments of the Zoning Ordinance, use of the power of eminent domain and other ordinances not subject to initiative or referendum as provided by state law, and reorganizing existing language relating thereto?

Section 1. – General Authority.

The qualified voters of the City of Wylie shall, by following the procedures set out in this Charter, have the power to propose ordinances to the City Council, to require reconsideration by the City Council of any adopted ordinances, and to revoke the office of any elected City official. ~~Initiative power may be used to enact a new ordinance, or to repeal or to amend sections of an existing ordinance, except~~ However, the power of initiative or referendum shall not extend to ordinances relating to appropriating appropriation of money or levying of taxes, or ordinances repealing appropriating money or levying of taxes, not in conflict with this Charter, the state Constitution or the state laws.

~~Referendum power shall not extend to the budget or capital program or any ordinance or ordinances pertaining to appropriation of money or levying of taxes, or to issuing of bonds issued pursuant to the authority of an election or elections previously held, salaries of City officers or employees, the Comprehensive Plan, amendments of the Zoning Ordinance, use of the power of eminent domain or other ordinances not subject to initiative or referendum as provided by state law.~~

Grounds for removal of any member of the City Council, whether elected to office by the qualified voters or appointed by the City Council to fill a vacancy, shall be incompetency, noncompliance with this Charter, misconduct or malfeasance in office.

CITY OF WYLIE PROPOSITION O

Shall Article VI, Section 6 of the Wylie Home Rule Charter be amended to clarify the scope of the City Secretary's review of petitions, to modify the time period in which the City Secretary must verify petitions, and to remove authority for amending and supplementing petitions after the filing thereof?

Section 6. – Certification of Petitions and Presentation to City Council.

Within ~~35 ten~~ days after the petition is filed, the City Secretary shall verify whether the petition complies with applicable law as to form, content, and procedure and, only if the City Secretary so verifies the petition, complete a certificate as to its sufficiency, specifying, if it is insufficient, wherein it is defective and shall immediately upon completion of certification, send a copy of the certificate to the petitioners' committee by registered mail.

If the petition is certified sufficient, the City Secretary shall present the certificate to the City Council by the next regular City Council meeting which shall be a final determination of the sufficiency of the petition.

~~If a petition has been certified insufficient and the petitioners' committee does not file notice of intention to amend it,~~ the committee may, within five working days after receiving the copy of such certificate, file a request that it be reviewed by the City Council. The City Council shall review the certificate at its next regular meeting following such a request and approve or disapprove it, and the City Council's determination shall then be a final determination.

~~If a petition is certified insufficient for lack of required number of signatures, it may be amended once if the petitioners' committee files a notice of intention to amend it with the City Secretary within five working days after having received the copy of the certificate. A supplementary petition with additional names must be filed within five days after receiving the copy of the certificate. Such supplementary petition shall comply with all the requirements of Sections 3 and 4 of this Article.~~

~~Within five days after the amended petition is filed, the City Secretary shall complete a certificate of sufficiency of the petition, as amended, and shall send a copy of such sufficiency to the petitioners' committee by registered mail as in the case of an original petition. The final determination as to the~~

~~sufficiency of an amended petition shall be determined in the same manner as prescribed for original petitions in this section above, except that no petition, once amended, may be amended again.~~

A final determination as to the sufficiency of a petition shall be subject to review in a court of competent jurisdiction. A final determination of insufficiency, even if sustained upon court review, shall not prejudice the filing of a new petition for the same purpose.

CITY OF WYLIE PROPOSITION P

Shall Article VII, Section 2 of the Wylie Home Rule Charter be amended to change the date by which the City Manager must submit a proposed budget from August 1 to August 15 of each year?

Section 2. – Submission of Budget.

On or before August 15 of each year, unless the City Council has granted an extension, the City Manager shall file with the City Secretary and submit to the City Council a proposed budget for the ensuing fiscal year and the budget message. The City Council shall hold the required public hearings on and review the proposed budget and make any appropriate changes prior to publishing the final budget.

CITY OF WYLIE PROPOSITION Q

Shall Article VII, Section 9 of the Wylie Home Rule Charter be amended to clarify procedures relating to City Council's award of contracts and purchases?

Section 9. – Purchasing.

The City Council may, by ordinance, confer upon the City Manager general authority to contract for expenditures without further approval of the City Council for all budgeted items not exceeding limits set by the City Council. All contracts for expenditures involving more than the set limits must be expressly approved in advance by the Council. All contracts or purchases involving more than the limits set by the City Council shall be awarded by the City Council in accordance with state law ~~let to the lowest bidder whose submittal is among those most responsive to the needs of the City after there has been opportunity for competitive bidding as provided by law or ordinance~~; provided that the City Council, or City Manager in such cases as he is authorized to contract for the City, shall have the right to reject any and all bids.

Emergency contracts as authorized by law and this Charter, may be negotiated by the City Council, or City Manager, if given authority by the City Council, without competitive bidding. Such emergency shall be declared by the City Manager and approved by the City Council or may be declared by the City Council.

CITY OF WYLIE PROPOSITION R

Shall Article VII, Section 12 of the Wylie Home Rule Charter be amended to remove the requirement for the City Manager to submit financial reports at the first formal City Council meeting each month and instead require the submission to occur at any City Council meeting but no less frequently than once per month?

Section 12. – Financial Report.

The City Manager shall submit to the City Council ~~at its first formal meeting~~ each month the financial condition of the City by budget item, budget estimated versus month to date accruals for the preceding month and for the fiscal year to date. The financial records of the City will be maintained on the modified accrual basis or the accrual basis by fund type as established by the Governmental Accounting Standards Board.

CITY OF WYLIE PROPOSITION S

Shall Article VIII, Section 2 and Article IX, Section 2 of the Wylie Home Rule Charter be amended to change the time for electing chairpersons of certain boards and commissions from each July to the first regular meeting after annual appointments and to remove language regarding appointments occurring in July?

ARTICLE VIII. – BOARDS AND COMMISSIONS

Section 2. – Boards and Commissions Enumerated.

- A. *Planning and Zoning Commission.* There is hereby established a Planning and Zoning Commission, whose purpose, composition, function, duties and tenure shall be as set out in Article IX of this Charter.
- B. *Parks and Recreation Board.* The City Council shall appoint a Parks and Recreation Board of seven members who shall be qualified voters to work in an advisory capacity to the City Council in the planning and development of Parks and Recreation facilities and regulations governing their use. Members of the Board shall be appointed for two year terms with three members' terms expiring in even-numbered years and four members' terms expiring in odd-numbered years. Members of the Board shall elect a chairman, at the first regular meeting after annual appointments~~each July~~, from their membership and shall meet at the call of the chairman or at the request of the City Council. The City Manager shall appoint a staff representative to the Board.
- C. *Library Board.* The City Council shall appoint a Library Board consisting of seven members who shall be qualified voters who shall serve for a term of two years with three members' terms expiring in even-numbered years and four members' terms expiring in odd-numbered years. Members of the Board shall elect a chairman, at the first regular meeting after annual appointments~~each July~~, from their membership and shall meet at the call of the chairman or at the request of the City Council. The City Manager shall appoint a staff representative to the Board.
- D. *Board of Adjustment and Appeals.* The City Council shall appoint a Board of Adjustment and Appeals of five members and two alternate members who shall serve in accordance with applicable law. Members of the Board shall be qualified voters of the City and shall be appointed for two year terms with three members' terms expiring in even-numbered years and two members' terms expiring in odd-numbered years. Members of the Board shall elect a chairman, at the first regular meeting after annual appointments~~each July~~, from their membership and shall meet at the call of the chairman within 30 days of receipt of written notice from anyone aggrieved as a result of the refusal of a building permit or administrative decision by the City Building Official. Rules and regulations shall be prescribed for the functioning of the Board consistent with the laws of the State of Texas and the building codes of the City of Wylie.
- E. *Other Boards and Commissions.* The City Council shall have the power and is hereby authorized to create, abolish, establish and appoint such other boards, commissions and committees as it deems necessary to carry out the functions and obligations of the City. The City Council shall, by ordinance, prescribe the purpose, composition, functions, duties, accountability and tenure of each such board, commission and committee.

ARTICLE IX. – PLANNING

Section 2. – Planning and Zoning Commission.

The City Council shall establish a Planning and Zoning Commission in the manner provided by this Charter, whose primary duty shall be to advise the City Council in carrying out its various duties and functions regarding planning and environmental quality as provided by this Charter.

