

2025 INTERLOCAL AGREEMENT  
FOR JOINT ELECTIONS AGREEMENT

This agreement is entered into by and between HOCKLEY COUNTY (the “County”) and LEVELLAND Independent School District (the “District”, and collectively referred to as “political entity,” acting by and through their governing bodies.

WHEREAS, Texas Election Code Chapter 271 and Texas Education Code § 11.0581 authorize two or more political entities to hold their elections jointly in the election precincts that can be served by common polling places if the elections are to be held on the same day in all or part of the same territory; and

WHEREAS, the District will hold its general trustee election on Saturday, May 3, 2025, with any other governmental entity that is eligible and desires to conduct a joint election, as may be expressed by Order, Resolution, or other official action of each governmental entity; and

WHEREAS, the District and the County have adopted orders, resolutions, or other official documents required by their respective governing bodies reciting the terms of this Joint Election Agreement; and

WHEREAS, the Joint Elections Commission has employed and will supervise a County Elections Administrator (“EA”); and

WHEREAS, said County Elections Administrator is funded by Hockley County; and

WHEREAS, the District agrees to pay an amount set out herein below, listed in Exhibit A, to the purpose of conducting elections within their respective district.

NOW, THEREFORE, the County and District do contract and agree as follows:

- A. Responsibilities of each party:
1. Each party will be responsible for preparing their own election orders and public election notices.
  2. The EA will prepare the ballot and each entity will be responsible for proofreading and approving the ballot for its candidates.

B. Responsibilities of the County EA:

1. The County EA will coordinate, supervise, and handle all aspects of administering the Election in accordance with the provisions of the Texas Election Code, including:
  - a) Determining voting locations for early voting and for Election Day.
  - b) Providing voting machines and equipment, preparing them for the election and arranging to have them transported to the early voting locations and the Election Day polling locations.
  - c) Arranging for all necessary election supplies, including ballots, election forms, maps, and supplies for election judges, ballot boxes, voting booths, etc.
  - d) Appointing a presiding judge and alternate for each voting location
  - e) Serving as Early Voting Clerk. Early voting will be conducted at the locations and during the times noted in the Entities' Notice of Election.
  - f) Monitoring the polling location on Election Day.
  - g) Responsible for all aspects of the election returns.

C. Responsibility of District:

1. The District will prepare all of its own election notices and orders.
2. The District will provide a copy of its executed Election Order and Notice to the EA.
3. The District will conduct its own drawing for a place on the ballot and will provide to the EA a list of candidates and the order in which they are to appear on the ballot.

D. Expenses of Election

1. Hockley County agrees to budget the majority amount towards the operating cost of the Joint Elections Administrators office.
2. The District agrees to pay Hockley County according to Exhibit A attached hereto.
3. The District further agrees to pay, in addition to the annual amount described in Exhibit A, all expenses of each election held for its district including, but not limited to salaries, ballots, software and hardware programming, mileage, supplies and publications, as set out herein.
  - a) Each political subdivision will be responsible for the cost of supplies and workers used to conduct an election in their respective districts. When possible and if supplies or workers are shared between the political subdivisions the expense will be divided and prorated to each Political Subdivision by the County Elections Administrator.

- b) Election Judges will be paid at a rate of \$11.00 per Hour. Election Clerks will be paid at a rate of \$10.00 per Hour. This expense will be paid by the political subdivision holding the election.
- c) Each Election Judge will be paid a flat-rate fee of \$25.00 to ensure return of all supplies, booths, Express Vote machine and EA Pollbooks. This expense will be paid by the political subdivision holding the election.
- d) The County agrees to submit an invoice to the District for payment of the election expenses within sixty (60) days of said election date.

E. Miscellaneous

1. The County and District agree that at all times and for all purposes hereunder, all election judges, clerks and all other workers involved in elections are independent contractors and shall be construed so as to find and judge, clerk, or any other election personnel to not be an employee and/or agent of the County or the District, and all election personnel shall not be entitled to any of the rights, privileges, or benefits of County or District Employees except as otherwise may be stated herein nor shall any election personnel hold themselves out as an employee or agent of the County or District as determined by the policies of Hockley County and the District.
2. The Superintendent of the District is hereby authorized and directed by the Board of Trustees to make any necessary changes to the election documents or otherwise to take any and all actions as may be necessary to carry out the purpose of this Agreement for the District.
3. This Agreement is in effect for all elections held during the calendar year of 2025, including general elections, and any special or bond election that may be called by either entity.

Executed and approved by Hockley County on the \_\_\_\_\_ day of \_\_\_\_\_, 2025

HOCKLEY COUNTY:

BY: \_\_\_\_\_  
Sharla Baldrige, County Judge

BY: \_\_\_\_\_  
Jody Rose, Elections Administrator

Executed and approved by Levelland ISD on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

LEVELLAND ISD:

BY: \_\_\_\_\_  
Teresa Montemayor, Chief Financial Officer

BY: \_\_\_\_\_  
Becky McCutchen, Superintendent

**EXHIBIT A**

**(ENTITIES FINANCIAL OBLIGATION)**

LEVELLAND ISD	ANNUAL FEE	\$10,000 + ACTUAL COSTS
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