

**2025 GENERAL ELECTION SERVICES  
CONTRACT WITH THE COUNTY ELECTIONS OFFICER  
STATE OF TEXAS, COUNTY OF LIMESTONE**

**THIS CONTRACT** made this \_\_\_\_\_ day of September, 2025, by and between the School of Groesbeck, acting by and through the Superintendent, Mr. Scott Cummings, hereinafter referred to as "School", and Jennifer Southard, County Election Officer of Limestone County, Texas hereinafter referred to as "Contracting Officer", as approved by the Commissioners' Court of Limestone County and by authority of section 31.092(b), Texas Election Code, for the conduct and supervision of the Special Election on November 4, 2025.

**THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out:

**DUTIES AND SERVICES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment ***(strike out any duties not being performed by the Contracting Officer):***

- (a) Contact the owners or custodians of county-designated polling places and arrange for their use in the Election.
- (b) Contact the owner or custodian of some other public place (or if unavailable, private) building in the election precinct and arrange for its use as a polling place if the county designated polling place in the precinct is unavailable for use in the special election.
- (c) Procure and distribute all necessary election supplies, including:
  - (1) ballots;
  - (2) election kits; and
  - (3) the School's allotment of ballot boxes and voting booths provided free of charge by the county.
- (d) Procure all necessary voting machines and equipment, transport machines and equipment to and from the polling places, and prepare the voting machines and equipment for use at the polling places.
- (e) Arrange for the appointment of presiding judges, alternate presiding judges and the judges of the Central Counting Station and Early Voting Ballot Board. Notify the election judges of the date, time, and place of the election school and arrange for a facility for holding the school.
- (f) Arrange for the use of a central counting station and for the tabulating personnel and equipment needed at the counting station and assist in the preparation of programs and the test materials for the tabulation of the ballots to be used with electronic voting equipment.
- (g) Publish the legal notice of the date, time, and place of the test of the electronic tabulating equipment and conduct such test.
- (h) Supervise and conduct election day voting and early voting by mail and in person and provide advisory services in connection with the decisions to be made and the actions to be taken by the officers of the School who are responsible for holding the election.
- (i) Process election returns and prepare tabulation of unofficial returns for official canvassing by the School.

**GENERAL CONDITIONS**

- (a) Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed, the place at which any function is to be carried out, the officers who conduct the official canvass of the election returns, the officer to serve as custodian of the voted ballots or other election records, or any other nontransferable functions specified by section 31.096 of the Texas Election Code.
- (b) The Contracting Officer is the agent of the School for the purposes of contracting with third parties with respect to the election expenses within the scope of the Contracting Officer's duties, and the Contracting Officer is not liable for the School's failure to pay a claim.
- (c) The Contracting Officer shall file copies of this contract with the County Treasurer (County Judge, if there is not a County Treasurer) and the County Auditor of Limestone County, Texas.
- (d) Only the actual expenses directly attributable to the Contract may be charged including administrative fees. (Section 31.100(b), Texas Election Code). The County Elections Officer must submit the actual costs incurred pursuant to this Contract to the School no later than ten days after the Election.

**WITNESS** the following signatures and seal:

**GROESBECK INDEPENDENT SCHOOL DISTRICT**

BY \_\_\_\_\_  
Mr. Scott Cummings, Superintendent

\_\_\_\_\_  
Date

**LIMESTONE COUNTY, COUNTY CLERK / ELECTIONS OFFICER**

\_\_\_\_\_  
Jennifer Southard, County Elections Officer

\_\_\_\_\_  
Date

***SEAL***

**Approved by the Limestone County Commissioners' Court the 23<sup>rd</sup> day of September, 2025.**

\_\_\_\_\_  
Richard Duncan, County Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Kerrie Cobb, County Clerk

\_\_\_\_\_  
Date

***SEAL***