

**CITY OF PAYNE SPRINGS TEXAS**

**ORDINANCE 2024-04**

**AN ORDINANCE CALLING AND ORDERING A GENERAL ELECTION TO BE HELD NOVEMBER 5, 2024, FOR THE PURPOSE OF ELECTING MAYOR AND THREE (3) CITY COUNCIL MEMBERS FOR THE CITY OF PAYNE SPRINGS, AND ESTABLISHING PROCEDURES FOR SUCH GENERAL ELECTION.**

**WHEREAS**, the governing body of the City of Payne Springs, a Type A General Law Municipality, consists of six members, one of whom is the Mayor, and five of whom are Council Members,

**WHEREAS**, election will be held to fill Mayor and three council seats at large, which consists of Mayor currently held by Andrea Miller, one council seat currently held by Russ Rottino, one council seat currently held by Ron Spahlinger and one council seat held by Barbara Cuevas

**WHEREAS**, pursuant to the Texas Local Government Code, the City Council is required to call an Order For Election to fill expiring terms of office as so mentioned above, and shall be held according to the specified election date by the Texas Election Code, which is Tuesday, November 5, 2024,

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

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

**SECTION 1: GENERAL ELECTION ORDERED**

That in accordance with the Constitution and laws of the State of Texas, a General Election is hereby called and ordered for Tuesday, November 5, 2024, as authorized by the Texas Election Code, at which election all qualified voters of the City of Payne Springs may vote for the purpose of electing a Mayor and three Council Members At Large, to serve for a term of two years. Said term will expire November 2026.

**SECTION 2: FILING PERIOD**

That no person's name shall be placed on the official ballot as a candidate Council Member or Mayor, unless such person has filed his or her sworn application on a form prescribed by the Election Code of the State of Texas with the City Secretary of the City of Payne Springs at City Hall, 19601 C.R. 2529, Payne Springs, Texas, on weekdays Monday thru Friday, that is not a City holiday, between the hours of 8:00 a.m. and 4:00 pm. In accordance with Chapter 201 of the Election Code, applications shall be accepted beginning at 8:00 am on Saturday July 20, 2024 and ending at 5:00 pm on Monday August 19, 2024. An application filed by mail shall be considered to be filed at the time of its receipt by the City Secretary in accordance with Chapter 201 of the Texas Elections Code.

**SECTION 3: CANDIDATE QUALIFICATION**

That no person's name shall be placed on the official ballot as a candidate for Council Member or Mayor, unless such person:

- a) is a qualified and registered voter of the City of Payne Springs at the time of filing,
- b) Mayor has resided continuously for at least twelve (12) months immediately preceding the date of filing,

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- c) Councilmember has resided continuously for at least twelve (6) months immediately preceding the date of filing,
- d) is not related within the first, second or third degree to a seated Council Member or Mayor,
- e) permanent address is not the same as a seated Council Member or Mayor,
- f) in the case of multi candidates related within the first, second or third degree, only the first eligible application will be placed on the ballot,

That it shall further appear to the said City Secretary, before said candidate's name is entered on said ballot that said candidate has met any and all requirements of the Texas Election Code.

**SECTION 4: DRAWING FOR PLACE ON BALLOT**

That in the event that there are two or more candidates for election to either office, the order in which the names of such candidates are to be printed on the ballot shall be determined by a drawing to be conducted by the City Secretary. The City Secretary shall post in her office a notice of the date, hour and place of the drawing. The notice shall remain posted continuously for 72 hours immediately preceding the scheduled time of the drawing. Each candidate affected by the drawing is entitled to be present or to have a representative present at the drawing. Such drawing will be held at 12:30 pm on Friday, August 23, 2024 in the City of Payne Springs City Hall at 19601 C.R. 2529, Payne Springs, Texas 75156.

**SECTION 5: ELECTION PRECINCT AND POLLING PLACE**

The entire city shall be the election precinct for said election and the following location is hereby designated as the polling place for said election: **PAYNE SPRINGS FD, 12650 STATE HIGHWAY 198, PAYNE SPRINGS, TEXAS 75156.**

That the polling place shall be kept open from 7:00 am until 7:00 pm on Tuesday, November 5, 2024, and that due return shall be made to the City Council showing the number of votes cast for each candidate for the offices of Mayor and three Council Members.

Returns of said election shall be made known as soon as possible after the closing of the polls.

**SECTION 6: METHOD OF VOTING**

That the method of voting to be used in the general election on Tuesday, November 5, 2024, be touch screen devices with Henderson County direct recording devices (DRE's) for early voting and Election Day, and optical-scan ballots with Henderson County ACCUVOTE OS for early voting by mail.

