

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 17, 2025

Submitted By:

Staff

Agenda Item:

Discussion and possible action to appoint an election agent during the election period in the absence of the City Secretary

Description:

In accordance with Sections 31.122 and 31.123 of the Texas Election Code, the City Secretary's office must remain open for election duties at least three hours each regular business day during the election period. This period begins no later than the 50th day before a general election and ends no earlier than the 40th day after election day.

The Assistant to the City Administrator may perform election-related duties as outlined in the job description. However, if both the City Secretary and the Assistant to the City Administrator are unavailable during the election period, an agent must be formally appointed to act on behalf of the City Secretary. The appointment must be approved by the City Council, and notice of the agent's name, office location, hours, and duration of appointment must be posted on the official bulletin board used for meeting notices throughout the election period.

The City Secretary proposes to appoint Nikki Stautzenberger, Development Services Manager, to serve as the designated agent during any period of absence, subject to approval by the City Council and in compliance with the posting and notice requirements outlined above. When applicable, the appointment form will be updated to reflect the specific dates corresponding to the City Secretary's absence.

Action Requested:

To consider appointing Nikki Stautzenberger as the election agent in the absence of the City Secretary in compliance with the posting and notice requirements.

Fiscal Impacts:

There are no fiscal impacts.

Attachments:

- Appointment of Election Agent Form