

**ORDINANCE NO. 22-02**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS CALLING FOR A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 7, 2022, FOR THE PURPOSE OF ELECTING ONE (1) COUNCIL MEMBER PLACE 1, ONE (1) COUNCIL MEMBER PLACE 2, AND ONE (1) COUNCIL MEMBER PLACE 4; PROVIDING FOR EARLY VOTING AND FOR NOTICE OF THE ELECTION; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR ELECTION SERVICES WITH BEXAR COUNTY, TEXAS; AND RESOLVING OTHER MATTERS RELATED TO SUCH ELECTION.**

**WHEREAS**, Section 22.003 of the Texas Local Government Code and State Law provide that a General Election shall be held annually for the election of City Officers; and

**WHEREAS**, State Law provides that Section 3.001 of the Election Code of the State of Texas is applicable to said election, and, in order to comply with said Code, an order should be passed ordering said election, establishing the procedure to be followed in said election, and designating the voting place for said election; and

**WHEREAS**, the City desires to conduct a joint general election with Bexar County, Texas, as provided for by Texas Election Code Ann. Section 271.002; and

**WHEREAS**, the City finds and declares that a joint general election promotes an important public purpose by providing for an efficient, effective, and convenient means of voting for its citizens.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:**

**SECTION ONE. ORDER OF ELECTION.** A joint general election with Bexar County, Texas is hereby ordered to be held on Saturday, May 7, 2022 from 7:00 a.m. to 7:00 p.m. in the City of Helotes, Texas for the purpose of electing a one (1) Council Member Place 1, one (1) Council Member Place 2, and one (1) Council Member Place 4, with each to serve a term of two (2) years, terminating in May 2024, or when their successors are duly elected and qualified. Order of Election for Municipalities is attached hereto as Exhibit A.

**SECTION TWO. ELECTION FINAL.** At said election, each of the aforementioned officers shall be voted upon separately and that the person receiving the highest number of votes for each said office shall be elected to such office.

**SECTION THREE. FILING.** Qualified persons desiring to be candidates for the aforesaid offices shall file for election as such candidates with the City Secretary beginning on January 19, 2022, and must file no later than 5:00 p.m. on February 18, 2022.

**SECTION FOUR. ADMINISTRATION OF ELECTION.** The Elections Administrator of Bexar County, Texas shall act as the Contracting Officer and shall appoint election judges, alternate judges, and clerks, as described in the Contract for Election Services, attached hereto as Exhibit C and incorporated herein by reference as if fully copied and set forth at length, said Contract between the City of Helotes and Bexar County, Texas having been specifically authorized by Tex. Elec. Code Ann. Sec. 31.092.

**SECTION FIVE. APPLICATIONS FOR BALLOT.** The Contracting Officer shall receive applications for a ballot to be voted by mail until the close of business on April 26, 2022 (received, not postmarked). Requests for applications should be mailed to:

Jacquelyn F. Callanen  
Bexar County Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, Texas 78207

**SECTION SIX. EARLY VOTING.** The main early voting location shall be the Bexar County Election Department located at 1103 S. Frio Street, San Antonio, Texas. The main early voting location and other early voting locations for the joint general election have been established by Bexar County Elections Administrator and described in the Contract for Elections Services (Exhibit C).

The dates and times for early voting by personal appearance shall be as follows:

Monday, April 25 thru Friday, April 29, 2022 .....8:00 a.m. to 6:00 p.m.  
Saturday, April 30, 2022.....8:00 a.m. to 8:00 p.m.  
Sunday, May 1, 2022 .....Closed  
Monday, May 2 thru Tuesday, May 3, 2022 .....8:00 a.m. to 8:00 p.m.  
*(Subject to change)*

**SECTION SEVEN. POLLING PLACE.** The polling place for the voting precincts in the City of Helotes for this election shall be as established in the Contract for Election Services (Exhibit “C”).

