

## ORDINANCE NO. 856-2025

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON SATURDAY, MAY 2, 2026, FOR THE PURPOSE OF ELECTING THE POSITIONS OF MAYOR, COUNCILMEMBER POSITION ONE, AND COUNCILMEMBER POSITION TWO, FOR A FULL TERM OF TWO (2) YEARS, AND PROVIDING DETAILS RELATING TO THE CONDUCT OF SUCH ELECTION.**

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

### **Section 1. Election Purpose**

A general municipal election is called for Saturday, May 2, 2026, for the purpose of electing the positions of Mayor, Councilmember Position One, and Councilmember Position Two. Each office carries a full term of two (2) years. Notice of the election shall be provided according to the Texas Election Code ("the Code"). The Mayor shall issue all necessary orders and writs for the election, and returns shall be made to the City Secretary immediately after the polls close. The election will comply with the Code and the Federal Voting Rights Act of 1965, as amended.

### **Section 2. Candidate Filing Period**

The City Secretary shall post and maintain a notice of filing dates on the City bulletin board by December 15, 2025, and on the City website. Applications for the ballot must be sworn and specify the office sought, in accordance with Section 141.031 of the Code, and delivered to the City Secretary at 8301 Westview, Houston, Texas 77055. The first day to file for a place on the ballot is Wednesday, January 14, 2026, and the last day to file is Friday, February 13, 2026, by 5:00 p.m. The City Secretary shall record the date and time of filing for each application.

### **Section 3. Ballot Order**

The order of candidates on the ballot shall be determined by a drawing conducted by the City Secretary in accordance with Section 52.094 of the Code. Notice of the drawing shall be posted in the City Secretary's office at least seventy-two (72) hours in advance. Candidates or their representatives may attend the drawing. Written notice will be provided to any candidate requesting it.

### **Section 4. Early Voting Clerk / City Secretary**

The City Secretary is appointed Early Voting Clerk and may appoint deputies in accordance with Section 83.031 et seq. of the Code. The City Secretary shall supply all necessary election materials and provide a copy of this Ordinance to each Election Judge as required by Section 32.009 of the Code.

#### City Secretary Contact Information:

Cassie Stephens

Office: 713-973-1779

Fax: 713-973-7793

Secretary@HilshireVillageTexas.com

www.HilshireVillageTexas.com

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### Section 5. Election Judge / Alternate Judge

The Presiding Judge may appoint one (1) Alternate Presiding Judge and the necessary clerks to assist in the holding of the election, but in no event shall there be fewer than two (2) clerks. The Presiding Judge and the Alternate Presiding Judge shall also serve as the Early Voting Ballot Board, with the Presiding Judge acting as the presiding officer.

### Section 6. Early Voting / Ballots by Mail

Early voting by personal appearance shall be conducted at  
Hilshire Village City Hall, 8301 Westview, Houston, Texas 77055

Monday, April 20, 2026, through Friday, April 24, 2026  
and Monday, April 27, 2026 through Tuesday, April 28, 2026  
9:00 AM to 5:00 PM daily

No branch early voting locations will be used. No Saturday or Sunday early voting is scheduled. Early voting clerks shall not allow voting outside of these dates or hours.

Applications for ballots by mail shall be sent to  
the Harris County Clerk's Office, Elections Department  
Mailing Address: P.O. Box 1148, Houston, TX 77251-1148  
Common or Contract Carrier: 15600 Morales Road, Houston, TX 77032  
Fax: 713-755-4983  
Email: [BBM@vote.hctx.net](mailto:BBM@vote.hctx.net)  
Website: [www.harrisvotes.com](http://www.harrisvotes.com)

Original applications must be received by the County office above within four (4) business days of electronic submittals.

The last day to apply for a ballot by mail is Monday, April 20, 2026. Ballots must be returned by 7:00 p.m. on Election Day, or by 5:00 p.m. on Monday, May 4, 2026, if postmarked on or before 7:00 p.m. on May 2, 2026. The Early Voting Clerk shall maintain a roster of voters in accordance with Secretary of State guidelines.

### Section 7. Election Day

Election Day shall be at  
Hilshire Village City Hall, 8301 Westview, Houston, Texas 77055  
Saturday, May 2, 2026  
7:00 a.m. to 7:00 p.m.

### Section 8. Voting Methods

Voting shall be conducted using paper ballots and the "Express Vote BMD Terminal" system for both early voting and Election Day. All expenditures necessary for conducting the election and compensating election officials are authorized under Section 32.091 et seq. of the Code.

### Section 9. Counting Methods

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Ballots shall be counted by teams of two or more election officers assigned by the Presiding Judge. The candidate receiving the highest number of votes for each office shall be declared elected.

**PASSED, APPROVED, AND ADOPTED** this 16th day of December 2025.

**ATTEST:**

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**Robert F. Buesinger, Mayor**

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**Cassie Stephens, City Secretary**