- A. *Organization and qualification.*
 - (1) There shall be established a Planning and Zoning Commission which shall consist of seven citizens of the City of Wylie. The members of said Board shall be qualified voters of the City and shall be appointed by the City Council within 60 days of the adoption of this Charter, for a term of two years. The members of said Board at their first meeting shall draw lots to determine those who will serve one year and two year terms beginning on the

date of initial appointment of the Board. On the expiration of the term of each of the members who have drawn lots, his place shall be filled by a member appointed for a two year term. The Board shall elect a chairman from among its membership each year at the first regular meeting after annual appointments in July. The Commission shall meet not less than once each month. Vacancies in an unexpired term shall be filled by the City Council within 30 days from the date of the vacancy for the remainder of the term. ~~For purposes of this section, the appointment year of respective Commission members shall be deemed to begin on July 1st.~~

- (2) Members of the Planning and Zoning Commission shall be residents of the City of Wylie for at least 12 months preceding the date of appointment; be knowledgeable in the affairs of the City and be knowledgeable in the functions and activities provided for in this Article.
- B. *Duties and Powers of the Planning and Zoning Commission.* The Planning and Zoning Commission shall:
- (1) Make and recommend to the City Council a master plan to be used as a guide in considering ordinances for the orderly development of the City. The Commission shall, not less than every five years, review and recommend to the City Council amendments to the master plan of the City.
 - (2) Recommend to the City Council proposed ordinances and amendments to ordinances regarding planning, zoning and environmental quality and review ordinances and amendments proposed by the City Council relative to the City Council's planning and zoning function. Such review and recommendation by the Planning and Zoning Commission must be received by the City Council prior to action on the proposed ordinance or amendment.
 - (3) Receive and review all platting and subdivision proposals and make recommendations to the City Council for appropriate action.

CITY OF WYLIE PROPOSITION T

Shall Article VIII, Section 3 of the Wylie Home Rule Charter be amended to remove the requirement for submission of written reports of proceedings of City boards, commissions and committees?

Section 3. – General.

- A. *Open Meetings.* All meetings of any board, commission, or committee created, established or appointed by this Charter or the City Council shall be open to the public, unless otherwise permitted by law and shall be subject to both current and future laws of the State of Texas concerning public meetings.
- B. *Appeals to City Council.* Subject to the provisions of any law of the State of Texas and to the county, an appeal may be taken to the City Council from any decision of any board, commission, committee or other body except from decisions of the Board of Equalization, or Board of Adjustment. Such appeals shall be perfected by filing a sworn notice of appeal with the City Secretary within 30 days from the rendition of the decision of the board, committee or other body. Prior to the institution of any appeal in a court of law by an aggrieved person from a decision of

such board, commission, committee or other body, appeal must be first perfected to the City Council.

- C. *Compensation.* Subject to the provisions of any law of the State of Texas or this Charter to the contrary, all members of any board, commission, committee or other body will serve without compensation but may be reimbursed for any necessary expenses as a result of their work.
- D. *Minutes.* All boards, commissions or committees of the City shall keep and maintain minutes of any proceedings held. ~~and shall submit a written report of such proceedings to the City Council at least once each month.~~
- E. *Exclusion of City Officers and Employees.* No officer of the City nor any person who holds a compensated appointive position with the City shall be appointed to any board, commission or committee created or established by this Charter other than in an advisory capacity.
- F. *Rules and Regulations.* All boards, commissions and committees established or created by this Charter shall set out their own rules and regulations for operation thereof unless specifically prescribed by the laws of the State of Texas, this Charter, or by ordinance. Ordinances creating any board, commission or committee shall provide that if any member is absent from three consecutive meetings, his position shall be declared vacant and the vacancy shall be filled for the remainder of the unexpired term by the City Council within 30 days after the vacancy occurs.
- G. *Existing Boards and Commissions.* All existing boards, commissions and committees heretofore established shall be continued in accordance with the ordinance or other acts under which they have been created, or until the City Council shall, by ordinance, abolish, modify or alter the ordinances or acts under which they exist.

CITY OF WYLIE PROPOSITION U

Shall Article III, Section 1; Article IX, Section 2; Article X, Section 6; Article XI, Sections 27 and 29; and Article XII, Section 1 of the Wylie Home Rule Charter be amended to remove obsolete transitional provisions that are no longer necessary?

ARTICLE III. – THE CITY COUNCIL

Section 1. – Number, Selection and Term.

The legislative and governing body of the City shall consist of a Mayor and six Councilmen and shall be known as the "City Council of the City of Wylie."

- A. The Mayor and Councilmen shall be elected by the qualified voters of the City at large, each of whom, unless sooner removed by the provisions of this Charter, shall serve for a term of three years. Each Councilmen shall occupy a position on the City Council, such positions being numbered 1 through 6, consecutively.
- B. All members of the City Council, other than the Mayor, shall be elected under the place system.
- C. ~~The method of election and transition to three year terms under the place system will be as follows:~~

Terms	2-yr.	3-yr.	2-yr.	3-yr.	3-yr.	2-yr.	2-yr.
Places	1	2	3	4	5	6	Mayor
1999	1		3		5		
2000		2		4		6	Mayor
2001	1		3				
2002					5	6	Mayor
2003		2		4			

2004	1		3				
2005					5	6	Mayor
2006		2		4			
2007	1		3				
2008					5	6	Mayor

~~Places 1, 3, and 5 will be up for re-election in 1999. Places 1 and 3 will have a two-year term, and Place 5 will have a three-year term.~~

~~Places 2, 4, 6 and the Mayor will be up for re-election in 2000. Place 6 and the Mayor will have a two-year term and Places 2 and 4 will have a three-year term.~~

~~Beginning in 2001, each Place, including the Mayor, will be re-elected with three-year terms.~~

ARTICLE IX. – PLANNING

Section 2. – Planning and Zoning Commission.

The City Council shall establish a Planning and Zoning Commission in the manner provided by this Charter, whose primary duty shall be to advise the City Council in carrying out its various duties and functions regarding planning and environmental quality as provided by this Charter.

A. *Organization and qualification.*

(1) There shall be established a Planning and Zoning Commission which shall consist of seven citizens of the City of Wylie. The members of said Board shall be qualified voters of the City ~~and shall be appointed by the City Council within 60 days of the adoption of this Charter, for a term of two years. The members of said Board at their first meeting shall draw lots to determine those who will serve one year and two year terms beginning on the date of initial appointment of the Board. On the expiration of the term of each of the members who have drawn lots, his place shall be filled by a member appointed for a two year term.~~ The Board shall elect a chairman from among its membership each year at the first regular meeting in July. The Commission shall meet not less than once each month. Vacancies in an unexpired term shall be filled by the City Council within 30 days from the date of the vacancy for the remainder of the term. For purposes of this section, the appointment year of respective Commission members shall be deemed to begin on July 1st.

(2) Members of the Planning and Zoning Commission shall be residents of the City of Wylie for at least 12 months preceding the date of appointment; be knowledgeable in the affairs of the City and be knowledgeable in the functions and activities provided for in this Article.

B. *Duties and Powers of the Planning and Zoning Commission.* The Planning and Zoning Commission shall:

(1) Make and recommend to the City Council a master plan to be used as a guide in considering ordinances for the orderly development of the City. The Commission shall, not less than every five years, review and recommend to the City Council amendments to the master plan of the City.

(2) Recommend to the City Council proposed ordinances and amendments to ordinances regarding planning, zoning and environmental quality and review ordinances and amendments proposed by the City Council relative to the City Council's planning and zoning function. Such review and recommendation by the Planning and Zoning

- Commission must be received by the City Council prior to action on the proposed ordinance or amendment.
- (3) Receive and review all platting and subdivision proposals and make recommendations to the City Council for appropriate action.

ARTICLE X. – PUBLIC UTILITIES, FRANCHISES AND LICENSES

Section 6. – Right of Regulation.

In granting, amending, renewing and extending public service and utility franchises, the City has the following rights:

- A. To repeal the franchise by ordinance for failure to begin construction or operation within the time prescribed or for failure to comply with terms of the franchise. This may be executed only after due notice and hearing.
- B. To require all extensions of services within the City limits to become part of the aggregate property of the service and operate subject to all obligations and reserved rights contained in this Charter. This extension is considered part of the original grant and terminable at the same time and under the same conditions as the original grant.
- C. To require expansion and extension of facilities and services and to require maintenance of existing facilities to provide adequate service at the highest level of efficiency.
- D. To require reasonable standards of service and quality of product and prevent unjust rate discrimination.
- E. To impose reasonable regulations and restrictions to insure the safety and welfare of the public.
- F. To prescribe the form of accounts kept by each utility. Accounts must be kept according to the accounting system prescribed by the appropriate state or federal regulatory agency.
- G. To examine and audit accounts and records and to require annual reports on local operations of the utility.
- H. To require that procedural rules and regulations dealing with public utilities conform to the requirements of the appropriate state or other regulatory agency.
- I. To require franchisee to restore, at franchisee's expense, all public or private property to a condition as good or better than before disturbed by the franchisee for construction, repair or removal.
- J. To require every franchisee to furnish, within a reasonable time to the City, at the franchisee's expense, a general map outlining current location, character, size, length and terminal of all facilities, over and underground of City property and additional information on request.
- K. To require every franchise and public service utilities operator within the City to file certified copies of all franchises owned or claimed or under which such utility is operated in the City. ~~This shall be done within six months after the Charter takes effect.~~ The City shall maintain a public record of public service franchises.
- L. To require such compensation and rental as may be permitted by the laws of the State of Texas.
- M. To require City Council approval of all rates, rate schedules and amendments thereto of utilities franchised in the City of Wylie.