**SECTION 7: ELECTION JUDGE AND ALTERNATE**

The following person have been appointed by the City of Payne Springs for the position of Election Judge, Alternate Judge, and Election Clerk. It is hereby ordered that Paula Ludtke is charged with the duty of Election Judge. An Election Clerk will be appointed prior to Election Day.

**SECTION 8: EARLY VOTING**

That Paula Ludtke of the Henderson County Voter Registration is hereby charged with the duty of conducting early voting in said election as required by the Texas Election Code. Paula Ludtke is hereby appointed Deputy Early Voting Clerk.

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That the early voting in said elections shall be conducted at the City of Seven Points City Hall, Chandler City Hall, and Henderson County Voter Registration office. Said place shall be open for **Early Voting** that is not a Saturday, Sunday, or official City Holiday.

Early voting shall be conducted by two methods:

- A. Voting by mail; and
- B. Voting by personal appearance.

Applications for early voting ballots by mail must be mailed to the Henderson County Voter Registration office, P O Box 2720, Athens, TX 75751. Said applications will be accepted for request of a mail in ballot beginning on January 1, 2022. All requests for a mail in ballot must be received at Henderson County Voter Registration office by 5:00 pm on October 28, 2024 for the November 5, 2024 General Election. All mail in ballots must be received no later than 5:00 pm on Tuesday November 5, 2024.

The Henderson County Voter Registration office will mail early voting ballots no later than the seventh day after the ballots become available in accordance with the Texas Election Code. Early voting ballots must be returned by mail to the Henderson County Voter Registration office

Early voting by personal appearance will be conducted at the following Buildings on the following dates and at the following time:

**DATE**                      **TIME**

The Help Center – Legacy Center Main Early Voting Location 813 North Palestine Athens, TX 75751	October 21, 2024 – October 25, 2024 8:00 A.M. – 5:00 P.M. October 26, 2024 7:00 A.M. – 7:00 P.M. October 27, 2024 10:00 A.M.- 4:00 P.M. October 28, 2024 - November 1, 2024 7:00 A.M. - 7:00 P.M.
Seven Points City Hall 428 East Cedar Creek Parkway Seven Points, TX 75143	October 21, 2024 – October 25, 2024 8:00 A.M. – 5:00 P.M. October 26, 2024 7:00 A.M. – 7:00 P.M. October 27, 2024 10:00 A.M.- 4:00 P.M. October 28, 2024 - November 1, 2024 7:00 A.M. - 7:00 P.M.
First United Methodist Church Heritage Hall 501 North Second Street Chandler, TX 75758	October 21, 2024 – October 25, 2024 8:00 A.M. – 5:00 P.M. October 28, 2024 – November 1, 2024 8:00 A.M. – 5:00 P.M.
Henderson County Larue Complex 9551 County Road 4719 Larue, Texas 75770	October 21, 2024 – October 25, 2024 8:00 A.M. – 5:00 P.M. October 28, 2024 – November 1, 2024 8:00 A.M. – 5:00 P.M.
Malakoff ISD Learning Center 110 Jackson Street Malakoff, Texas 75148	October 21, 2024 – October 25, 2024 8:00 A.M. – 5:00 P.M. October 28, 2024 – November 1, 2024 8:00 A.M. – 5:00 P.M.

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Early voting, by personal appearance shall be done by electronic voting and mail in ballots shall be done by a paper ballot. Voting shall be canvassed by an Early Ballot Board and it is hereby ordered that the Early Ballot Board shall consist of the Election Judge, Alternate Judge and Election Clerk.

**SECTION 9: NOTICES OF ELECTION**

That notice of said election shall be published and posted in accordance with the Texas Election Code.

**SECTION 10: GENERAL**

That said election shall be held under the provisions of the Constitution and laws of the State of Texas, insofar as same may be applicable.

That in all respects, said election shall be conducted in accordance with the Texas Election Code.

This ordinance shall constitute the proclamation; call, notice and ordinance calling and ordering said election. That is hereby officially found and determined that the meeting at which this ordinance was adopted and said election was called was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551 of the Texas Government Code.

The City Secretary is hereby authorized and instructed to provide and furnish all necessary election supplies and to conduct said election.

**SECTION 11: EFFECTIVE DATE OF ORDINANCE**

That this ordinance, election order, proclamation and notice shall take effect and be in full force and effective from and after the date of its passage, and it is so ordained.

**PASSED AND APPROVED THIS 20th DAY OF August, 2024.**

**APPROVED:**

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**Andrea Miller- Mayor Pro-Tem**

**SEAL**

**ATTEST:**



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**Beth Billings, City Secretary**