

**ORDER OF ELECTION**  
BY THE BOARD OF TRUSTEES OF  
COMAL INDEPENDENT SCHOOL DISTRICT  
CALLING ELECTIONS TO BE HELD ON MAY 6, 2023,  
FOR THE PURPOSE OF ELECTING TWO (2) TRUSTEES

**BE IT ORDERED BY THE BOARD OF TRUSTEES OF COMAL INDEPENDENT SCHOOL DISTRICT:**

**I.**

That a general election be held in the COMAL INDEPENDENT SCHOOL DISTRICT on Saturday, May 6, 2023, for the purpose of electing separately two (2) Trustees for said School District, to-wit: a school Trustee from Single Member District Three (3) for a term of three (3) years; and a school Trustee from Single Member District Four (4) for a term of three (3) years.

**II.**

That said election shall be held as prescribed by law; that any candidate desiring to have his or her name placed on the official ballot in said election as a candidate for school Trustee for one, and only one, of the single member district positions to be voted upon for a three (3)-year term shall, on or before 5:00 p.m. on February 17, 2023, and not earlier than January 18, 2023, file with the Secretary of the Board of Trustees of said District, or the Secretary's duly appointed agent, in the school administration building, 1404 IH 35 North, New Braunfels, Texas 78130, an application in writing, signed by the candidate, requesting that his or her name be placed on the official ballot, and designating the single member district position on the Board of Trustees for which he or she is a candidate; that any eligible candidate failing to file said written application of candidacy by the time required aforesaid shall not be entitled to have his or her name printed on the official ballot; that no candidate may file an application of candidacy, or have his or her name placed on the official ballot, for more than one of the positions to be voted upon; that the names of all eligible candidates for the single member district position to be voted upon, whose applications have been duly and timely filed, shall be placed on the ballot pursuant to a drawing as provided by law.

The duly appointed agents for the Secretary of the Board of Trustees for the purpose of receiving applications of candidacy for this election are **Daniel Mendez** and **Diana Carrelli**.

**III.**

That a candidate for Trustee representing a single member district must be a resident, qualified voter of the single-member district that he or she seeks to represent.

**IV.**

That all qualified voters of each such single-member district shall be entitled to elect one Trustee to the Board of Trustees in said election from their respective single-member district; and that each candidate receiving the highest number of the votes in each single member district shall be declared elected.

## V.

That the District shall enter into a contract with the Comal County Clerk [i.e., the “Administrator”] to perform election services as permitted by the Texas Election Code. Should the Board, at a later date, elect to hold a District-wide election, the District is also authorized to enter into multiple contracts for election services in multiple counties with one or more county election administrators as may be considered necessary or desirable.

## VI.

That the polling places established for this election shall be those as designated in collaboration with the Administrator (*and county election administrator(s), as the case may be*), including for Election Day and for early voting; and that polling locations at which eligible voters may vote shall be contained in a list of polling places, marked Attachment “A” (*or other designated attachment, as the case may be*) which, once designated, shall be attached hereto and made a part hereof for all purposes.

## VII.

That the Board of Trustees hereby appoints election officers, consisting of a Presiding Judge and an Alternate Presiding Judge, to serve as officers for this election at each Vote Center, who shall possess the qualifications for election officers as provided by law, which election officers shall be those election officers selected by the Comal County Clerk through the County Elections Coordinator [i.e., the “Administrator”] (*and county election administrator(s), as the case may be*) for the proper conduct of said election; that a list of the election officers for said election shall be provided to the School District as soon as it becomes available; that the Alternate Presiding Judge, in the absence of the Presiding Judge, shall perform the duties of the Presiding Judge for such polling place in such election; and that each Presiding Judge, or his or her alternate, shall appoint for such polling place as many additional qualified voters of the School District as needed to serve as Clerks in said election; provided, however, that it shall be the duty of each Presiding Judge or Alternate Presiding Judge, as the case may be, to appoint a person capable of rendering oral aid in the Spanish language to any voter desiring such aid at the poll on the day of said election.