ARTICLE XI. – GENERAL AND TRANSITIONAL PROVISIONS

Section 27. – Reserved Submission of Charter to Voters.

~~This Charter is so constructed that in order to enable it to work and function, it is necessary that it be adopted in its entirety. Thus, the Charter Commission directs that it be voted upon as a whole and be submitted to the voters of Wylie at an election to be held for that purpose on January 19, 1985. Not less than 30 days prior to such election, the City Council shall cause the City Secretary to mail a copy of this Charter to each qualified voter of Wylie as appears on the latest list of registered voters. If a majority of the qualified voters voting in such election vote in favor of the adoption of this Charter, it shall become the Charter of the City of Wylie. A copy of said Charter, authenticated by the signature of the Mayor and the~~

seal of the City, shall be forwarded to the Secretary of the State of Texas and shall show the approval of this Charter by majority vote of the qualified voters voting at such election.

Section 29. – Reserved Schedule of Transition.

- A. ~~This Charter shall take effect immediately following adoption by the voters and entry of an official order by the City Council declaring the same adopted.~~
- B. ~~Upon the adoption of this Charter, the present members of the City Council filling elective offices will continue to fill those offices for the terms to which they were elected. If this Charter is adopted, the City Council shall, by majority vote, at its first regular meeting after the adoption of this Charter, appoint one additional Councilman to serve for a term to coincide with the term of the Councilmen who are elected in even-numbered years, or until his successor is elected and qualified. Thereafter, the City Council shall be elected as provided in this Charter. Persons, who, on the date this Charter is adopted, are filling appointive positions with the City of Wylie which are retained under this Charter, may continue to fill these positions for the term for which they were appointed, unless removed by the City Council or by other means provided for in this Charter.~~
- C. ~~In compliance with the terms of Section 29, paragraph B, the following offices, places, names and next election years are given in order to clarify the intent of that paragraph and provide an orderly transition. To wit: the Mayor is John W. Akin and his term will expire in April 1986. Councilman, Place 1 is Don Hughes, whose term of office will expire in April, 1985; Councilman, Place 2 is Percy Simmons whose term will expire in April, 1986; Councilman, Place 3 is Cleo Adams whose term will expire in April, 1985; Councilman, Place 4 is William Martin whose term will expire in April, 1986; Councilman, Place 5 is Joe Fulgham whose term will expire in April, 1985; Councilman, Place 6 is open and will be subject to appointment by the City Council following the adoption of this Charter and will serve until that term expires for Place 6 in April, 1986. Thereafter, the procedure for filling of Council seats shall follow the provisions of this City Charter.~~

ARTICLE XII. – ADOPTION OF CHARTER

Section 1. – Reserved Procedure.

- A. ~~This Charter shall be submitted to the qualified voters of the City of Wylie for adoption or rejection on January 19, 1985, at which election, if a majority of the qualified voters voting in such election shall vote in favor of the adoption of this Charter, it shall then immediately become the governing law of the City of Wylie, Texas until amended or repealed.~~
- B. ~~It being impractical to submit this Charter by sections, it is hereby prescribed that the form of ballot to be used in such election shall be as follows, to wit:
For the adoption of the Charter
Against the adoption of the Charter~~
- C. ~~The present City Council of the City of Wylie shall call an election in accordance with the provisions of the general laws of the state governing such elections, and the same shall be conducted and the returns made and results declared as provided by the laws of the State of Texas governing municipal elections, and in case a majority of the votes cast at such election shall be in favor of the adoption of such Charter, then an official order shall be entered upon the records of said City by the City Council of Wylie declaring the same adopted and the City Secretary shall record at length upon the records of the City, in a separate book to be kept in his office for such purpose, such Charter as adopted and such Secretary shall furnish to the Mayor a copy of the Charter which copy of the Charter shall be forwarded by the Mayor as soon as practicable, to the Secretary of State under the seal of the City together with a certificate showing the approval of the qualified voters of such Charter.~~

CITY OF WYLIE PROPOSITION V

Shall Article IX, Section 2 of the Wylie Home Rule Charter be amended to state the Planning and Zoning Commission shall meet as needed rather than not less than once each month?

Section 2. – Planning and Zoning Commission.

The City Council shall establish a Planning and Zoning Commission in the manner provided by this Charter, whose primary duty shall be to advise the City Council in carrying out its various duties and functions regarding planning and environmental quality as provided by this Charter.

A. *Organization and qualification.*

- (1) There shall be established a Planning and Zoning Commission which shall consist of seven citizens of the City of Wylie. The members of said Board shall be qualified voters of the City and shall be appointed by the City Council within 60 days of the adoption of this Charter, for a term of two years. The members of said Board at their first meeting shall draw lots to determine those who will serve one year and two year terms beginning on the date of initial appointment of the Board. On the expiration of the term of each of the members who have drawn lots, his place shall be filled by a member appointed for a two year term. The Board shall elect a chairman from among its membership each year at the first regular meeting in July. The Commission shall meet as needed ~~not less than once each month~~. Vacancies in an unexpired term shall be filled by the City Council within 30 days from the date of the vacancy for the remainder of the term. For purposes of this section, the appointment year of respective Commission members shall be deemed to begin on July 1st.
- (2) Members of the Planning and Zoning Commission shall be residents of the City of Wylie for at least 12 months preceding the date of appointment; be knowledgeable in the affairs of the City and be knowledgeable in the functions and activities provided for in this Article.

B. *Duties and Powers of the Planning and Zoning Commission.* The Planning and Zoning Commission shall:

- (1) Make and recommend to the City Council a master plan to be used as a guide in considering ordinances for the orderly development of the City. The Commission shall, not less than every five years, review and recommend to the City Council amendments to the master plan of the City.
- (2) Recommend to the City Council proposed ordinances and amendments to ordinances regarding planning, zoning and environmental quality and review ordinances and amendments proposed by the City Council relative to the City Council's planning and zoning function. Such review and recommendation by the Planning and Zoning Commission must be received by the City Council prior to action on the proposed ordinance or amendment.
- (3) Receive and review all platting and subdivision proposals and make recommendations to the City Council for appropriate action.

CITY OF WYLIE PROPOSITION W

Shall Article XI, Section 8 of the Wylie Home Rule Charter be amended to enlarge the time for providing notice of a claim for damages from 45 days to 180 days?

Section 8. – Damage Suits.

Before the City shall be liable for any claim for damages for the death or personal injuries of any person or for damages to property, the complainant or his authorized representative shall notify the City Secretary. The notification shall be in writing and shall state specifically how, when and where the death, injury or damage occurred; the amount of loss claimed; and the identity of any witnesses upon whom it is relied to establish the claim. The notification shall be filed within 180~~45~~ days of the date of injury or damage

or, in the case of death, within ~~180~~45 days of the date of death. The failure to so notify the City within the time and manner specified shall exonerate, excuse and exempt the City from any liability whatsoever. No action at law shall be brought against the City until at least 60 days have elapsed since the date of notification.

CITY OF WYLIE PROPOSITION X

Shall Article XI, Section 24 of the Wylie Home Rule Charter be amended to state that use of the word “City” shall mean the City of Wylie, Collin, Dallas and Rockwall Counties, Texas?

Section 24. – City Defined.

The use of the word "City" in this Charter shall mean the City of Wylie, Collin, Dallas, and Rockwall County Counties, Texas.

CITY OF WYLIE PROPOSITION Y

Shall Article XI, Section 25 of the Wylie Home Rule Charter be amended to state that references to singular words include the plural, references to plural words include the singular, references to laws shall mean “as presently enacted or as may be amended or superseded,” and use of the word “Charter” shall mean the “Home Rule Charter”?

Section 25. – Gender of Wording.

The masculine-gender of the wording throughout this Charter shall always be interpreted to mean either sex. All singular words shall include the plural and all plural words shall include the singular. All references to laws, however expressed in this Charter, shall mean "as presently enacted or as may be amended or superseded." The use of the word "Charter" shall mean this Home Rule Charter.

CITY OF WYLIE PROPOSITION Z

Shall Article XI, Section 28 of the Wylie Home Rule Charter be amended to grant the City Council authority to make non-substantive revisions to the Charter without obtaining separate approval of the voters in a Charter amendment election, authorizing non-substantive changes to be made to the Charter through the passage of an ordinance?

Section 28. – Nonsubstantive Revisions ~~Rearranging and Renumbering~~.

The City Council shall have the power, by ordinance, to renumber and rearrange all articles, sections and paragraphs of this Charter or any amendments thereto, and to correct errors in spelling, grammar, cross-references and punctuation, as it shall deem appropriate, and upon the passage of any such ordinance, a copy thereof, certified by the City Secretary, shall be forwarded to the Secretary of State for filing. A revision adopted under this section is not intended to and is not to be interpreted as making any substantive change in any Charter provision.

