

**ORDER CALLING THE MAY 3, 2025 TRUSTEE ELECTION;
AUTHORIZING NOTICE THEREOF;
AND CONTAINING OTHER PROVISIONS RELATING THERETO**

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

WHEREAS, in compliance with the Texas Education and Election Codes, and in accordance with the laws and Constitution of the State of Texas, the Board of Trustees of the Spring Branch Independent School District ("District") in Harris County, Texas, hereby calls and orders a general election to be held on the 3rd day of May, 2025, for the purpose of electing two trustees to the Board for regular terms in Position Nos. 5, 6 and 7;

WHEREAS, the Board of Trustees hereby declares it to be necessary 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. An election shall be held on May 3, 2025, at the polling places designated herein, 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 in Position No. 5, one person to serve as Trustee for the full term of office in Position No. 6 and one person to serve as Trustee for the full term of office in Position No. 7. 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. In accordance with Section 11.0581 of the Texas Education Code and Chapter 271 of the Texas Election Code, the election will be a joint election held with the Cities of Piney Point Village, Hunters Creek Village, Spring Valley Village and Bunker Hill Village, all Texas municipalities located within the geographic boundaries of the District. The municipalities and the District have executed separate Joint Election Agreements, which the governing bodies of the municipalities and the District have adopted 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 main election location shall be at the following polling places within the District in the voting precincts heretofore established:

<u>Election Precinct Number</u>	<u>Polling Place</u>
41	Landrum Middle School Lobby of Auditorium 2200 Ridgecrest Houston, TX 77055
42	Memorial Middle School Main Hallway 12550 Vindon Houston, TX 77024
43	Spring Branch Middle School Foyer 1000 Piney Point Houston, TX 77024
44	Spring Woods Middle School Library 9810 Neuens Houston, TX 77080
45	Spring Forest Middle School Old Gym 14240 Memorial Houston, TX 77079
46	Spring Oaks Middle School New Gym Main Entrance 2150 Shadowdale Houston, TX 77043
47	Northbrook Middle School Auditorium 3030 Rosefield Houston, TX 77080

The District shall maintain a website on which voters shall be able to enter their street addresses in order to receive their Spring Branch ISD election precinct numbers and election-day polling locations.

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. The presiding judge may appoint the alternate judge as one of the clerks. 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 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 certification is made, the election shall not be held.

4. Form of Ballot and Filing Procedures. Voting in the 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

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. All requests by candidates to have their names placed on the ballot for the general election shall be in writing and signed by the candidate and filed with Jennifer Maynard, Coordinator of Certifications and Elections, at the Wayne F. Schaper, Sr. Leadership Center, 955 Campbell Road (Room 128), Houston, Texas 77024, along with any other information required by law. Applications for the general election may be filed on or after January 15, 2025, through February 14, 2025 at 5:00 p.m. The order in which the names of the candidates are to be printed on the ballot shall be determined by lot through a drawing held at the Wayne F. Schaper, Sr. Leadership Center (Board Room), as provided by Section 52.094 of the Texas Election Code. The District shall post a notice of the date, hour, and place of the drawing on the bulletin board used for the notices of meetings of the Board of Trustees of the District and on the election section of the District's website. The notice shall remain posted continuously for seventy-two (72) hours immediately preceding the scheduled time of the drawing. The District shall also mail notice of the date, hour, and place of the drawing to each candidate, at the address stated on the candidate's application for a place on the ballot, not later than the fourth (4th) day before the day of the drawing. Each candidate involved in the drawing, or a representative designated by him or her, shall have a right to be present at the drawing. At the drawing, the Secretary of the Board of Trustees, or designee, shall place the name of each of the prospective candidates for each position on a slip of

paper, all such slips of paper shall be mixed in a receptacle, and then such slips shall be drawn from the receptacle. The names of candidates shall be placed on the ballot in the order in which they are drawn from the receptacle for each position.

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 and conducted at the following locations:

Wayne F. Schaper, Sr. Leadership Center (main early voting location)
955 Campbell Rd.- Board Room
Houston, TX 77024

Piney Point Village
7660 Woodway Suite, #460
Houston, TX 77063

Don Coleman Community Coliseum
1050 Dairy Ashford
Houston, TX 77079

Holy Cross Lutheran Church
7901 Westview
Houston, TX 77055

Spring Branch ISD, West Support Campus
2100 Shadowdale Dr. – Room F7
Houston, TX 77043

Spring Branch ISD, East Transition Campus
8655 Emnora Ln
Houston, TX 77080

Early voting location eligibility shall not be determined by precinct.

Beginning on April 21, 2025 and continuing through April 29, 2025, 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 state or national holiday as identified in Section 662.003(a) of the Texas Government Code. The Clerk for Early Voting also shall keep the office for early voting by personal appearance open for such purpose on each Saturday which is not a legal state or national holiday during the early voting period from 8:00 o'clock a.m. to 12:00 p.m. (noon). In addition, in accordance with Section 83.011 of the Texas Election Code, the Clerk for

Early Voting shall keep the office open from 7:00 o'clock a.m. to 7:00 o'clock p.m. on election-day (May 3, 2025).

