

**ORDINANCE NO. 834-2024**

**AN ORDINANCE OF THE CITY OF HILSHIRE VILLAGE, TEXAS, PROVIDING FOR THE HOLDING OF A GENERAL ELECTION ON SATURDAY, MAY 4, 2024, FOR THE PURPOSE OF ELECTING ONE MAYOR AND TWO (2) COUNCILMEMBERS, PLACE ONE AND TWO, 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 2024, specifically on the 4th day of said month. During this general election, all eligible City voters have the opportunity to cast their votes to elect one Mayor and two (2) Council Members for positions one and two, 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 18, 2023, 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 17, 2024. The application must be submitted no later than five

o'clock (5:00) p.m. on Friday, February 16, 2024. 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

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 22, 2024, through Tuesday, April 30, 2024, 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.

The specified location for early voting also functions as the mailing address for the clerk, serving as the designated destination for ballot applications and voted mail-in ballots. 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 4, 2024, at 7:00 p.m, if the carrier envelope is not postmarked, or Monday, May 6, 2024 if the carrier envelope is postmarked by 7:00 p.m, central standard time (unless overseas or military voter deadlines apply).

APPLICATIONS FOR BALLOT BY MAIL SHALL BE MAILED TO:

Cassie Stephens, City Secretary

8301 Westview

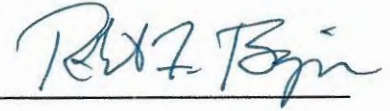
Houston, Texas 77055

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 4, 2024 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.

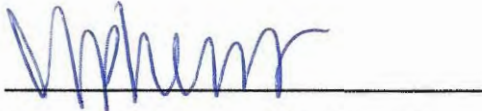
Section 9. COUNTING METHODS The ballots shall be counted by one or more teams of election officers assigned by the presiding Judge. Each team must consist of two or more election officers. The candidate receiving the highest number of votes shall be declared elected to such office or position.

PASSED, APPROVED, AND ADOPTED this 19<sup>th</sup> day of December 2023.



Robert F. Buesinger, Mayor

ATTEST:



Cassie Stephens, City Secretary

**City of Hilshire Village Order of General Election**  
Orden de Elección General de la ciudad de Hilshire Village

**An election is hereby ordered to be held on 5/4/2024 for the purpose of voting on:**  
(Por la presente se ordena celebrar una elección el 5/4/2024 con el propósito de votar sobre.)

**Offices on the ballot**  
(Oficiales en la boleta)

**Mayor, full two-year term**  
**Council Member Position 1, full two-year term**  
**Council Member Position 2, full two-year term**

**Early voting by personal appearance will be conducted each weekday at:**  
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

**The Main Early Voting Location**  
(sitio principal de votación adelantada)

**Location (sitio): 8301 Westview Drive, Houston, Tx 77055**  
**Hours (horas): 4/22/23 - 4/26/23 9AM-5PM**  
**4/29/23 - 4/30/23 9AM-5PM**

There are NO Branch Early Voting Locations  
(NO hay otros lugares de votación anticipada)

There will be NO Early Voting conducted on the weekend.  
(NO se realizará votación anticipada el fin de semana)

**Applications for ballot by mail shall be mailed to:**

(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk (Nombre del Secretario/a de la Votación Adelantada)	<b>Cassie Stephens, City Secretary</b>
Address (Dirección)	<b>8301 Westview Drive</b>
City (Ciudad) Zip Code (Código Postal)	<b>Houston 77055</b>
Telephone Number (Número de teléfono)	<b>713-973-1779</b>
Email Address (Dirección de Correo Electrónico)	<b>Cassie.Stephens@HilshireVillageTexas.com</b>
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)	<b>www.HilshireVillageTexas.com</b>

**Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on:**

(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

**4/23/2024**

**Federal Post Card Applications (FPCAs) must be received no later than the close of business on:**

(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

**4/23/2024**