[The remainder of this page intentionally left blank.]

Exhibit B
Official Ballot Propositions

At the Election, the following ballot propositions shall be submitted to the qualified voters of Wylie in conformance with the requirements of the Texas Election Code:

CITY OF WYLIE PROPOSITION A

Shall Article I, Section 1; Article III, Sections 1, 2, 5, 6, 8, 11, and 13; Article IV, Sections 1, 2, 3, 4, 5, and 7; Article V, Section 2; Article VI, Sections 3, 4, 8, 12, 13, and 14; Article VII, Sections 4, 9, and 10; Article VIII, Sections 2 and 3; Article IX, Section 2; Article XI, Sections 5, 8, 21, 25, and 29; and Article XII, Section 1 of the Wylie Home Rule Charter be amended to replace gender-specific language with gender-neutral terms?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION B

Shall Article III, Section 5 of the Wylie Home Rule Charter be amended to specify the time for electing the Mayor Pro-Tem and to provide that the Mayor Pro-Tem shall serve in such capacity until a majority of the City Council votes to elect a new Mayor Pro-Tem?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION C

Shall Article III, Section 6 of the Wylie Home Rule Charter be amended to clarify that a Council Member or Mayor forfeits his or her office if he or she fails to attend three consecutive regular City Council meetings without an explanation acceptable to a majority of the remaining members of the City Council?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION D

Shall Article III, Section 11 of the Wylie Home Rule Charter be amended to clarify the standard for determining when a Council Member has a conflict of interest by referencing state law?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION E

Shall Article III, Section 11 of the Wylie Home Rule Charter be amended to modify the result of a member of the City Council choosing to abstain from voting to reflect that the vote shall be recorded as a negative vote?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION F

Shall Article III, Section 13; Article VI, Section 9; Article VII, Sections 3 and 13; Article X, Section 3; and Article XI, Section 2 of the Wylie Home Rule Charter be amended to provide for publication of certain notices by means other than publication in the official newspaper of the City or as otherwise specified, all as may be allowed by state law?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION G

Shall Article III, Section 13 of the Wylie Home Rule Charter be amended to remove the requirement to read aloud the title, caption and full text of ordinances as part of the passage of ordinances?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION H

Shall Article III, Section 14 of the Wylie Home Rule Charter be amended to modify how frequently the City Council must provide for the codification of general ordinances from every five years to every fifteen years?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION I

Shall Article III, Section 17 of the Wylie Home Rule Charter be amended to modify the makeup of the commission charged with acting as the City Council during a disaster and calling a City election for the election of a required quorum and to remove the required formation of a committee to appoint such a commission?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION J

Shall Article IV, Section 3 of the Wylie Home Rule Charter be amended to require additional Municipal Court judges to be competent, duly qualified, licensed attorneys in the State of Texas?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION K

Shall Article IV, Section 5 of the Wylie Home Rule Charter be amended to remove the City Council’s authority over the appointment, removal, duties, compensation and other terms of employment of the City Engineer and granting such authority to the City Manager?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION L

Shall Article V, Section 1 of the Wylie Home Rule Charter be amended to require regular City elections to be held annually on the first Saturday in May or such other date as required by the Texas Election Code?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION M

Shall Article V, Section 2 and Article XI, Section 14 of the Wylie Home Rule Charter be amended to remove provisions disqualifying a person from being eligible to run for elective office or to serve in a municipal office if he or she is in arrears in the payment of taxes or other liabilities due to the City?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION N

Shall Article VI, Section 1 of the Wylie Home Rule Charter be amended to remove from the scope of the powers of initiative and referendum ordinances relating to salaries of City officers or employees, the Comprehensive Plan, amendments of the Zoning Ordinance, use of the power of eminent domain and other ordinances not subject to initiative or referendum as provided by state law, and reorganizing existing language relating thereto?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION O

Shall Article VI, Section 6 of the Wylie Home Rule Charter be amended to clarify the scope of the City Secretary’s review of petitions, to modify the time period in which the City Secretary must verify petitions, and to remove authority for amending and supplementing petitions after the filing thereof?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION P

Shall Article VII, Section 2 of the Wylie Home Rule Charter be amended to change the date by which the City Manager must submit a proposed budget from August 1 to August 15 of each year?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION Q

Shall Article VII, Section 9 of the Wylie Home Rule Charter be amended to clarify procedures relating to City Council’s award of contracts and purchases?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION R

Shall Article VII, Section 12 of the Wylie Home Rule Charter be amended to remove the requirement for the City Manager to submit financial reports at the first formal City Council meeting each month and instead require the submission to occur at any City Council meeting but no less frequently than once per month?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION S

Shall Article VIII, Section 2 and Article IX, Section 2 of the Wylie Home Rule Charter be amended to change the time for electing chairpersons of certain boards and commissions from each July to the first regular meeting after annual appointments and to remove language regarding appointments occurring in July?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION T

Shall Article VIII, Section 3 of the Wylie Home Rule Charter be amended to remove the requirement for submission of written reports of proceedings of City boards, commissions and committees?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION U

Shall Article III, Section 1; Article IX, Section 2; Article X, Section 6; Article XI, Sections 27 and 29; and Article XII, Section 1 of the Wylie Home Rule Charter be amended to remove obsolete transitional provisions that are no longer necessary?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION V

Shall Article IX, Section 2 of the Wylie Home Rule Charter be amended to state the Planning and Zoning Commission shall meet as needed rather than not less than once each month?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION W

Shall Article XI, Section 8 of the Wylie Home Rule Charter be amended to enlarge the time for providing notice of a claim for damages from 45 days to 180 days?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION X

Shall Article XI, Section 24 of the Wylie Home Rule Charter be amended to state that use of the word “City” shall mean the City of Wylie, Collin, Dallas and Rockwall Counties, Texas?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION Y

Shall Article XI, Section 25 of the Wylie Home Rule Charter be amended to state that references to singular words include the plural, references to plural words include the singular, references to laws shall mean “as presently enacted or as may be amended or superseded,” and use of the word “Charter” shall mean the “Home Rule Charter”?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

CITY OF WYLIE PROPOSITION Z

Shall Article XI, Section 28 of the Wylie Home Rule Charter be amended to grant the City Council authority to make non-substantive revisions to the Charter without obtaining separate approval of the voters in a Charter amendment election, authorizing non-substantive changes to be made to the Charter through the passage of an ordinance?

FOR THE MEASURE: _____ AGAINST THE MEASURE: _____

[The remainder of this page intentionally left blank.]



Wylie City Council

AGENDA REPORT

Department: City Secretary
Prepared By: Stephanie Storm

Account Code: _____

Subject

Consider, and act upon, Resolution No. 2025-04(R) authorizing the City Manager to execute a Joint General and Special Election Services Contract between the City of Wylie and the Collin County Elections Administrator to be administered by the Collin County Elections Administrator for the May 3, 2025 Wylie General and Special Elections.

Recommendation

Motion to approve the Item as presented.

Discussion

By the terms of this agreement, the City of Wylie and jurisdictions contracting with Collin County Elections Administration do hereby agree, pursuant to the provisions of the Texas Election Code, to hold a joint election for the General and Special Elections to be held on Saturday, May 3, 2025. The entities will contract with the Collin County Elections Administrator to perform various duties and responsibilities on behalf of the entities. The contract presented has specified duties and costs to administer the election. This agreement, once executed, will formalize the joint General and Special Elections for May 3, 2025 between the entities and approve the shared cost for the General and Special Election. Under the terms of the contract, it is noted that if one entity cancels their election a charge of \$75.00 will be accessed and the other entities will assume the full cost for the election.

Article 2, Section I (c) of the Home Rule Charter allows the Council to cooperate with the government of any County for any lawful purpose for the advancement of the interests of its inhabitants and cost savings to the taxpayers. The Election Code allows and encourages cities to contract with any county within its incorporated city limits for the administration of local elections.

Collin County Elections Administrator Kaleb Breaux will administer the election for registered voters residing in the incorporated City limits of Wylie within Collin County.

RESOLUTION NO. 2025-04(R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS, HEREBY AUTHORIZING THE CITY MANAGER TO EXECUTE A JOINT ELECTION CONTRACT BY AND BETWEEN THE CITY OF WYLIE AND THE COLLIN COUNTY ELECTIONS ADMINISTRATOR FOR ADMINISTRATION OF THE MAY 3, 2025 WYLIE GENERAL AND SPECIAL ELECTIONS FOR THE CITY'S VOTERS RESIDING IN COLLIN COUNTY.

