

## RESOLUTION NO. 2013-01

### A RESOLUTION OF THE CITY OF MANOR, ORDERING AND ESTABLISHING PROCEDURES FOR THE 2013 GENERAL ELECTION IN THE CITY OF MANOR.

**WHEREAS**, on May 11, 2013 there shall be elected the following officials for this City: Mayor, Council member, Place 1; Councilmember, Place 3; and Councilmember, Place 5;

**WHEREAS**, the Texas Election Code is applicable to said election and this resolution establishes procedures consistent with the Code, and designates the voting place for the election:

**WHEREAS**, the City of Manor, Texas (hereinafter the "City") has made provision to contract with Travis County to conduct the City's election, pursuant to *Chapter 31, Tex. Elec. Code, and Chapter 791, Tex. Gov't Code* (the "Election Agreement" or "contract"), and such contract provides for political subdivisions subject to the contract that hold elections on the same day in all or part of the same territory to hold a joint election as authorized in *Chapter 271, Tex. Elec. Code*;

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUCIL OF THE CITY OF MANOR, TEXAS**

**SECTION 1. General Election.** The General Election of the City shall be held on Saturday, May 11, 2013, to elect Mayor, Councilmembers for Place 1, Place 3 and Place 5, to serve a term of two (2) years each. Candidates at the election for the above offices shall file their application to become candidates with the City Secretary of the City, at City Hall, 201 E. Parsons, Manor, Texas 78653, between 8:00 a.m. on January 30, 2013 and 5:00 p.m. on March 1, 2013. All applications for candidacy shall be on a form as prescribed by the *Tex. Elec. Code*. The order in which the names of the candidates for each office are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary.

**SECTION 2.** Notice of the election shall be given and the election shall be held in compliance with the provisions of the *Tex. Elec. Code* in all respects. The ballots for the election shall comply with the *Tex. Elec. Code* and be in the form provided by the City to the Travis County Election Officer for use on the voting devices and ballots used by Travis County.

**SECTION 3.** 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 contract with the City and the law governing the holding of general elections by home rule cities of the State of Texas; 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 4.** Early voting, both by personal appearance and by mail, will be conducted by the Travis County Election Officer, who is designated and appointed as the Early Voting Clerk, in accordance with the *Texas Election Code*. Early voting by personal appearance shall be conducted at places and locations authorized by state law and the Travis County Election Officer. Early voting shall commence on Monday, April 29, 2013, and continue through Tuesday, May 7, 2013. Early voting by City residents may be conducted at any Travis County early voting location and any location exclusively designated by the Travis County Election Officer for City residents.

**SECTION 5.** The election precincts for the election shall be the election precincts established by Travis County, provided that each shall contain and include geographic area that is within the City. The polling place for each such election precinct shall be the polling place established by Travis County for such election precincts in Travis County and voting by residents of the City. The polls shall remain open on the day of the election from 7:00 a.m. to 7:00 p.m. The returns for precincts in Travis County will be provided by precinct and the Travis County Election Officer shall tabulate and provide the election returns for the election.

**SECTION 6.** The City agrees to conduct a joint election with other political subdivisions within Travis County, provided that such Political Subdivisions hold an election on May 11, 2013 in all or part of the same territory as the City (the "Political Subdivisions"). The joint election for Political Subdivisions in Travis County will be conducted in accordance with state law, this ordinance, and the contract for election services with Travis County.

**SECTION 7.** The City Secretary, or designee, is instructed to aide the Travis County Election Officer in the acquisition and furnishing of all election supplies and materials necessary to conduct the election as provided by the Election Agreement. The City Secretary is further authorized to give or cause to be given notices required for the election, and to take such other and further action as is required to conduct the election in compliance with the *Tex. Elec. Code* and *City Charter*; provided that, pursuant to the Election Agreement between Travis County and the City, the Travis County Election Officer shall have the duty and be responsible for organizing and conducting the election in compliance with the *Tex. Elec. Code*; and for providing all services specified to be provided in the Election Agreement. The Travis County Election Officer shall give the notices required by the *Tex. Elec. Code* to be given for the election not required to be given by the City under the Election Agreement.

