

*Village of Webberville*

**ORDINANCE No. 2012 - 01**

**GENERAL ELECTION ORDER**

**ORDER OF THE VILLAGE COMMISSION OF THE VILLAGE OF WEBBERVILLE, TEXAS, CALLING THE GENERAL ELECTION FOR OFFICERS TO BE HELD FOR SAID MUNICIPALITY ON THE SECOND SATURDAY IN MAY, THAT BEING THE UNIFORM ELECTION DATE OF MAY 12, 2012, AND MAKING PROVISION FOR THE CONDUCT OF THE ELECTION AND RESOLVING OTHER MATTERS INCIDENT AND RELATING TO THE HOLDING OF SUCH ELECTION**

**WHEREAS**, the regular municipal election day for the Village of Webberville, Texas ("Village"), is the uniform election day occurring in May; and

**WHEREAS**, the terms for the Mayor and two Village Commissioners are scheduled to expire at the next uniform election date, that being May 12, 2012.

**NOW THEREFORE, BE IT ORDAINED BY THE VILLAGE COMMISSION OF THE VILLAGE OF WEBBERVILLE THAT:**

**1. ELECTION**

- A.** An Election (the "Election") is hereby called to elect the following municipal officers: the Mayor and two Village Commissioners, all of whom are to be elected at-large. The Village Commissioners shall be elected as Commissioner (1) and Commissioner (2).
- B.** The election shall be held on the next uniform election date, that being the second Saturday in May (May 12, 2012).
- C.** The hours during which the polling place(s) is to be open at the Election shall be from 7:00 a.m. to 7:00 p.m.
- D.** Said election date is sixty-two (62) or more days from the date of the adoption of this Ordinance (the "Order"). The Election shall be solely for those that reside within the territorial boundaries of the Village. All resident, qualified voters of Webberville shall be entitled to vote.

## **2. POSITIONS**

At such Election, candidates for the following positions shall be submitted: Mayor and two Village Commissioners. The Village Commissioners shall be elected as Commissioner (1) and Commissioner (2).

## **3. BALLOTS**

A paper ballot and/or compatible equipment for such an Election, as defined and described in the Texas Election Code, shall be utilized for the Election. Ballots shall be prepared in accordance with the Texas Election Code, so as to permit the electors to vote for the candidate(s) of their choice, whom shall appear on the ballot for the following positions: the Mayor and two Village Commissioners, all of whom are to be elected at-large.

## **4. CONDUCT OF ELECTION**

The Election shall be conducted by election officers appointed by the Village Commission in accordance with the Texas Election Code, the Constitution, and laws of the State of Texas and the United States of America.

## **5. APPOINTMENTS**

- A.** The Village Commission hereby appoints the Travis County Clerk as the Election Officer for the sole purpose of conducting the election, early voting related thereto, tabulation of votes, and the custody of any records from such election. This appointment includes services as the Joint Early Voting Clerk for the Election, except for the receipt of applications and ballots for early voting by mail, provision for which is specifically made in section 8, below.
- B.** The rate of pay for each election judge and clerk shall be in accordance with state law.

## **6. PRECINCTS AND POLLING PLACES**

- A.** The Travis County Elections Administrator will conduct this election as a joint election with Travis County.
- B.** Travis County will determine the locations of the precincts and polling places. Upon Travis County's determination, the Village of Webberville will post notice of these locations. For further information, the Travis County Elections Division should be contacted.

## 7. INFORMATION IN SPANISH

Notices, instructions, ballots, and other written material pertaining to the Election shall be translated into the Spanish language. This material shall be furnished to voters in both English and Spanish in order to enable voters to properly participate in the election process. In addition, the Village shall provide the services of a translator speaking both English and Spanish languages to voters who notify the Village of the need for such a service.

## 8. EARLY VOTING BY MAIL

- A. The Webberville Village Clerk or the Deputy Village Clerk will serve as Regular Early Voting Clerk for Webberville to receive requests for applications for early voting ballots, and forward these applications to the Joint Early Voting Clerk.
- B. The County Clerk shall serve as Joint Early Voting Clerk for the purpose of receiving ballot applications from the Regular Early Voting Clerk and any ballot applications received by mail. Ballot applications submitted by mail shall be addressed to the County Clerk, Dana DeBeauvoir Early Voting Clerk at the following address:

Dana DeBeauvoir, Travis County Clerk  
5501 Airport Blvd.  
Austin, TX 78751-1410

- C. The Regular Early Voting Clerk for Webberville shall also collect all applications for ballots at the above address during the period allowed by the Texas Election Code.

## 9. EARLY VOTING BY PERSONAL APPEARANCE

- A. The County Clerk shall serve as the Joint Early Voting Clerk for all purposes. The Early Voting Clerk shall have the authority to designate such deputy early voting Clerks as may be necessary to staff the Early Voting Polling Place established under this Order.
- B. The Main Early Voting polling place(s) shall be: At all Travis County Early Voting Locations

**Hours of Operation:** Locations and hours of operation will be attached upon determination by Travis County.

- C. Early Voting dates and times shall be: In accordance to the dates and times set forth by Travis County, during the period of Early Voting, as established by the Election Code.

April 30 - May 8:  
7 am - 7 pm each day (Monday - Saturday)  
12 pm - 6pm on Sunday May 6

**D. Other Early Voting hours:**

**Special Hours:** Locations and hours of operation will be attached upon determination by Travis County.

**E. The recommended branch Early Voting places will be attached upon determination by Travis County.**

### **10. CANVASSING OF RETURNS**

The Village Clerk or the Deputy Village Clerk shall make a written return of the Election results to the Village Commission in accordance with the Texas Election Code. The Village Commission shall canvass the returns and declare the results of the Election in accordance with the Texas Election Code and the Texas Tax Code.

### **11. NOTICE OF ELECTION**

Notice of the Election shall be published one time in both the English and Spanish languages, in a newspaper published within Webberville's territory at least ten (10) days and no more than thirty (30) days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election shall also be posted on the bulletin board used by the Village Commission to post notices of its Village Commission meetings no later than the twenty-first (21<sup>st</sup>) day before the Election.

### **12. AUTHORIZATION TO EXECUTE**

The Mayor of the Village of Webberville is authorized to execute and the Village Clerk or the Deputy Village Clerk is authorized to attest this Ordinance on behalf of the Village Commission. The Mayor is further authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

### **13. EFFECTIVE DATE**


This Ordinance is effective immediately upon its passage and approval.

### **14. PROPER NOTICE & MEETING**

A quorum of the Village Commission was present at the meeting at which this Ordinance was adopted. The meeting was open to the public and public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

**PASSED AND APPROVED** this, the 16<sup>th</sup> day of February 2012, by a vote of 3 ayes,  
0 nays, 0 abstentions of the Village Commission of the Village of Webberville,  
Texas.

**VILLAGE OF WEBBERVILLE**

by:   
Hector Gonzales, Mayor

**ATTEST:**

  
Carissa Cannaday, Village Clerk

**APPROVED AS TO FORM:**

Jill Hoffman, Assistant Village Attorney