WHEREAS, the City Council of the City of Wylie wishes to contract with Collin County Elections Administrator, Kaleb Breaux, to administer the May 3, 2025 General and Special Elections as referenced in the contract which is attached as Exhibit "A", and

WHEREAS, Article 2, Section 1(c) of the Home Rule Charter allows the Council to cooperate with the government of any County for any lawful purpose for the advancement of the interests of its inhabitants and cost savings to the taxpayers. The Election Code allows and encourages cities to contract with any county within its incorporated city limits for the administration of local elections.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYLIE, TEXAS:

SECTION 1: The City Manager of the City of Wylie, Texas, is hereby authorized to execute, on behalf of the City Council of the City of Wylie, Texas, an Agreement by and between the City of Wylie and the Collin County Elections Administration for the Administration of the May 3, 2025 Wylie General and Special Elections for Collin County Voters. Should the final, executed version of such Agreement be modified from the version attached as Exhibit "A", such final, executed version shall replace Exhibit "A" of this Resolution for all purposes.

SECTION 2: This Resolution shall take effect immediately upon its passage.

DULY PASSED AND APPROVED by the City Council of the City of Wylie, Texas, on this 11th day of February, 2025.

Matthew Porter, Mayor

ATTEST TO:

Stephanie Storm, City Secretary

EXHIBIT "A"

Contract for Election Services



JOINT ELECTION SERVICES CONTRACT
("Election Services Contract")

ELECTION SERVICES AGREEMENT

BETWEEN

THE COLLIN COUNTY ELECTIONS ADMINISTRATOR
("Contracting Election Officer")

AND

CITY OF WYLIE
("Participating Political Subdivision")

FOR THE CONDUCT OF A JOINT ELECTION

TO BE HELD ON SATURDAY, MAY 3, 2025

TO BE ADMINISTERED BY THE COLLIN COUNTY ELECTIONS ADMINISTRATOR

1. ADMINISTRATION AND STATUTORY AUTHORITY

- a. Kaleb Breaux (“Kaleb Breaux”) is the duly appointed County Elections Administrator (“Elections Administrator”) of Collin County, Texas, and the Department Head of the Collin County Elections Department. As such, Mr. Breaux is the Election Administrator of Collin County, Texas and authorized by Subchapter D of Chapter 31 of Title 3 of the Texas Election Code to enter into this Election Services Contract with the contracting authority of the Participating Political Subdivision.
- b. The contracting authority of the Participating Political Subdivision is hereby participating in the Joint Election to be held in Collin County, Texas on Saturday, May 3, 2025. The Participating Political Subdivision is hereby contracting with the Elections Administrator of Collin County, Texas and all other joining jurisdictions to perform the election services set forth in this Election Services Contract under Subchapter D of Chapter 31 of Title 3 of the Texas Election Code.

2. DUTIES AND SERVICES OF THE CONTRACTING ELECTION OFFICER

- a. The Contracting Election Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:
 - i. The Contracting Election Officer will prepare and publish the required Notice of Election and post the required orders and resolutions to the Collin County Elections Department website.
 - ii. The Contracting Election Officer shall arrange for appointment, notification (including writ of election), training and compensation of all presiding judges, alternate judges, the judge of the Central Count Station and judge of the Early Voting Ballot Board.
 - iii. The Contracting Election Officer shall be responsible for notification of each Election Day and Early Voting presiding judge and alternate judge of his/her appointment. The presiding election judge of each vote center will use his/her discretion to determine when additional workers are needed, during peak voting hours.
 - iv. The Contracting Election Officer will determine the number of clerks to work in the Central Count Station and the number of clerks to work on the Ballot Board.
 1. Election judges shall attend the Contracting Election Officer’s school of instruction (Election Law Class). A training event calendar will be provided.
 2. Election judges and alternate judges shall be responsible for picking up and returning election supplies to the County Election Warehouse located at 2010 Redbud Blvd., Suite 102, McKinney. Compensation for this pickup and delivery of supplies will be \$25.00.
 - v. The Contracting Election Officer shall compensate each election judge and worker. Each judge shall receive \$15.00 per hour, each alternate judge shall receive \$14.00 per hour, and each clerk shall receive \$13.00 per hour for services rendered. Overtime will be paid to each person working more than 40 hours per week.

- b. The Contracting Election Officer shall procure, prepare, and distribute voting machines, election kits, and election supplies.
 - i. The Contracting Election Officer shall secure election kits, which include the legal documentation required to hold an election and all supplies.
 - ii. The Contracting Election Officer shall secure the tables, chairs, and legal documentation required to run the Central Count Station.
 - iii. The Contracting Election Officer shall provide all lists of registered voters required for use on Election Day and for the Early Voting period required by law.
 - iv. The Contracting Election Officer shall procure and arrange for the distribution of all election equipment and supplies required to hold an election.
 - 1. Equipment includes the rental of ES&S ExpressVote Universal Voting Machines (EVS 6.1.1.0), ES&S ExpressTouch Curbside Voting Machines (EVS 6.1.1.0), ES&S DS200 Ballot Counters (EVS 6.1.1.0), ES&S Model DS450 and DS850 High-Speed Scanners/Tabulators (EVS 6.1.1.0), ADA compliant headphones and keypads, voting signs, and election supply cabinets.
 - 2. Supplies include paper ballot cards, Early Voting and Election Day supply kits, provisional ballot kits, security seals, pens, tape, markers, etc.
- c. The Contracting Election Officer, Kaleb Breaux, shall be appointed the Early Voting Clerk.
 - i. The Contracting Election Officer shall supervise and conduct Early Voting by mail and in person and shall secure personnel to serve as Early Voting Deputies.
 - ii. The Contracting Election Officer shall select the Early Voting polling locations and arrange for the use of each.
 - iii. Early Voting by personal appearance for the Participating Political Subdivision shall be conducted during the Early Voting dates and times and at the locations listed in "Exhibit A" attached and incorporated by reference into this Election Services Contract.
 - iv. All applications for an Early Voting mail ballot shall be received and processed by the Collin County Elections Administration Office located at 2010 Redbud Blvd., Suite 102, McKinney, Texas 75069.
 - 1. Applications for mail ballots erroneously mailed to the Participating Political Subdivision shall immediately be faxed to the Contracting Officer for timely processing. The original application shall then be forwarded to the Contracting Election Officer for proper retention.
 - 2. All Federal Post Card Applications (FPCA) will be sent a mail ballot. No postage is required.
 - v. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be prepared for counting by the Early Voting Ballot Board in accordance with Section 87.000 of the Texas Election Code. The Contracting Officer shall appoint the presiding judge of this Board.
- d. The Contracting Election Officer shall select the Election Day vote centers and arrange for the use of each.
 - i. The Participating Political Subdivision shall assume the responsibility of remitting their portion of cost of all employee services required to provide access, provide security or provide custodial services for the vote centers.
 - ii. The Election Day vote centers are listed in "Exhibit B", attached and incorporated by reference into this Election Services Contract.

- e. The Contracting Election Officer shall be responsible for establishing and operating the Central Count Station to receive and tabulate the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. The Central Count Station Manager shall be Kaleb Breaux. The Central Count Station Judge shall be Kathi-Ann Rivard. The Tabulation Supervisor shall be Brian Griesbach.
 - i. The Tabulation Supervisor shall prepare, test and run the County's tabulation system in accordance with statutory requirements and county policies, under the auspices of the Contracting Election Officer.
 - ii. The Public Logic and Accuracy Test and Hash Validation of the electronic voting system shall be conducted in accordance with Texas Election Code. The Contracting Election Officer will post the required Notice of Logic and Accuracy Testing and Hash Validation.
 - iii. Election night reports will be available to the Participating Political Subdivision at the Central Counting Station on election night. Provisional ballots will be tabulated after election night in accordance with State law.
 - iv. The Contracting Election Officer shall prepare the unofficial canvass report after all precincts have been counted, and will provide canvassing documents to the Participating Political Subdivision as soon as possible after all returns have been tallied.
 - v. The Contracting Election Officer shall be appointed as the custodian of the voted ballots and shall retain all election materials for a period of 22 months.
 - 1. Pending no litigation and as prescribed by law, the voted ballots shall be shredded 22 months after the election.
- f. The Contracting Election Officer shall conduct a partial manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the Participating Political Subdivision in a timely manner. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201 of the aforementioned code.

3. DUTIES AND SERVICES OF THE PARTICIPATING POLITICAL SUBDIVISION

- a. The Participating Political Subdivision shall assume the following duties:
 - i. The Participating Political Subdivision will prepare, adopt, and publish all legally required election orders, resolutions, and other documents required by, or of, their governing bodies. The Participating Political Subdivision are required to send Collin County Elections Department a copy of any election order or resolution related to this Joint Election within three business days of publishing, adopting or ordering it.
 - ii. The Participating Political Subdivision shall provide the Contracting Election Officer with an updated map and street index of their jurisdiction in an electronic (PDF and shape files preferred) or printed format as soon as possible but no later than Friday, February 14, 2025.
 - iii. The Participating Political Subdivision shall procure and provide the Contracting Election Officer with the ballot layout and Spanish translation in an electronic format.
 - 1. The Participating Political Subdivision shall deliver to the Contracting Election Officer as soon as possible, but no later than 5:00 p.m. Monday, February 24, 2025, the official wording for the Participating Political Subdivision's May 3, 2025 Joint Election.
 - 2. The Participating Political Subdivision shall approve the ballot proofs format within 24 hours of receiving the ballot proof and prior to the final printing.