**SECTION 8.** The presiding judges, alternate presiding judges and clerks for the election shall be selected and appointed by Travis County and its appointees in compliance with the requirements of state law, and such judges and clerks so selected by Travis County and its appointees are hereby designated and appointed by the city council as the election officers, judges and clerks, respectively, for the holding of said general election. The presiding judges, alternate presiding judges and clerks shall perform the functions and duties of their respective positions that are provided by state law. The city council will further confirm and appoint the election judges and alternate election judges that are appointed by Travis County for the election.

**SECTION 9.** Notice of the election shall be given by posting a notice containing a substantial copy of this ordinance on the bulletin board used for posting notice of meetings of the governing body at the City Hall and at the aforesaid election day polling places not later than the twenty-first (21st) day before the election, and by publishing said Notice of Election at least one time, not earlier than

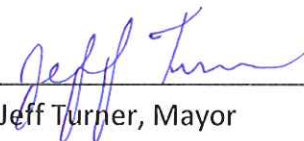
thirty (30) days nor later than ten (10) days prior to said election, in a newspaper of general circulation in the City. The notice that is posted, and the notice that is published in a newspaper of general circulation within the city, will be written in both English and Spanish.

**SECTION 10.** The election shall be held and conducted by the Travis County Election Officer in compliance with state law and the Election Agreement. And, this Ordinance shall be in force and effect from and after its passage on the date shown below.

**SECTION 11.** It is hereby officially found and determined that this meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by the Open Meetings Act, *Chapter 551, Texas Government Code*.

**PASSED AND APPROVED** this 20<sup>th</sup> day of February, 2013.

**CITY OF MANOR, TEXAS**

  
\_\_\_\_\_  
Jeff Turner, Mayor

ATTEST:

  
\_\_\_\_\_  
Paulina Torres, City Secretary

## ORDER OF ELECTION FOR MUNICIPALITIES

An election is hereby ordered to be held on May 11, 2013 for the purpose of:

*To elect a Council Member for Mayor, Place 1, Place 3, and Place 5.*

Early voting by personal appearance will be conducted each weekday at:

between the hours of 7 a.m. and 7 p.m. beginning on April 29, 2013 and ending on May 7, 2012.

Applications for ballot by mail shall be mailed to:

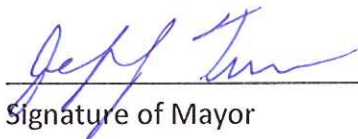
Travis County Early Voting Clerk

P.O. Box 149325

Austin, Texas 78714-9325

Applications for ballots by mail must be received no later than the close of business on Friday, May 3, 2013.

Issued this the 20<sup>th</sup> day of February, 2013.

  
\_\_\_\_\_  
Signature of Mayor

## ORDEN DE ELECCION PARA MUNICIPIOS

Por la presente se ordena que se llevara a cabo una eleccion el 11 de Mayo, 2013 con el proposito de:

*Elegir miembros del Concilio lugares Alcalde, y 1, 3, y 5.*

La votacion adelantada en persona se llevara a cabo de lunes a viernes en:

Entre las 7 de la mañana y las 7 de la tarde empezando el 29 de Abril, 2013 y terminando el 7 de Mayo, 2013.

Las solicitudes para boletas que se votaran en ausencia por correo deberan enviarse a:


Travis County Early Voting Clerk

P.O. Box 149325

Austin, Texas 78751-1410

Las solicitudes para boletas que se votaran en ausencia por correo deberan recibirse para el fin de las horas de negocio el viernes, Mayo 3, 2013.

Emitida esta el 20 de Febrero, 2013.

  
Firma del Alcalde