

**ORDINANCE NO. 769**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ORDERING AND ESTABLISHING PROCEDURES FOR THE 2024 GENERAL RUNOFF ELECTION IN THE CITY OF MANOR TO ELECT THE MAYOR; SETTING THE DATE FOR THE RUNOFF ELECTION; PROVIDING FOR NOTICE OF THE ELECTION; PROVIDING FOR EARLY VOTING; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on November 5, 2024, an election was held to elect the following officials for the City of Manor, Texas (the “City”): Mayor, Councilmember Place 1; Councilmember Place 3; and Councilmember Place 5; and

**WHEREAS**, no candidate for the Mayor election received a majority vote in the election, which is required by the City Charter for a candidate to be elected to office; and

**WHEREAS**, if no candidate receives a majority vote, a runoff election for that office is required; and

**WHEREAS**, the *Tex. Elec. Code* is applicable to said election and this Ordinance establishes procedures consistent with the Code, and designates the date and voting place for the runoff election; and

**WHEREAS**, the City lies within the boundaries of Travis County; and

**WHEREAS**, the City has contracted with the Travis County Elections Administrator to conduct the City's runoff election, pursuant to *Chapter 31, Tex. Elec. Code*, and *Chapter 791, Tex. Gov't Code* (the “Election Services Agreement”);

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

**Section 1. Runoff Election.** A Runoff Election of the City is hereby ordered and shall be held on Saturday, December 14, 2024, for the Election of Mayor to serve a term of four (4) years. The candidates’ names appearing on the ballot for the runoff election shall be the names of the two candidates receiving the highest and second highest number of votes cast at the November 5, 2024, General Election for the office of Mayor.

**Section 2. Conformance with the General Election.** The general processes and procedures, and the procedures for approving election judges, early voting clerks, shall be and remain as approved for the general election for Mayor, except as required otherwise by the *Tex. Elec. Code* and this Ordinance. In addition, the runoff election shall be held in accordance with this Ordinance.

**Section 3. Notice of Election.** Notice of the election shall be given in the manner as provided in the *Tex. Elec. Code* and the *City Charter* for runoff elections. A notice compliant with Chapter 4 of the Election Code and the City Charter shall be posted on the bulletin board used for posting notice of meetings of the governing body at the City Hall not later than the twenty-first (21<sup>st</sup>) day before the election, and by publishing a notice of election compliant with Chapter 4 of the Election Code and the City Charter at least one time not earlier than thirty (30) days no later than ten (10) days prior to said election.

**Section 4. Conduct of Election.** The Travis County Election Officer and his/her employees and appointees, and the election judges, alternate judges and clerks properly appointed for the election, shall hold and conduct the election in the manner provided by the Contract for Election Services, the City Charter, and the law governing the holding of runoff elections; and the official ballots, together with such other election materials as are required by the *Tex. Elec. Code*, shall be prepared in both the English and Spanish languages and shall contain such provisions, markings and language as is required by law.

**Section 5. Joint Election.** The City agrees to conduct a joint runoff election with other political subdivisions within Travis County, provided that such political subdivisions held an election on November 5, 2024, in all or part of the same territory as the City (the “Political Subdivisions”). The joint election for Political Subdivisions will be conducted in accordance with state law, this ordinance, and the respective Election Services Contracts.

**Section 6. Election Precincts and Election Day Polling Places.** The election precincts for the election shall be the election precincts established by the Travis County Election Officer in accordance with applicable law and the City Charter. The polling places for Election Day shall be at such locations designated by the Travis County Election Officer and authorized by state law. The polls shall remain open on the day of the election from 7:00 a.m. to 7:00 p.m. The returns will be provided by precinct and the Travis County Election Officer shall tabulate and provide the election returns for the election.

**Section 7. Early Voting.**

(a) Early voting shall commence on Monday, December 2, 2024, and continue through Tuesday, December 10, 2024, and early voting polls shall remain open for the time specified by the *Texas Election Code*.

(b) Early Voting Conducted by the Travis County Elections Administrator:

1) Early voting, both by personal appearance and by mail will be conducted by the Travis County Elections Administrator in accordance with the *Texas Election Code*. Dyana Limon-Mercado, County Clerk, is hereby designated and appointed as an Early Voting Clerk for the runoff election.

2) Applications for ballot by mail for qualified voters of the City shall be mailed to:

By mail:

Dyana Limon-Mercado, County Clerk  
Travis County Early Voting Clerk  
PO Box 149325  
Austin, Texas 78714-9325



**Section 11. Authorization to Execute.** The Mayor Pro Tem is authorized to execute and the City Secretary is authorized to attest this Ordinance on behalf of the Council; and the Mayor Pro Tem is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

**Section 12. Effective Date; Election Code; Preamble.** This ordinance shall be in full force and effect from and after its passage on the date shown below; provided that if any term or provision of this Ordinance conflicts with, or is inconsistent with, the Texas Elections Code, the Texas Election Code shall govern and control and the Travis County Elections Administrator shall comply with the Texas Elections Code. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes as part of the findings of the City Council for the City.

**Section 13. Severability.** If any provision, section of this ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are declared to be severable.

**Section 14. Open Meetings.** It is officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required *Chapt. 551, Tex. Gov't. Code.*

**PASSED, ADOPTED AND APPROVED** on this the 20<sup>th</sup> day of November 2024.

**CITY OF MANOR, TEXAS**

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Dr. Christopher Harvey, Mayor

**ATTEST**

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Lluvia T. Almaraz, TRMC  
City Secretary