- a. If the Participating Political Subdivision fails to approve the ballot proofs within 24 hours of receiving the proofs, the Contracting Election Officer will presume that the ballot proofs have been approved by the Participating Political Subdivision. Any costs incurred by making any changes to the ballot (designing, printing, programming, etc.) from this point forward will be the responsibility of the Participating Political Subdivision.
 - iv. The Participating Political Subdivision shall compensate the Contracting Election Officer for all associated costs including any additional verified cost incurred in the process of running this election or for a manual recount, this election may require, consistent with charges and hourly rates shown on "Exhibit C" for required services.
 - 1. The charges incurred during the manual recount are outlined in Sec. 212 of the Texas Election Code.
 - b. The Participating Political Subdivision shall pay the Contracting Election Officer 90% of the estimated cost to run the said election prior to Friday, March 28, 2025. The Contracting Election Officer shall place the funds in a "contract fund" as prescribed by Section 31.100 of the Texas Election Code. The deposit should be made payable to the "Collin County Treasury" with a note "For election services" included with the check documentation and delivered to the Collin County Treasury, 2300 Bloomdale Rd., #3138, McKinney, Texas 75071.
 - c. The Participating Political Subdivision shall pay the cost of conducting said election, less partial payment, including the 10% administrative fee, pursuant to the Texas Election Code, Section 31.100, within 30 days from the date of final billing. Additionally, all payments in excess of the final cost to perform the election will be refunded to the Participating Political Subdivision.
4. COST OF SERVICES.
- a. See "Exhibit C".
 - b. Note: A Participating Political Subdivision shall incur a minimum cost of \$3,500.00 to conduct a joint election with the Collin County Elections Department.
5. RUNOFF ELECTIONS
- a. Each Participating Political Subdivision shall have the option of extending the terms of this contract through its Runoff Election, if applicable. In the event of such Runoff Election, the terms of this contract shall automatically extend unless the Participating Political Subdivision notifies the Elections Administrator in writing within 3 business days of the original election.
 - b. Each Participating Political Subdivision shall reserve the right to reduce the number of Early Voting polling locations and/or Election Day vote centers in a Runoff Election. If necessary, any voting changes made by a Participating Political Subdivision between the original election and the Runoff Election shall be submitted by the authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.
 - c. Each Participating Political Subdivision agrees to order any Runoff Election(s) at its meeting for canvassing the votes from May 3, 2025 Joint Election, and to conduct its drawing for ballot positions at, or immediately following, such meeting in order to expedite preparations for its Runoff Election.
 - d. Each Participating Political Subdivision eligible to hold Runoff Elections after the May 3, 2025 Uniform Election Date agrees that the date of a necessary Runoff Election shall be held in accordance with the Texas Election Code, which will be Saturday, June 7, 2025.

6. GENERAL PROVISIONS

- a. Nothing contained in this Election Services Contract shall authorize or permit a change in the officer with whom, or the place at which any document or record relating to the Participating Political Subdivision's May 3, 2025 Joint Election are to be filed, or the place at which any function is to be carried out, or any nontransferable functions specified under Section 31.096 of the Texas Election Code.
- b. Upon request, the Contracting Election Officer will provide copies of all invoices and other charges received in the process of running said election for the Participating Political Subdivision.
- c. If the Participating Political Subdivision cancels their elections pursuant to Section 2.053 of the Texas Election Code, the Participating Political Subdivision shall pay the Contracting Officer a contract preparation fee of \$75.00 and will not be liable for any further costs incurred by the Contracting Officer.
- d. The Contracting Officer shall file copies of this contract with the County Judge and the County Auditor of Collin County, Texas.

WITNESS BY MY HAND THIS ____ DAY OF _____ 2025.

Kaleb Breaux, Elections Administrator
Collin County, Texas

WITNESS BY MY HAND THIS ____ DAY OF _____ 2025.

Approved By:

Signed: _____

Name: _____

Title: _____

Witnessed By:

Signed: _____

Name: _____

Title: _____

Exhibit A (Anexo A)

Collin County (Condado de Collin)

May 3, 2025 Joint General and Special Elections - Early Voting Locations, Dates and Hours
(3 de mayo de 2025 Elección general y especial conjunta - Lugares de Votación Temprana, Fechas y Horas)

Important Note: Eligible Collin County registered voters (with an effective date of registration on or before May 3, 2025) may vote at any Early Voting location.

(Nota importante: Los votantes registrados elegibles del Condado de Collin (con una fecha efectiva de registro en o antes del 3 de mayo de 2025 pueden votar en cualquier lugar de votación anticipada.)

Sunday (Domingo)	Monday (Lunes)	Tuesday (Martes)	Wednesday (Miércoles)	Thursday (Jueves)	Friday (Viernes)	Saturday (Sábado)
April 20 No Voting (20 de abril) (Sin votar)	April 21 No Voting (21 de abril) (Sin votar)	April 22 Early Voting (22 de abril) (Votación adelantada) 8 am – 5 pm	April 23 Early Voting (23 de abril) (Votación adelantada) 8 am – 5 pm	April 24 Early Voting (24 de abril) (Votación adelantada) 8 am – 5 pm	April 25 Early Voting (25 de abril) (Votación adelantada) 8 am – 5 pm	April 26 Early Voting (26 de abril) (Votación adelantada) 8 am – 5 pm
April 27 No Voting (27 de abril) (Sin votar)	April 28 Early Voting (28 de abril) (Votación adelantada) 7am - 7pm	April 29 Early Voting (29 de abril) (Votación adelantada) 7am - 7pm	April 30 (30 de abril)	May 1 (1 de mayo)	May 2 (2 de mayo)	May 3 Election Day (3 de mayo) (Día de elección) 7am – 7pm

Polling Location (Lugar de Votación)	Room Name (Nombre de la habitación)	Address (Dirección)	City (Ciudad)	Zip Code (Código postal)
Allen ISD Service Center	Main Lobby	1451 N. Watters Rd.	Allen	75013
Allen Municipal Courts Facility	Community Room	301 Century Pkwy.	Allen	75013
Anna Municipal Complex	Lobby	120 W. 7th St.	Anna	75409
Blue Ridge ISD Administration Building	Board of Trustees Board Room	318 W. School St.	Blue Ridge	75424
Carpenter Park Recreation Center	South Lobby	6701 Coit Rd.	Plano	75024
Children’s Health StarCenter	Activity Room	6993 Star Ave.	McKinney	75070
Collin College Celina Campus	Classroom CEC110	2505 Kinship Pkwy.	Celina	75009
Collin College Farmersville Campus	Atrium	501 S. Collin Pkwy.	Farmersville	75442
Collin College Frisco Campus	Building J, Room 113	9700 Wade Blvd.	Frisco	75035
Collin College Higher Education Center	Atrium	3452 Spur 399	McKinney	75069

Polling Location <i>(Lugar de Votación)</i>	Room Name <i>(Nombre de la habitación)</i>	Address <i>(Dirección)</i>	City <i>(Ciudad)</i>	Zip Code <i>(Código postal)</i>
Collin College McKinney Campus	Atrium C Square	2200 University Dr.	McKinney	75071
Collin College Plano Campus	Atrium D Square	2800 E. Spring Creek Pkwy.	Plano	75074
Collin College Wylie Campus	Lobby	391 Country Club Rd.	Wylie	75098
Collin County Elections (Main Early Voting Location)	Voting Room	2010 Redbud Blvd., Suite 102	McKinney	75069
Davis Library	Children's Program Room	7501 Independence Pkwy. A	Plano	75025
East Plano Islamic Center	Multipurpose Room	4700 14th St.	Plano	75074
Frisco Fire Station #05	Training Room	14300 Eldorado Pkwy.	Frisco	75035
Frisco Fire Station #08	Training Room	14700 Rolater Rd.	Frisco	75035
Gay Library	Meeting Room	6861 W. Eldorado Pkwy.	McKinney	75070
Haggard Library	Programs Room	2501 Coit Rd.	Plano	75075
Harrington Library	Thelma Rice Sproles Program Room	1501 18th St.	Plano	75074
Lavon City Hall	Gymnasium	120 School Rd.	Lavon	75166
Lovejoy ISD Administration Building	Portable #1 Training Room	259 Country Club Rd.	Allen	75002
Lucas Community Center	Community Room	665 Country Club Rd.	Lucas	75002
McKinney Fire Station #05	Community Room	6600 Virginia Pkwy.	McKinney	75071
McKinney Fire Station #07	Community Room	861 Independence Pkwy.	McKinney	75072
McKinney Fire Station #09	Community Room	4900 Summit View Dr.	McKinney	75071
McKinney Municipal Complex	TBD	401 E. Virginia St.	McKinney	75069
McKinney Senior Recreation Center	Meeting Room	1400 S. College St.	McKinney	75069
Melissa Public Safety Building	Court Room	2402 McKinney St.	Melissa	75454
Methodist Medical Center Richardson	Conference Room A	2831 E. President George Bush Hwy.	Richardson	75082
Michael J. Felix Community Center	Rooms A and B	3815-E Sachse Rd.	Sachse	75048
Murphy Activity Center	The Great Hall	201 N. Murphy Rd.	Murphy	75094
Parker City Hall	Council Chambers	5700 E. Parker Rd.	Parker	75002

