

**ORDINANCE NO. 715**

**AN ORDINANCE OF THE CITY OF HEDWIG VILLAGE, TEXAS; PROVIDING FOR THE HOLDING OF A GENERAL ELECTION TO BE HELD ON MAY 5, 2018, FOR THE PURPOSE OF ELECTING THREE (3) COUNCIL MEMBERS AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HEDWIG VILLAGE, TEXAS:**

**Section 1.** In accordance with the general laws and the Constitution of the State of Texas, a General Municipal Election is hereby called and ordered for the first (1<sup>st</sup>) Saturday in May, 2018, the same being the 5th day of said month, at which election all qualified voters of the City of Hedwig Village, Texas (the "City") may vote for the purpose of electing the following officials of the City:

- Council Member, Position No. 2
- Council Member, Position No. 3
- Council Member, Position No. 4

**Section 2.** No person's name shall be placed upon the official ballot as a candidate for any of the above-mentioned positions unless such person has filed his or her sworn application, as provided by Section 141.031 of the Texas Election Code, with the City Secretary of the City at the City Offices, located at 955 Piney Point Road, Hedwig Village, Texas 77024, not later than 5:00 p.m. on the 78th day before the date of such election (February 16, 2018). The City Secretary shall note on the face of each such application the date and time of its filing. Such application shall include the office the candidate is seeking and, if applicable, the position number of such position.

**Section 3.** The present boundaries of the City constitute one (1) election precinct; the polls shall be open for voting from 7:00 a.m. until 7:00 p.m. at the following polling place:

**ELECTION DAY POLLING PLACE**

City of Hedwig Village  
955 Piney Point Road  
Hedwig Village, Texas 77024

**Section 4.** The following are hereby appointed election officers to conduct said election at the above-referenced polling place:

**ELECTION OFFICERS**

Thomas "Tom" Roth	Presiding Judge
_____	Alternate Presiding Judge

The City Secretary is hereby authorized and directed to provide a copy of this Ordinance to each judge as written notice of the appointment as required by Section 32.009 of the Texas Election Code.

The Presiding Judge shall have the authority to appoint no more than five (5) clerks to assist in the holding of said election, but in no event shall the Presiding Judge appoint less than two (2) clerks.

**Section 5.** The City Secretary is hereby appointed clerk for early voting; the appointment of a deputy clerk or clerks for early voting by the City Secretary shall be in accordance with Section 83.031 et. seq. of the Texas Election Code at said polling place which shall be the only early voting polling place for the election:

EARLY VOTING POLLING PLACE

City Hall  
City of Hedwig Village  
955 Piney Point Road  
Hedwig Village, Texas 77024  
Early Voting Clerk Email: [Kjohnson@hedwigtx.gov](mailto:Kjohnson@hedwigtx.gov)

Said clerks for early voting shall keep said office open during the hours the City Secretary's main office is regularly open for business, that is, from 7:00 a.m. until 4:00 p.m. from Monday, April 23, 2018 through Tuesday, May 1, 2018, on each day for early voting which is not a Saturday, a Sunday, or an official State or federal holiday, except that the City Secretary's main office shall be open for early voting from 7 a.m. until 1 p.m. on Friday, April 27, 2018 and except from 7:00 a.m. until 7:00 p.m. on Thursday, April 26, 2018 and Tuesday, May 1, 2018. Said clerks shall not permit anyone to vote early by personal appearance on any day which is not a regular working day for the clerk's office, and under no circumstances shall they permit anyone to vote early by personal appearance at any time when such office is not open to the public. The above-described place for early voting is also the clerk's mailing address to which ballot applications and ballots voted by mail may be sent. Only ballot applications may be returned by email to the early voting clerk. The early voting clerk, in accordance with the provisions of the Texas Election Code, shall maintain a roster listing each person who votes early by personal appearance and each person to whom a ballot to be voted by mail is sent. The roster shall be maintained in a form approved by the Secretary of State.

**Section 6.** The Election Judge is hereby appointed as Presiding Judge of the Early Voting Ballot Board. In accordance with Section 87.001, et. seq., Texas Election Code, said Presiding Judge shall appoint at least two (2) other members to said Board, and shall process early voting results in accordance with said Texas Election Code.

**Section 7.** All ballots shall be prepared in accordance with the Texas Election Code. Direct recording electronic voting machines ("DREs") and paper ballots shall be used for early voting by personal appearance and for voting on Election Day. Early voting by a method other than by personal appearance shall be by paper ballot. All expenditures necessary for the conduct of the election and the purchase of materials therefore is hereby authorized.

**Section 8.** The office of the Texas Secretary of State has certified that the Automark System from ES&S is an accessible voting system that may legally be used in Texas elections. Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain

minimum requirements for contracts relating to the acquisition of such voting systems. The City shall provide at least one (1) Automark in each polling place in every polling location used to conduct an election ordered on or after January 1, 2006.

**Section 9.** Compensation for all election officials is hereby established in amounts permitted under Section 32.091, Texas Election Code. Compensation for the Election Judge shall be \$15.00 per hour, plus an additional \$25.00. Election Clerks shall be paid \$10.00 per hour.

**Section 10.** The City Secretary is hereby authorized and directed to furnish all necessary election supplies to conduct such election.

**Section 11.** The candidate receiving the highest number of votes in each of the positions to be filled at such election shall be declared elected to such positions.

**Section 12.** The order in which the names of the candidates are to be placed on the ballot shall be determined by a drawing by the City Secretary, as provided by Section 52.094, Texas Election Code. The City Secretary shall post a notice in her office of the date, hour, and place of drawing. Such notice shall remain posted continuously for 72 hours immediately preceding the scheduled drawing and personal notice shall also be given to any candidate who makes a written request for such notice and furnishes to the City Secretary a self-addressed, stamped envelope. Each candidate involved in the drawing, or a representative designated by him, shall have a right to be present and observe the drawing.

**Section 13.** Notice of this election shall be given in accordance with the provisions of the Texas Election Code and returns of such notice shall be made as provided for in said Code. The mayor shall issue all necessary orders and writs for such election, and returns of such election shall be made to the City Secretary immediately after closing of the polls.

**Section 14.** Said election shall be held in accordance with the Texas Election Code and the Federal Voting Rights Act of 1965, as amended.

**PASSED, APPROVED and ADOPTED** this, the 11<sup>th</sup> day of January, 2018.

  
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Brian T. Muecke, Mayor  
City of Hedwig Village, Texas

ATTEST:  
  
\_\_\_\_\_  
Kelly Johnson, City Administrator/City Sec.-Treasurer  
City of Hedwig Village, Texas