

**ORDINANCE NO.**

**AN ORDINANCE CALLING FOR ESTABLISHING PROCEDURES FOR A GENERAL ELECTION FOR THE CITY OF PITTSBURG, TEXAS.**

**WHEREAS**, the laws of the State of Texas and City of Pittsburg, Texas, provide that on May 4, 2019, there shall be elected the following City Officials:

Mayor – by place at large  
Place 4 – Council Member, by place at large

**WHEREAS**, the laws of the State of Texas further provide that the Election Code of the State of Texas is applicable to said election, and in order to comply with the Election Code, a Resolution should be passed establishing the procedures to be followed in said election, and designating the voting places for said election.

**NOW THEREFORE, BE IT ORDERED BY THE CITY COUNCIL OF THE CITY OF PITTSBURG, TEXAS:**

**SECTION 1:** That all candidates, for the general election to be held on the 4<sup>th</sup> day of May 2019 for the above-mentioned City offices, shall file their applications to become candidates with the City Secretary, of the City of Pittsburg, City Hall, 200 Rusk Street, Pittsburg, Texas 75686, on or before 5:00 P.M. on February 15, 2019, the seventy-eighth (78<sup>th</sup>) day before the election, and that all of said applications shall be on a form, as prescribed by Section 141.031 of the Election Code of the State of Texas.

The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the City Secretary as provided by Section 52.094 of the Election Code.

This City shall establish one (1) location for early voting, as follows:

City Hall, located at 200 Rusk Street, Pittsburg, Texas.

This City shall establish one (1) location for the general election, as follows:

Pittsburg Elementary Cafetorium, located at 106 Fulton Street, Pittsburg, Texas.

The City Secretary is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct said election. Voting at such election shall be upon paper ballots for the ES&S Auto-Mark M 100s prepared in conformity to the Texas Election Code.

**SECTION 2:** The following named persons are hereby appointed officers for said election:

Bette Holcomb, Presiding Judge  
Linda Price, Alternate Judge

The clerks of the election will be appointed by the Presiding Judge, in a number not to exceed four (4) clerks, one being a bilingual clerk.

The polls at the above designated polling place shall on said Election Day be open from 7:00 A.M. to 7:00 P.M.

**SECTION 3:** Stacy Dorsett, City Secretary, is hereby appointed Clerk for Early Voting. Kathy Neal, Jerri Sue Proffitt, and Paula Baxter are appointed Deputy Clerks for Early Voting. The Early Voting for the above designated election shall be at City Hall, 200 Rusk Street, Pittsburg, Texas, and said place shall remain open for at least eight (8) hours on each day for early voting which is not on a Saturday, Sunday, or an official State Holiday, beginning on April 22, 2019, and continuing through April 30, 2019. Said place of voting shall remain open each weekday during the City Secretary's normal business hours on each day for said voting, however, on April 23, 2019 and April 24, 2019 voting hours will be from 7:00 A.M. until 7:00 P.M. for twelve hours on these two days. The above described place for early voting is also the Early Voting clerk's address to which ballot applications and ballots voted by mail shall be sent. Applications for ballots by mail must be received no later than the close of business on April 23, 2019 and

applications for ballots by mail shall be mailed to: Stacy Dorsett, Absentee Voting Clerk, 200 Rusk Street, Pittsburg, Texas 75686.

Bette Holcomb is hereby appointed as Presiding Judge of the Early Voting Ballot Board. In accordance with Section 87.0021 et seq. of the Texas Election Code said presiding judge shall appoint at least two (2) other members to the Board and shall process early voting results in accordance with said Texas Election Code.

In the event that any judge, clerk, or alternate named herein is unable to serve, due to unforeseen circumstances, then the City Manager may name a replacement for that position.

Election Day personnel shall not exceed four and shall be paid \$8.75 per hour, not to exceed 15 hours; this includes a bilingual clerk that is required by law to be at the polls on Election Day. The election judge shall be paid \$12.50 per hour, not to exceed 15 hours, in addition to an amount not to exceed \$25.00 for the delivery of the election returns. The alternate judge shall be paid \$9.38 per hour, not to exceed 15 hours.

**SECTION 4:** The general election for Councilmembers and Mayor shall be held in accordance with the Election Code of this State and only resident qualified voters of said City shall be eligible to vote at said election.

**SECTION 5:** A copy of this Ordinance signed by the Mayor of the City of Pittsburg and attested by the City Secretary shall serve as proper notice of said election. The City Secretary is authorized and directed to post a properly executed copy of said Notice of Election at City Hall where the election is to be held not less than 22 days prior to the date fixed for holding said election. The City Secretary shall also cause said Notice of Election to be published once in a newspaper of general circulation published within the said City, the date of publication to be not more than 30 days nor less than 10 days prior to the date set for said election.

The Mayor shall give notice of this election in accordance with the terms and provisions of Sec. 3.004(a), 3.006, 85.004 and 85.007, of the Election Code and returns of said notice shall be made as provided in said Sec. 3.004 and 3.008 of the Election Code, and the Mayor shall issue all necessary orders and writs for said election, and returns of said election shall be made to the Council as provided by Sec. 67.002 and 67.003 of the Election Code.

It is further found and determined that, in accordance with the order of this governing body, the City Secretary will post notice of the date, place and subject of this meeting, related to said election, on the bulletin board located in the City Hall, a place convenient and readily accessible to the general public, and said notice having been so posted and remaining posted continuously for at least seventy-two (72) hours preceding the scheduled time of said meeting. A copy of the return of said posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

**PASSED, APPROVED, AND ADOPTED** this 7<sup>th</sup> day of January 2019.

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Shawn Kennington  
Mayor

ATTEST:

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Stacy Dorsett  
City Secretary