

**Spring Branch Independent School District  
Agenda Item Information**

**Date of Board Meeting:** January 19, 2010

**Subject:** Request for Approval of Adoption of Order Setting School Board Election

**Administrator Responsible:**

**Name:** Karen Wilson

**Position:** Associate Superintendent for Finance

**Purpose of Agenda Item:**

Information only       Action needed       Report

**Additional Information and/or Back-Up:**

It is recommended that the Order calling for a School Trustee Election to be held May 8, 2010, be approved.

Attached is the Order setting a Trustee Election for Saturday, May 8, 2010 for the purpose of electing members to Board Positions Five, Six and Seven. This Order also establishes polling places and a central location for early voting.

This Order has been developed by representatives of the law firm of McGinnis, Lochridge & Kilgore, L.L.P. and is in compliance with current statutes governing the conducting of school trustee elections.

ORDER CALLING THE MAY 8, 2010 TRUSTEE ELECTION;  
AUTHORIZING NOTICE THEREOF;  
AND CONTAINING OTHER PROVISIONS RELATING THERETO

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WHEREAS, Spring Branch Independent School District (the "District") is an independent school district located entirely within Harris County, Texas, and is governed by a seven-member Board of Trustees;

WHEREAS, the terms of office of Trustees holding Trustee Positions Five, Six, and Seven expire in May of 2010;

WHEREAS, an election is required to be held within the District for the purpose of electing persons to serve the succeeding terms of Trustee Positions Five, Six, and Seven; and

WHEREAS, the Board of Trustees hereby declares it to be necessary to call the election hereinafter described, to authorize the giving of Notice of the election, to prescribe the manner in which the election shall be conducted, and to authorize and take all such other actions as are necessary in order to hold the election;

IT IS, THEREFORE, ORDERED BY THE BOARD OF TRUSTEES OF THE DISTRICT THAT:

1. Date and Time of Election. A general election shall be held for and within the District on May 8, 2010, between 7:00 o'clock a.m. and 7:00 o'clock p.m., for the election of one person to serve as Trustee for the full term of office of each of Trustee Positions Five, Six, and Seven on the Board of Trustees. The term of office for each Trustee Position is three years. The person elected to each Trustee Position shall be that candidate for each Position who receives the highest number of the votes cast for that Position.

2. Joint Election. The election will be a joint election held with the City of Piney Point Village, Texas, a municipality located within the District. The joint election will be held in accordance with Chapter 271 of the Texas Election Code and Section 11.0581 of the Texas Education Code. Piney Point Village and the District will execute a separate Joint Election Agreement which the governing bodies of Piney Point Village and the District will adopt by order, resolution, or other official action.

3. Polling Places.

a. Opposed Election. In the event the election for any Position(s) is opposed, the general election shall be held at the following polling places within the District in the voting precincts heretofore established:

<u>Election Precinct Number</u>	<u>Polling Place</u>
2	Bunker Hill Elementary School 11950 Taylorcrest
3	Edgewood Elementary School 8655 Emnora
4	Frostwood Elementary School 12214 Memorial Drive
5	Hollibrook Elementary School 3602 Hollister
6	Housman Elementary School 6705 Housman Drive
7	Hunters Creek Elementary School 10650 Beinhorn
8	Memorial Drive Elementary School 11202 Smithdale
9	Pine Shadows Elementary School 9900 Neuens Road
10	Ridgecrest Elementary School 2015 Ridgecrest Drive
11	Rummel Creek Elementary School 625 Brittmoore
12	Shadow Oaks Elementary School 1335 Shadowdale
13	Spring Branch Elementary School 1700 Campbell Road
14	Valley Oaks Elementary School 8390 Westview Drive
15	Westwood Elementary School 2100 Shadowdale

<u>Election Precinct Number</u>	<u>Polling Place</u>
16	Woodview Elementary School 9749 Cedardale
17	Meadow Wood Elementary School 14230 Memorial Drive
18	Wilchester Elementary School 13618 St. Mary's Lane
19	Sherwood Elementary School 1700 Sherwood Forest
20	Spring Shadows Elementary School 9725 Kempwood
21	Nottingham Elementary School 570 Nottingham Oaks
22	Terrace Elementary School 10400 Rothbury
23	Thornwood Elementary School 14400 Fern
24	Cedar Brook Elementary School 2121 Ojeman
25	Treasure Forest Elementary School 7635 Amelia Road
26	Buffalo Creek Elementary School 2801 Blalock

The Board of Trustees shall by written order appoint a presiding election judge and an alternate presiding election judge for each election precinct, each of whom must be a qualified voter of the precinct for which he or she is appointed. The presiding judge appointed by the Board of Trustees for each precinct shall appoint at least two, but not more than five, clerks to assist in conducting such election, all of whom shall be qualified voters of the District. In making the clerk appointments, each presiding election judge shall make reasonable efforts to appoint a sufficient number of election clerks who are fluent in English and Spanish or other language as required by law to serve the needs of the voters of the precinct.

b. Unopposed Election. In the event that each candidate whose name is to appear on the ballot is unopposed and no proposition is to appear on the ballot, the authority responsible for having the official ballot prepared shall certify in writing that a candidate is unopposed for election to

an office if: (1) only one candidate's name is to be placed on the ballot for that office under Section 52.003 of the Texas Election Code; and (2) no candidate's name is to be placed on a list of write-in candidates for that office under applicable law. On receipt of the certification, the Board of Trustees by order or ordinance may declare each unopposed candidate elected to the office. If such a declaration is made, the election is not held.