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 (telephone number: 713-251-2217) by mail or common or contract carrier at Post Office Box 19432, Houston, Texas 77224-9432, by telephonic facsimile machine at (713) 251-9188 or by electronic transmission of a scanned application containing an original signature to the following email address: jennifer.maynard@springbranchisd.com. An application submitted for ballot by mail must be received by the Clerk for Early Voting by 5:00 o'clock p.m. on April 22, 2025. If an application for ballot by mail (ABBM) is faxed or mailed, or if a federal postcard application (FPCA) is faxed, then the applicant must submit the original application to the Early Voting Clerk by mail so that the Clerk receives the original not later than the fourth (4th) business day after receiving the emailed or faxed ABBM or faxed FPCA. If the Early Voting Clerk does not receive the original ABBM or FPCA by this deadline, then the emailed or faxed ABBM or faxed FPCA is incomplete, and the Clerk cannot send the applicant a ballot. 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. Early voting ballots submitted by mail must be delivered by mail or common or contract carrier to the Clerk for Early Voting at Post Office Box 19432, Houston, Texas 7722-9432. A voter may deliver his or her own carrier envelope containing his or her own marked ballot by mail to the Early Voting Clerk's office while the polls are open on Election Day. The voter must provide an acceptable form of identification under § 63.0101 of the Texas Election Code upon delivery of the mail ballot. 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 3, 2025.

Pursuant to the joint election agreements executed by the municipalities and SBISD, SBISD's Early Voting Clerk shall serve as the Early Voting Clerk for the joint election. SBISD shall be responsible for mail ballots and any other supplies required by the Early Voting Clerk and shall be responsible for all other aspects of early voting by mail, including but not limited to, receiving applications for ballots by mail and mailing and receiving ballots by mail. The municipalities shall be responsible for forwarding any applications for ballots by mail it receives to SBISD's Early Voting Clerk within 24 hours of receipt.

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, 144.001 *et seq.*, 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. In accordance with Section 67.003 of the Texas Election Code, the Board of Trustees shall canvass the returns and declare the results not earlier than the later of the following: (1) the third (3rd) day after the election (May 6, 2025); (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 14, 2025).

10. Notice. The President of the Board of Trustees, or designee, 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 12, 2025. Additionally, the President of the Board of Trustees, or designee, 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, May 3, 2025, nor later than the tenth (10th) day before election day, April 22, 2025, 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. The President of the Board of Trustees, or designee, shall deliver notice of this election to the Harris County Clerk not later than the 60th day before the election (March 4, 2025). Copies of the election Order and Notice of election shall be posted on the District's website not less than twenty-one (21) days prior to the fixed date of the election, or by April 12, 2025. Further, the President of the Board of Trustees, or designee, may cause the publication of such Notice in such other places as she deems necessary and advisable.

11. Additional Notice. In accordance with Section 4.009 of the Texas Election Code, the District shall also post on its website not later than April 12, 2025, the following information: (1) the election date; (2) the location of each polling place; (3) the name of each candidate for an elected office on the ballot; and (4) to the extent applicable, each measure on the ballot. Additionally, in accordance with Section 65.016 of the Texas Election Code, the District shall post the following information on its website as soon as practicable after the election: (1) the results of the election; (2) total number of votes cast; (3) total number of votes cast for each candidate or for or against each measure; (4) total number of votes cast by personal appearance on election day; (5) total number of votes cast by personal appearance or mail during the early voting period; and (6) total number of counted and uncounted provisional ballots cast. This information will be accessible on the website without having to make more than two selections or view more than two network locations after accessing the District's website home page.

12. 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. The term designee of the President and/or Secretary of the Board as used herein shall refer to Jennifer Maynard, Coordinator of Certifications and Elections.

13. Election Materials. In accordance with Section 203 of the Federal Voting Rights Act, 52 U.S.C. 10303(f)(1)(4), all election materials including the notice of election, ballots, instruction cards, affidavits, and other forms which the voter may be requested to sign, and all early voting materials, shall be printed in English, Spanish, Chinese, and Vietnamese, or Spanish, Chinese and Vietnamese translations thereof shall be made available in the circumstances permitted and the manner required by law.

14. Voters with Disabilities. Pursuant to Section 63.0013 of the Texas Election Code, an election officer may give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around. A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority. Disabilities and conditions that may qualify for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

15. Effective Date. This Resolution shall be in effect immediately upon its passage and approval. The Board of Trustees officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the Board of Trustees was posted at a place convenient to the public at the Administration Building and for the time required by the open meetings law, Chapter 551, Texas Government Code; and that this meeting was open to the public as required by law at all times during which this resolution and the subject matter thereof was discussed, considered and formally acted on.

This Order was passed, adopted, and approved on this the _____ day of January, 2025.

Lisa Alpe, President
Board of Trustees of
Spring Branch Independent
School District

Shannon Mahan, Secretary
Board of Trustees of
Spring Branch Independent
School District

CERTIFICATE OF ORDER CALLING THE
MAY 3, 2025 TRUSTEE ELECTION

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 ____ day of January, 2025, 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:

Lisa Andrews Alpe, President
Courtney Anderson, Vice President
Shannon Mahan, Secretary
David Slattery, Trustee
Chris Earnest, Trustee
John Perez, Trustee
Caroline H. Bennett, 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 3, 2025, Trustee Election; Authorizing
Notice Thereof; and Containing Other Provisions Relating
Thereeto.

The Order Calling the May 3, 2025, 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 _____ day of
January, 2025.

Lisa Alpe, President
Board of Trustees of
Spring Branch Independent
School District

Shannon Mahan, Secretary
Board of Trustees of
Spring Branch Independent
School District

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