Polling Location (Lugar de Votación)	Room Name (Nombre de la habitación)	Address (Dirección)	City (Ciudad)	Zip Code (Código postal)
Parr Library	Programs Room	6200 Windhaven Pkwy.	Plano	75093
Prosper Town Hall	Community Room	250 W. First St.	Prosper	75078
Renner-Frankford Branch Library	Programs Room	6400 Frankford Rd.	Dallas	75252
St. Paul Town Hall	Council Chambers	2505 Butcher's Block	St. Paul	75098
Terry Pope Administration Building	Community ISD Board Room	611 N. FM 1138	Nevada	75173
The Grove at Frisco Commons	Game Room C	8300 McKinney Rd.	Frisco	75034
Weston Community Center	Main Room	117 Main St.	Weston	75097
Wylie Community Park Center	Meeting Room East	800 Thomas St. #100	Wylie	75098

***Polling locations are subject to change. For the most current list of locations, please visit the Elections webpage at www.collincountytx.gov/elections.**

*(*Los lugares de votación están sujetos a cambios. Para obtener la lista más actualizada de ubicaciones, visite la página web de Elecciones en www.collincountytx.gov/elections.)*

Applications for ballot by mail may be mailed and must be received no later than the close of business on April 22, 2025, to:

(Las solicitudes de boleta por correo pueden enviarse por correo y deben recibirse a más tardar el 22 de abril de 2025 para:)

Kaleb Breaux, Early Voting Clerk

2010 Redbud Blvd. Suite 102

McKinney, Texas 75069

972-547-1900

www.collincountytx.gov

Applications for ballot by mail may also be faxed or emailed and must be received no later than the close of business on April 22, 2025. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received. (Texas Election Code 84.007)

(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 22 de abril de 2025. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)

Fax (Fax) – 972-547-1996

Email (Correo electrónico) – absenteemailballoting@collincountytx.gov

Election Day Vote Centers for the May 3, 2025 Joint General and Special Election – 7 am - 7 pm*

(Centros de votación del día de las elecciones para las Elección de general y especial conjunta del 3 de mayo de 2025 – 7 am – 7pm)*

Important Note: Eligible Collin County registered voters (with an effective date of registration on or before May 3, 2025) may vote at any Election Day location.

(Nota importante: Los votantes registrados elegibles del Condado de Collin (con una fecha efectiva de registro en o antes del 3 de mayo de 2025 puede votar en cualquier lugar el día de las elecciones.)

Polling Location <i>(Lugar de Votación)</i>	Room Name <i>(Nombre de la habitación)</i>	Address <i>(Dirección)</i>	City <i>(Ciudad)</i>	Zip Code <i>(Código postal)</i>
Aldridge Elementary School	Gym	720 Pleasant Valley Ln.	Richardson	75080
Allen ISD Service Center	Main Lobby	1451 N. Watters Rd.	Allen	75013
Allen Municipal Courts Facility	Community Room	301 Century Pkwy.	Allen	75013
Anna Municipal Complex	Lobby	120 W. 7th St.	Anna	75409
Armstrong Middle School	Gym	3805 Timberline Dr.	Plano	75074
Bethany Elementary School	Gym	2418 Micarta Dr.	Plano	75025
Blue Ridge ISD Administration Building	Board of Trustees Board Room	318 W. School St.	Blue Ridge	75424
Bowman Middle School	Cafeteria Foyer in Corridor H	2501 Jupiter Rd.	Plano	75074
Carpenter Middle School	Small Gym	3905 Rainier Rd.	Plano	75023
Carpenter Park Recreation Center	South Lobby	6701 Coit Rd.	Plano	75024
Children's Health StarCenter	Activity Room	6993 Star Ave.	McKinney	75070
Collin College Celina Campus	Classroom CEC110	2505 Kinship Pkwy.	Celina	75009
Collin College Farmersville Campus	Atrium	501 S. Collin Pkwy.	Farmersville	75442
Collin College Frisco Campus	Building J, Room 113	9700 Wade Blvd.	Frisco	75035
Collin College Higher Education Center	Atrium	3452 Spur 399	McKinney	75069
Collin College McKinney Campus	Atrium C Square	2200 University Dr.	McKinney	75071
Collin College Plano Campus	Atrium D Square	2800 E. Spring Creek Pkwy.	Plano	75074
Collin College Wylie Campus	Lobby	391 Country Club Rd.	Wylie	75098
Collin County Elections Office	Voting Room	2010 Redbud Blvd., Suite 102	McKinney	75069
Davis Library	Children's Program Room	7501 Independence Pkwy. A	Plano	75025

Polling Location <i>(Lugar de Votación)</i>	Room Name <i>(Nombre de la habitación)</i>	Address <i>(Dirección)</i>	City <i>(Ciudad)</i>	Zip Code <i>(Código postal)</i>
East Plano Islamic Center	Multipurpose Room	4700 14th St.	Plano	75074
Fairview Town Hall	Council Chambers	372 Town Place	Fairview	75069
Frazier Elementary School	TBD	1600 N. Sweetwater Cv.	McKinney	75071
Frisco Fire Station #05	Training Room	14300 Eldorado Pkwy.	Frisco	75035
Frisco Fire Station #08	Training Room	14700 Rolater Rd.	Frisco	75035
Gay Library	Meeting Room	6861 W. Eldorado Pkwy.	McKinney	75070
Haggar Elementary School	Gym	17820 Campbell Rd.	Dallas	75252
Haggard Middle School	Main Vestibule	2832 Parkhaven Dr.	Plano	75075
Hendrick Middle School	Gym	7400 Red River Dr.	Plano	75025
Lavon City Hall	Gymnasium	120 School Rd.	Lavon	75166
Lovejoy ISD Administration Building	Portable #1 Training Room	259 Country Club Rd.	Allen	75002
Lucas Community Center	Community Room	665 Country Club Rd.	Lucas	75002
McKinney Boyd High School	Library	600 Lake Forest Dr.	McKinney	75071
McKinney Fire Station #05	Community Room	6600 Virginia Pkwy.	McKinney	75071
McKinney Fire Station #07	Community Room	861 Independence Pkwy.	McKinney	75072
McKinney Fire Station #09	Community Room	4900 Summit View Dr.	McKinney	75071
McKinney High School	Performing Arts Center Lobby	1400 Wilson Creek Pkwy.	McKinney	75069
McKinney Municipal Complex	TBD	401 E. Virginia St.	McKinney	75069
McKinney North High School	Auditorium Lobby	2550 Wilmeth Rd.	McKinney	75071
Melissa Public Safety Building	Court Room	2402 McKinney St.	Melissa	75454
Methodist Medical Center Richardson	Conference Room A	2831 E. President George Bush Hwy.	Richardson	75082
Michael J. Felix Community Center	Rooms A and B	3815-E Sachse Rd.	Sachse	75048
Miller Elementary School	Gym	5651 Coventry Dr.	Richardson	75082
Murphy Activity Center	The Great Hall	201 N. Murphy Rd.	Murphy	75094
Parker City Hall	Council Chambers	5700 E. Parker Rd.	Parker	75002

Polling Location <i>(Lugar de Votación)</i>	Room Name <i>(Nombre de la habitación)</i>	Address <i>(Dirección)</i>	City <i>(Ciudad)</i>	Zip Code <i>(Código postal)</i>
Parr Library	Programs Room	6200 Windhaven Pkwy.	Plano	75093
Prosper Town Hall	Community Room	250 W. First St.	Prosper	75078
Renner-Frankford Library	Programs Room	6400 Frankford Rd.	Dallas	75252
Robinson Middle School	Gym	6701 Preston Meadow Dr.	Plano	75024
Schimelpfenig Middle School	Front Foyer	2400 Maumelle Dr.	Plano	75023
Shepton High School	Gym	5505 Plano Pkwy.	Plano	75093
St. Paul Town Hall	Council Chambers	2505 Butcher's Block	St. Paul	75098
Terry Pope Administration Building	Community ISD Board Room	611 N. FM 1138	Nevada	75173
The Grove at Frisco Commons	Game Room C	8300 McKinney Rd.	Frisco	75034
Tom Muehlenbeck Recreation Center	Meeting Room A	5801 W. Parker Rd.	Plano	75093
Weston Community Center	Main Room	117 Main St.	Weston	75097
Wilson Middle School	F113	1001 Custer Rd.	Plano	75075
Wylie Community Park Center	Meeting Room East	800 Thomas St. #100	Wylie	75098