4. Form of Ballot and Filing Procedures. Voting in such election shall be by electronic voting system. Ballots for the election shall be prepared in accordance with the applicable requirements of the Texas Election Code, as amended, and the Texas Education Code, as amended. In addition to all other ballot requirements, the ballots used for voting shall have printed at the top thereof the following:

OFFICIAL BALLOT  
SPRING BRANCH INDEPENDENT SCHOOL DISTRICT  
HARRIS COUNTY, TEXAS;

TRUSTEE ELECTION, THREE TO BE ELECTED

There shall be printed on the ballots and/or on the screen of the electronic voting machine, the names of applicants for each position who have duly filed their names in the manner and within the time required by law. No candidate for any position who has not filed an application for a place on the ballot at least sixty-two (62) days prior to the date of the election or who has not otherwise complied with the requirements for filing set forth in the Texas Education Code, as amended, and the Texas Election Code, as amended, shall have his or her name printed on the ballot. The order in which the names appear for each position on the ballot shall be determined by random selection, by lot, whereby the Secretary of the Board of Trustees places the name of each of the prospective candidates on a slip of paper, all such slips of paper are mixed in a receptacle, and then such slips are drawn therefrom. The names of candidates shall be placed on the ballot in the order in which they are drawn from such receptacle.

In order to vote for a candidate, a voter shall use the electronic voting machine to place a mark opposite the name of the candidate for whom the voter desires to vote. If the voter desires to vote for a person whose name does not appear on the ballot, such voter shall be directed to a screen on which he can type in the name of the person for whom he desires to vote, and if such person has timely filed a declaration of write-in candidacy then such ballot shall be counted and included in the official canvass.

A voter voting by mail shall place a mark opposite the name of the candidate for whom the voter desires to vote. A voter voting by mail shall write the name of the person for whom he desires to vote on the ballot card stub provided and designated for such purpose and if such person has timely filed a declaration of write-in candidacy then such ballot shall be counted and included in the official canvass; provided, however, that no irregular ballots shall be cast or counted for any persons whose names shall appear on the ballot labels.

5. Early Voting. The Board of Trustees shall appoint either a qualified voter of the District or a permanent employee of the District who is a qualified voter of any territory to serve as the Clerk for Early Voting. Qualified voter is defined in Section 11.002 of the Texas Election Code. The Clerk for Early Voting shall conduct the early voting in accordance with the provisions of the Texas Education Code, as amended, and the Texas Election Code, as amended.

Early Voting by personal appearance shall be by electronic voting system as aforesaid at the main and sole early voting polling place. The early voting polling place is Room 133, District Administration Building, 955 Campbell Road, Houston, Texas, being a public place within the boundaries of the District. Beginning on April 26, 2010 and continuing through May 4, 2010, the Clerk for Early Voting shall keep the office for early voting by personal appearance open for such purpose from 7:00 o'clock a.m. to 7:00 o'clock p.m. on each weekday which is not a legal state holiday. The Clerk for Early Voting also shall keep the office for early voting by personal appearance open for such purposes on each Saturday which is not a legal state holiday during the early voting period from 8:00 o'clock a.m. to 12:00 p.m. (noon). In addition, the Clerk for Early Voting shall keep the office for early voting by personal appearance open for such purpose from 7:00 o'clock a.m. to 7:00 o'clock p.m. on the day of the general election, which is May 8, 2010.

Early voting ballots for voting by mail, which shall be paper ballots, the form of which shall comply with the Texas Election Code, as amended, may be obtained from the Clerk for Early Voting. Applications for ballots for voting by mail may be submitted to the Clerk for Early Voting by mail or common or contract carrier at Post Office Box 19432, Houston, Texas 77224-9432, or if the applicant is absent from the county, by telephonic facsimile machine at (713) 365-4173. An application submitted in one of these manners must be received by the Clerk for Early Voting by 5:00 o'clock p.m. on April 30, 2010. Applications for ballots for voting by mail may also be submitted by personal delivery to Room 133, District Administration Building, 955 Campbell Road, Houston, Texas, if the application is submitted by 5:00 o'clock p.m. on April 23, 2010. The Clerk for Early Voting shall mail an early voting ballot to each voter who submits a proper application not later than the seventh calendar day after the later of the date the clerk accepts the voter's application for a ballot to be voted by mail or the date the ballots become available for mailing. However, if the date the ballots become available for mailing is earlier than the 45<sup>th</sup> day before election day, the balloting materials shall be mailed not later than the 38<sup>th</sup> day before election day. Early voting ballots voted by mail must be delivered by mail or common or contract carrier to the Clerk for Early Voting at the address provided above. To be counted, the early ballots voted by mail must be received by the Clerk for Early Voting in the form and manner provided in the Texas Election Code, as amended, before 7:00 o'clock p.m. on election day, which is May 8, 2010.

