

## **RESOLUTION NO. 2016-11**

**A RESOLUTION OF THE CITY OF MANOR, TEXAS, ORDERING A GENERAL ELCTION FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS; SUCH ELECTION IS TO BE HELD ON NOVEMBER 8, 2016, IN THE CITY OF MANOR, TEXAS; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTIONS; AND PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION.**

**WHEREAS**, the City Council of the City of Manor wishes to order a general election for the purpose of electing three (3) council members, by the qualified voters of the City of Manor; and

**WHEREAS**, the City Council wishes to proceed with the ordering of an election to be held on November 8, 2016; and

**WHEREAS**, the Texas Election Code is applicable to said election, and in order to comply with said Code, a resolution should be passed calling the election and establishing the procedures to be followed in said election, and designating the voting place for said election; and

**WHEREAS**, the City Council wishes to designate certain officials to conduct various aspects of election services for the City;

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

Section 1. General Election Ordered. A general election is hereby ordered to be held on November 8, 2016 for the purpose of electing three council members: Council Member, Place 2; Council Member, Place 4 and Council Member, Place 6; of the City of Manor, Texas.

Section 2. Joint Election Administration Contract. The City Secretary is hereby authorized to contract with Travis County for joint election services. In the event of a conflict between this Resolution and the Agreement, the Agreement shall control.

Section 3. Election Precinct 105 and Election Day Polling Place. The entire city shall be the election precinct for said election. The polling locations for Precinct 105 is hereby designated by Travis County Elections Division.

Section 4. Election Officers. The Travis County Election Officer is appointed to serve as the City's Election Officer and Early Voting Clerk and shall coordinate, supervise, and conduct all aspects of administering voting for the City's joint elections. The Travis County Election Officer assumes the responsibility for recruiting election personnel and training thereof.

The City Secretary of the City of Manor will perform those election duties listed (1) through (9) below and any other election duties that may not be delegated to another governmental entity:

- (1). Preparing, adopting, and publishing all required elections orders, ordinances, notices and other documents, including bilingual materials, evidencing action by the City of Manor necessary for the conduct of the election;
- (2). Administer the City's duties under state and local campaign finance laws including but not limited to compliance with hours of operation, preparing and providing candidate information and filing forms for perspective interested citizens; receive filings for office and conduct the City's drawing for places on the ballot;
- (3). Preparing the text for the City's official ballot in English and Spanish, as required by law;
- (4). Providing the Election Officer with a list of candidate showing the order and the exact manner in which the candidates' names are to appear on the official ballot;
- (5). Assist the County whenever possible when required;
- (6). Conduct the official canvass of the City of Manor election;
- (7). Serve as the custodian of the City's election records; and
- (8). Filing the Participating Entity's annual voting system report to the Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

Section 5. Early Voting. That early voting, in said election, shall be designated by Travis County Elections Division. Requests for applications for early voting ballots, by mail, should be mailed to Travis County Clerk Elections Division, P.O. Box 149325, Austin, Texas 78714-9325.

Section 6. Candidate Filing Period. In accordance with Section 143.007(c)(2) of the Texas Election Code, the filing period for an application for a place on the ballot, for this election, is declared to begin at 8:00 a.m. on Saturday, July 23, 2016 and will conclude at 5:00 p.m. on Monday, August 22, 2016. All candidates for the offices to be filled, in the election, to be held on November 8, 2016, shall file their application to become candidates, with the City Secretary at City Hall, 105 E. Eggleston Street, Manor, Texas, on any weekday that is not a City holiday between 8:00 a.m. and 5:00 p.m., and all of said applications shall be on a form as prescribed by the Election Code of the State of Texas.

Section 7. Drawing. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary, as provided by the Election Code. Such drawing will be held at 9:00 a.m. on Thursday, August 25, 2016 at City Hall in the Council Chamber.

Section 8. Notice and Publication. This Resolution shall serve as the Order of Election (as required by Section 3.001 of the Code) and as the Notice of Election (as required by Section 4.001 of the Code) for the General Election. A copy of the resolution shall be posted on the bulletin board used for posting notices of the meetings of the City Council at least twenty-one (21) days before the election. Notice shall be published in the newspaper in accordance with state law.

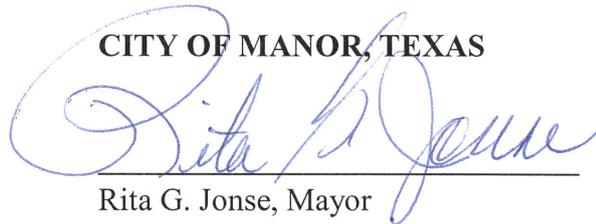
Section 9. Governing Law. The election shall be held in accordance with the Constitution of the State of Texas and the Texas Election Code, and all resident, qualified voters of the City shall be eligible to vote at the election

Section 10. Necessary Actions. The Mayor and the City Secretary, in consultation with the City Attorney, are authorized and directed to take all actions necessary to comply with the provisions of the Texas Election Code, the City Charter, and the City Code in carrying out and conducting the election, whether nor not expressly authorized by this Order.

Section 11. Election Results. The Travis County Elections Administrator shall conduct an unofficial tabulation of results after the closing of the polls on November 8, 2016. The official canvass, tabulations and declaration of the results of the election shall be conducted by the City Council at a regular meeting held in accordance with provisions of the Texas Election Code.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 3<sup>rd</sup> DAY OF AUGUST, 2016**

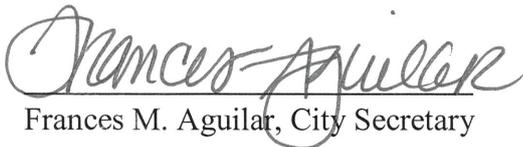
CITY OF MANOR, TEXAS



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Rita G. Jonse, Mayor

**ATTEST:**



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Frances M. Aguilar, City Secretary