***Polling locations are subject to change. For the most current list of locations, please visit the Elections webpage at www.collincountytx.gov/elections.**

*(*Los lugares de votación están sujetos a cambios. Para obtener la lista más actualizada de ubicaciones, visite la página web de Elecciones en www.collincountytx.gov/elections.)*

Applications for ballot by mail may be mailed and must be received no later than the close of business on April 22, 2025, to:
(Las solicitudes de boleta por correo pueden enviarse por correo y deben recibirse a más tardar el 22 de abril de 2025 para:)

Kaleb Breaux, Early Voting Clerk
2010 Redbud Blvd. Suite 102
McKinney, Texas 75069
972-547-1900
www.collincountytx.gov

Applications for ballot by mail may also be faxed or emailed and must be received no later than the close of business on April 22, 2025. For an application for ballot by mail submitted by telephonic facsimile machine or electronic transmission to be effective, the hard copy of the application must also be submitted by mail and be received by the early voting clerk not later than the fourth business day after the transmission by telephonic facsimile machine or electronic transmission is received. (Texas Election Code 84.007)

(Las solicitudes de boleta por correo también pueden enviarse por fax o correo electrónico y deben recibirse antes del cierre de operaciones el 22 de abril de 2025. Para que una solicitud de boleta por correo enviada por máquina de fax o transmisión electrónica sea efectiva, la copia impresa de la solicitud también debe presentarse por correo y ser recibida por el secretario de votación anticipada a más tardar el cuarto día hábil posterior a la recepción de la transmisión por fax o máquina electrónica de fax. (Código Electoral de Texas 84.007).)

Fax (Fax) – 972-547-1996

Email (Correo electrónico) – absenteemailballoting@collincountytx.gov

Collin County Election Services
May 3, 2025 Joint Election

Wylie City

Registered Voters
Percentage

34,797
1.7229325%

Category	Estimated Polling Locations	Estimated Units or Description	Cost Per Unit	Estimated Election Expenses	Estimated Entity Expenses
Early Voting by Mail					
Kits - Mail Ballots		4,000	\$ 1.15	\$ 4,600.00	\$ 79.25
Postage		4,000	\$ 0.88	\$ 3,520.00	\$ 60.65
Paper Ballot Printing Services		0	\$ 0.38	\$ -	\$ -
Paper Ballot Shipping (per box)		0	\$ 30.00	\$ -	\$ -
Ballot Stock - BOD		4,000	\$ 0.12	\$ 480.00	\$ 8.27
Category Subtotal				\$ 8,600.00	\$ 148.17
General Election Expenses					
Mileage			Per Election	\$ 500.00	\$ 8.61
Van / Car Rental		8 vans for 6 weeks @ \$650 per week	Per Election	\$ 31,200.00	\$ 537.55
Election Night Receiving Cover			Per Election	\$ 3,167.80	\$ 54.58
Polling Place Rental			Per Election	\$ 30,000.00	\$ 516.88
Notice of Election			Per Election	\$ 9,700.00	\$ 167.12
Security - EV			Per Election	\$ 2,000.00	\$ 34.46
Security - ED including Traffic Control			Per Election	\$ 2,000.00	\$ 34.46
Early Voting Ballot Board			Per Election	\$ 15,037.00	\$ 259.08
FICA - Election Workers		\$ 622,875.00	Per Election	\$ 47,649.94	\$ 820.98
County Employee/IT Overtime - EV/ED			Per Election	\$ 30,000.00	\$ 516.88
Process Pollworker Checks - EV	42	336	\$ 1.50	\$ 504.00	\$ 8.68
Process Pollworker Checks - ED	58	464	\$ 1.50	\$ 696.00	\$ 11.99
Drayage Per Location - ED	58	116	\$ 202.00	\$ 23,432.00	\$ 403.72
Drayage Per Location - EV	42	84	\$ 202.00	\$ 16,968.00	\$ 292.35
Category Subtotal				\$ 212,854.74	\$ 3,667.34
Programming					
Coding Services			25 Days @ \$1975 / day	\$ 50,000.00	\$ 861.47
Balotar Programming			Per Election	\$ 1,400.00	\$ 24.12
Category Subtotal				\$ 51,400.00	\$ 885.59
Early Voting by Personal Appearance					
Election Judge OT - EV (with OT)			\$ 15.00	\$ 64,680.00	\$ 1,114.39
Alternate Judge OT - EV (with OT)			\$ 14.00	\$ 60,438.00	\$ 1,041.31
Clerk OT - EV (8 per location, with OT)			\$ 13.00	\$ 330,876.00	\$ 5,700.77
ES&S Support Staff / Field Techs - EV			40 Days	\$ 194,700.00	\$ 3,354.55
Equipment Assembly - EV	42	58	\$ 50.00	\$ 2,900.00	\$ 49.97
Category Subtotal				\$ 653,594.00	\$ 11,260.98
Election Day and Tabulation					
Election Day/Post Election Vendor Support			15 Days	\$ 53,900.00	\$ 928.66
Notice of Inspection/Tabulation Test			Per Election	\$ 1,500.00	\$ 25.84
Category Subtotal				\$ 55,400.00	\$ 954.50

Wylie City

Registered Voters
Percentage34,797
1.7229325%

Category	Estimated Polling Locations	Estimated Units or Description	Cost Per Unit	Estimated Election Expenses	Estimated Entity Expenses
Supply Cost					
Ballots - Card Stock ExpressVote - EV		133,000	\$ 0.19	\$ 25,270.00	\$ 435.39
Ballots - Card Stock ExpressVote - ED		67,000	\$ 0.14	\$ 9,380.00	\$ 161.61
Test Ballots		3,000	\$ 0.29	\$ 870.00	\$ 14.99
Kits - ED	42	42	\$ 60.00	\$ 2,520.00	\$ 43.42
Kits - EV	58	58	\$ 32.00	\$ 1,856.00	\$ 31.98
Kits - Provisional EV	42	42	\$ 52.00	\$ 2,184.00	\$ 37.63
Kits - Provisional ED	58	58	\$ 45.00	\$ 2,610.00	\$ 44.97
Polling Place Maps - EV	42	42	\$ 25.00	\$ 1,050.00	\$ 18.09
Polling Place Maps - ED	58	58	\$ 25.00	\$ 1,450.00	\$ 24.98
Signs Metal (5 per location)	100	500	\$ 5.00	\$ 2,500.00	\$ 43.07
Signs Wood	100	100	\$ 2.00	\$ 200.00	\$ 3.45
Ballot Card Stock - Provisional - EV (50 PL)	42	2,100	\$ 0.21	\$ 430.50	\$ 7.42
Ballot Card Stock - Provisional - ED (50 PL)	58	2,900	\$ 0.16	\$ 464.00	\$ 7.99
Ballots - Sample - All Packs	0	0	Per Election	\$ 3,000.00	\$ 51.69
Printer Labels - EV (1 roll per location)	42	168	\$ 6.97	\$ 1,170.96	\$ 20.17
Printer Labels - ED (1 roll per location)	58	116	\$ 6.97	\$ 808.52	\$ 13.93
Category Subtotal				\$ 55,763.98	\$ 960.78
Equipment					
Cabinet Security - EV	42	58	\$ 200.00	\$ 11,600.00	\$ 199.86
Cabinet Security - ED	58	74	\$ 200.00	\$ 14,800.00	\$ 254.99
Computer Cabinet - EV	42	0	\$ 50.00	\$ -	\$ -
DS200 Ballot Counter - EV	42	58	\$ 350.00	\$ 20,300.00	\$ 349.76
DS200 Ballot Counter - ED	58	74	\$ 350.00	\$ 25,900.00	\$ 446.24
ExpressVote - EV (9 per location)	42	522	\$ 200.00	\$ 104,400.00	\$ 1,798.74
Expres Vote - ED (9 per location)	58	666	\$ 200.00	\$ 133,200.00	\$ 2,294.95
ExpressTouch - EV	42	58	\$ 200.00	\$ 11,600.00	\$ 199.86
ExpressTouch - ED	58	74	\$ 200.00	\$ 14,800.00	\$ 254.99
Category Subtotal				\$ 336,600.00	\$ 5,799.39
Personnel					
Election Judge - ED			\$ 15.00	\$ 22,330.00	\$ 384.73
Alternate Election Judge - ED			\$ 14.00	\$ 20,938.00	\$ 360.75
Clerk - ED (6 per location)			\$ 13.00	\$ 108,576.00	\$ 1,870.69
Category Subtotal				\$ 151,844.00	\$ 2,616.17
Election Expense				\$ 1,526,056.72	\$ 26,292.93
Cost (minimum)					\$ 26,292.93
10% Administrative Fee					\$ 2,629.29
Total Cost					\$ 28,922.22
90% deposit due Friday, March 28, 2025					\$ 26,030.00