6. Eligible Candidates. Only qualified voters of the District may serve as Trustees. Candidates must also meet the eligibility requirements for public office as provided in the Texas Election Code § 141.001, as amended.

7. Eligible Voters. All qualified voters of the District shall be entitled to vote at the election.

8. Applicable Law. The election shall be held and conducted in accordance with the applicable provisions of the Texas Election Code, as amended, and the Texas Education Code, as amended, and in accordance with the terms of this Order.

9. Returns and Canvass. Immediately after the election, each presiding election judge for each precinct shall make, or cause to be made, returns of the results to the Board of Trustees. The Board of Trustees shall canvass the returns and declare the results not earlier than the later of the following: (1) the third (3<sup>rd</sup>) day after the election (May 11, 2010); (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast

in the election; or (3) the date on which all timely received ballots cast from addresses outside the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States. The Board of Trustees shall canvass the returns and declare the results not later than the eleventh (11th) day after the election day (May 19, 2010).

10. Notice. The President of the Board of Trustees shall forthwith cause to be posted on the bulletin board used for posting notices of the meetings of the Board of Trustees a Notice of Election, stating in substance the content of this Order, the time and place of such election, the places where the polls shall be open, and all other matters which are required by law to be stated in the Notice of Election. The Notice of Election shall be prepared in accordance with the provisions of the Texas Election Code, as amended, the Texas Education Code, as amended, and any other applicable laws, state or federal. Such posting is to be done not less than twenty-one (21) days prior to the fixed date of the election, or by April 17, 2010. Additionally, the President of the Board of Trustees shall give Notice of the election by causing the Notice of Election to be published at least once, not earlier than the thirtieth (30th) day preceding the election day, April 8, 2010, nor later than the tenth (10th) day before election day, April 28, 2010, in a newspaper published in the territory that is covered by the election and is in the jurisdiction of the Board of Trustees of the District. Further, the President of the Board of Trustees may cause the publication of such Notice in such other places as she deems necessary and advisable.

11. Officers' Duties. The President and Secretary of the Board of Trustees are hereby authorized and directed, on behalf of the Board of Trustees, to evidence adoption of this Order and to do any and all things legal and necessary in connection with the holding and consummation of such election and to give effect to the intent and purpose of this order. Such authorization shall include, without limitation, the authority to supply to the Clerk for Early Voting all necessary equipment, ballot boxes, poll lists, stub boxes, tally sheets, and other election supplies necessary for conducting the early voting and shall likewise include the due provision for an electronic voting system and all necessary supplies to each polling place on the date of the general election.

This Order was passed, adopted and approved on this the 19th day of January, 2010.

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David Converse, President  
Board of Trustees of  
Spring Branch Independent  
School District

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Wayne Schaper, Secretary  
Board of Trustees of  
Spring Branch Independent  
School District

**CERTIFICATE OF ORDER**

We, the undersigned officers of Spring Branch Independent School District (the "District"), hereby certify as follows:

The Board of Trustees of the District (the "Board") convened in meeting on the 19th day of January, 2010, at the regular meeting place within the District, and the roll was called of the duly constituted officers and members of said Board, to-wit:

David Converse, President  
Mary Grace Landrum, Vice President  
Wayne Schaper, Secretary  
Susan Kellner, Trustee  
Mike Falick, Trustee  
Theresa Kosmoski, Trustee  
Susan Mathews, Trustee

All said persons were present, except \_\_\_\_\_, thus constituting a quorum whereupon, among other business, the following was transacted at said meeting:

Order Calling the May 8, 2010, Trustee Election; Authorizing Notice Thereof; and Containing Other Provisions Relating Thereto.

The Order Calling the May 8, 2010, Trustee Election; Authorizing Notice Thereof; and Containing Other Provisions Relating Thereto (the "Order") was introduced for the consideration of the Board. It was then duly moved and seconded that the Order be adopted, and, after due discussion, said motion, carrying with it the adoption of the Order, carried by the following vote:

Ayes: \_\_\_\_\_  
Noes: \_\_\_\_\_

A true and complete copy of the Order adopted at the meeting described in the above paragraph is attached hereto and follows this certificate; the Order has been duly signed and attested by the proper officers, and as signed has been duly recorded in the Board's minutes of said meeting; the above and foregoing paragraph is a true and complete excerpt from the District's minutes of said meeting pertaining to the adoption of the Order. The meeting was conducted in open session following written Notice of the date, place, and subject of such meeting, as required by the laws of the State of Texas, including TEX. GOV'T CODE, Sec. 551.001 *et seq.*, Vernon's Texas Civil Statutes, as amended.

WITNESS OUR HANDS AND THE SEAL OF THE DISTRICT this 19th day of January, 2010.

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David Converse, President  
Board of Trustees of  
Spring Branch Independent  
School District

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Wayne Schaper, Secretary  
Board of Trustees of  
Spring Branch Independent  
School District