## VIII.

**That the polls of said election shall be open on the day of said election from 7:00 a.m. to 7:00 p.m.**

## IX.

That the authorized voting system and machines to be used in the holding of said election on the day of said election, and also in conducting early voting in said election by personal appearance, may be in accordance with a Countywide Polling Place Program permitted by Section 44.007 of the Election Code and voting devices authorized by the Texas Secretary of State; provided, however, that in the event that the use of such voting devices shall not be available, said election shall be conducted by the use of paper ballots or other voting devices as shall be authorized by the Texas Secretary of State and selected and approved by the Administrator (*and county election administrator(s), as the case may be*) in the proper conduct of said election.

## X.

That early voting by personal appearance shall be conducted for the period early voting is permitted or required by law, to-wit: Once approved, refer to Attachment "A" (*or other designated attachment, as the case may be*) for Election Day and Early Voting locations, dates, and times; that early voting by personal appearance shall be conducted at the main early voting polling place located at the Comal County Elections office, 396 N. Seguin Avenue, New Braunfels, Texas 78130; that early voting may also take place at other locations as may be established by resolution for joint elections and/or the District's contract with the Comal County Clerk (*and county election administrator(s), as the case may be*) for election services; that early voting by mail may be conducted, in addition to any other manner permitted by law, by making application for ballot with the Early Voting Clerk at the Main Early Voting Location, 396 N. Seguin Avenue, New Braunfels, Texas 78130 (*or as otherwise designated in Attachment "A" or other designated attachment, as the case may be*) which is/are hereby designated as a place(s) at which early voting by mail may be conducted.

## XI.

That the Administrator (*and county election administrator(s), as the case may be*) is/are hereby appointed to serve as Early Voting Clerk for this election; and that the Early Voting Clerk is hereby authorized to designate, at a later date, Deputy Early Voting Clerks as may be required to conduct such early voting.

## XII.

That the Administrator (*and county election administrator(s), as the case may be*) is/are hereby authorized to designate a Presiding Judge, who is hereby appointed by the Board of Trustees to serve on an Early Voting Ballot Board to process early voting results; that the Presiding Judge hereby appointed shall appoint at least two (2) other members to make up the Early Voting Ballot Board, which shall be charged with the duty of determining acceptable early ballots, as required by law, and with counting, canvassing, and recording the early ballots in said election, and with making due return and statement of canvass of all early ballots cast in said election.

## XIII.

That the appropriate Early Voting Clerk(s) shall determine whether a Signature Verification Committee shall be appointed to verify signatures in accordance with § 87.027 of the Election Code, which, if required, shall consist of at least five (5) persons, as required by law; that the Signature Verification Committee shall determine acceptable early ballots received by mail, and provide results to the Early Voting Ballot Board.

## XIV.

That the central counting station(s) established by the Administrator (*and county election administrator(s), as the case may be*) shall be the counting station(s) for this election; that the Administrator (*and county election administrator(s), as the case may be*) shall appoint a Presiding Judge, tabulation supervisor, assistant supervisor, and manager of the central counting station(s), and such clerks as required for operations and integrity of determining election results.

**XV.**

That in holding and conducting said election, voter forms, instructions, and other materials required therefor, including the ballot, shall be in both the English language and the Spanish language.

**XVI.**

That this election shall be conducted and held in accordance with the provisions of the Texas Election Code, except as modified by the provisions of the Texas Education Code, and as may be required by law.

**XVII.**

That a Notice of Election shall be given as required by law; and said notice, including a Spanish translation thereof, shall be published at least once, not earlier than the 30<sup>th</sup> day, nor later than the 10<sup>th</sup> day, before Election Day; and that, in addition to all other notice requirements of law, not later than the 21<sup>st</sup> day before Election Day, or as the law may allow, a copy of the notice shall be posted (which shall include the location of each polling location) on the bulletin board used for posting notices of Board meetings.

**PASSED AND APPROVED this 26<sup>th</sup> day of February, 2023.**

**BOARD OF TRUSTEES**

  
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**President, Board of Trustees**

**ATTEST:**

  
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**Secretary, Board of Trustees**