

**ORDINANCE NO. 844-2024**

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON SATURDAY, MAY 3, 2025, FOR THE PURPOSE OF ELECTING (3) COUNCILMEMBERS, PLACE THREE, FOUR, AND FIVE, FOR A FULL TERM OF TWO (2) YEARS, AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HILSHIRE VILLAGE, TEXAS:**

Section 1. ELECTION PURPOSE Pursuant to the general laws and Constitution of the State of Texas, a general municipal election is hereby called for the **first Saturday in May of 2025**, specifically on the 3rd day of said month. During this general election, all eligible City voters have the opportunity to cast their votes to elect three **(3) Council Members for positions three, four, and five** each serving a full term of two (2) years.

Notice of election shall be given in accordance with the provisions of the Texas Election Code (the "Code") and returns of such notice shall be made as provided for in the Code. The Mayor shall issue all necessary orders and writs for such elections, and returns of such elections shall be made to the City Secretary immediately after the closing of the polls. The election shall be held in accordance with the Code and the Federal Voting Rights Act of 1965, as amended.

Section 2. CANDIDATE FILING PERIOD The City Secretary is directed to post and maintain a notice on the City bulletin board by December 16, 2024, detailing the filing dates for the forthcoming general election. Additionally, the election date, venue, and the criteria along with the deadline for filing candidacy for each City elected office shall be posted on the City's website.

For inclusion on the official ballot election for the specified positions, no individual's name shall be accepted unless they submit a sworn application specifying the office sought, as outlined in Section 141.031 of the Code, to the City Secretary at the City Office located at 8301 Westview, Houston, Texas 77055. **The first day to file for a place on the general election ballot is Wednesday, January 15, 2025. The application must be submitted no**

later than five o'clock (5:00) p.m. on Friday, February 14, 2025. The City Secretary is required to record the date and time of filing on each application.

Section 3. BALLOT ORDER The sequence in which candidates' names will appear on the ballot will be determined through a drawing conducted by the City Secretary, in accordance with Section 52.094 of the Code. The City Secretary is obligated to display a notice in their office, specifying the date, hour, and location of the drawing. This notice must remain posted continuously for seventy-two (72) hours leading up to the scheduled drawing. Additionally, personal notice shall be given to any candidate who formally requests such notification and provides the City Secretary with a self-addressed, stamped envelope. Every candidate involved in the drawing, or a representative chosen by them, retains the right to be present and observe the drawing process.

Section 4. EARLY VOTING CLERK, CITY SECRETARY The City Secretary is officially appointed as the clerk for early voting, and the appointment of a deputy clerk or clerks for early voting by the City Secretary will strictly adhere to the regulations stipulated in Section 83.031 et seq. of the Code. The City Secretary is granted the authority and directed to supply all essential election materials needed for the proper conduct of such elections.

The City Secretary is duly authorized and directed to furnish a copy of this Ordinance along with other requisite written information, as mandated by Section 32.009 of the Code, to each Election Judge in accordance with the stipulations of that Section.

**CITY SECRETARY CONTACT INFORMATION:**

**Cassie Stephens**

**Office: 713-973-1779 Fax: 713-973-7793**

**Cassie.Stephens@HilshireVillageTexas.com**

**www.HilshireVillageTexas.com**

Section 5. ELECTION JUDGE, ALTERNATE JUDGE The presiding Judge shall have the authority to appoint one (1) Alternate Presiding Judge and the necessary clerks to assist in the holding of said elections, but in no event, shall the Presiding Judge appoint less than

two (2) clerks. Unless otherwise required to act in the capacity of Presiding Judge, the Alternate Presiding Judge shall also serve as clerk of the election.

The Presiding Judge and the Alternate Presiding Judge will additionally function as the early voting ballot board for the election. The Presiding Judge of the election precinct will also assume the role of the presiding officer for this board.

Section 6. EARLY VOTING, BALLOTS BY MAIL During the period of early voting by personal appearance, early voting clerks are required to keep their office accessible during the regular business hours of the City Secretary's main office, specifically from **nine o'clock (9:00) a.m. to five o'clock (5:00) p.m.** on each day from **Monday, April 21, 2025, through Tuesday, April 29, 2025**, excluding Saturdays, Sundays, and official state or federal holidays.

**EARLY VOTING POLLING PLACE**

**City of Hilshire Village City Hall**

**8301 Westview**

**Houston, Texas 77055**

Early voting clerks are expressly forbidden from allowing personal appearance voting on days not designated as regular working days for the clerk's office. Additionally, they are strictly prohibited from permitting early voting by personal appearance at any time when the office is not open to the public.

Ballot by mail applications must be sent to the Harris County Early Voting Clerk. **The last day to receive an application for ballot by mail is April 22, 2025**, which is the 11th day before the election.

**APPLICATIONS FOR BALLOT BY MAIL SHALL BE MAILED TO:**

**Harris County Clerk's Office Elections Department**

**P.O. Box 1148**

**Houston, TX 77251-1148**

In strict adherence to the Code, the early voting clerk bears the responsibility of maintaining a roster that meticulously records individuals participating in early voting by personal appearance and those to whom mail-in ballots are dispatched. The roster must conform to a format pre-approved by the Secretary of State. **The last day to receive a ballot by mail is Saturday, May 3, 2025, at 7:00 p.m.** if the carrier envelope is not postmarked, or Monday, May 5, 2025 if the carrier envelope arrives before 5 p.m. and has a cancellation mark indicating it was placed for delivery at or before 7 p.m. local time for the place of election.

Section 7. ELECTION DAY Election Day voting will take place at the City of Hilshire Village City Hall, 8301 Westview, Houston, Texas 77055, in the City of Hilshire Village, Texas, on **Saturday, May 3, 2025 from 7:00 a.m. to 7:00 p.m.**

Section 8. VOTING METHODS Paper ballots and the “Express Vote BMD Terminal” voting system 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 elections and the purchase of materials, therefore, are hereby authorized. Compensation for all election officials is hereby established at no more than the maximum amounts permitted under Section 32.091 *et seq.* of the Code.

Section 9. COUNTING METHODS The ballots shall be counted by one or more teams of election officers assigned by the presiding Judge. Each team must consist of two or more election officers. The candidate receiving the highest number of votes shall be declared elected to such office or position.

PASSED, APPROVED, AND ADOPTED this 17<sup>th</sup> day of December 2024.

ATTEST:

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Robert F. Buesinger, Mayor

Cassie Stephens, City Secretary