**SECTION EIGHT. VOTING SYSTEM.** Voting at the election, including early voting, shall be by ExpressVote Voting System at the foregoing election polling places and for counting the ballots at said election. The voting system is provided, as set forth in the Contract for Joint Election Services with Bexar County Elections Administrator Jacquelyn F. Callanen and having been duly approved by the State of Texas Secretary of State.

**SECTION NINE. CUSTODIAN.** The Council appoints the City Secretary as the Custodian of Records (“Custodian”) and agent to the Council to perform the duties related to the conduct and maintenance of records of the Election, as required under the Texas Election Code, during the period ending not earlier than the sixtieth (60<sup>th</sup>) day after the Election.

**SECTION TEN. NOTICE.** Notice of the Election, attached hereto as Exhibit B, stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within the City’s territory at least 10 days and no more than 30 days before the Election and as otherwise may be required by the Texas Election

Code. Notice of the Election shall also be posted on the electronic bulletin board located at Helotes City Hall and the City of Helotes municipal internet site used by the City to post notices of the City's meetings no later than the 21st day before the Election, or if the 21st day before the Election falls on a weekend or holiday, on the first business day thereafter. The Mayor shall issue all necessary orders and writs for the election.

**SECTION ELEVEN. VOTERS.** All resident, qualified voters of the City of Helotes shall be permitted to vote for one (1) Council Member Place 1, one (1) Council Member Place 2, and one (1) Council Member Place 4, respectively, in said election. In addition, the required election materials, as outlined in Section 272.005 of the Texas Election Code, shall be printed in both English and Spanish for use at the polling places and for early voting for said election.

**SECTION TWELVE. CANVASS.** The returns of said election shall be made in accordance with the State Election Code and shall be canvassed by the City Council at a regular or special City Council Meeting to be held between May 10 - 16, 2022.

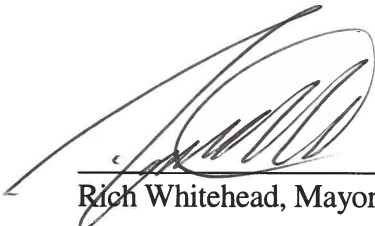
**SECTION THIRTEEN. AUTHORIZATION.** The Mayor is authorized to sign the Order of Election (Exhibit A), the Notice of Election (Exhibit B), and the Contract for Election Services (Exhibit C), on behalf of the City Council. The Notice of Election shall be published in accordance with the provisions of the Texas Election Code.

**SECTION FOURTEEN. SEVERABILITY.** Should any part, section, subsection, paragraph, sentence, clause, or phrase contained in this Ordinance be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this Ordinance, but in all respects said remaining portion shall be and remain in full force and effect.


**SECTION FIFTEEN. EFFECTIVE DATE.** This Ordinance shall be effective immediately upon adoption.

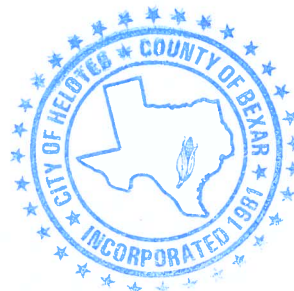
**PASSED AND APPROVED** this 27<sup>th</sup> day of January, 2022.

**CITY OF HELOTES, TEXAS**

  
\_\_\_\_\_  
Rich Whitehead, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Celina Perez, City Secretary



**ORDER OF GENERAL ELECTION FOR MUNICIPALITIES**

An election is hereby ordered to be held on May 7, 2022 for the purpose of voting on one (1) Council Member Place 1, one (1) Council Member Place 2, and one (1) Council Member Place 4.

Early voting by personal appearance will be conducted each weekday and weekend at the Bexar County Elections Department and at various locations within Bexar County. Visit [www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department) for a complete list of Vote Centers.

Main Early Voting Location:  
Bexar County Elections Department  
1103 S. Frio Street, Suite 100  
San Antonio, TX 78207

Hours:  
Monday, April 25 thru Friday, April 29, 2022 ..... 8:00 a.m. to 6:00 p.m.  
Saturday, April 30, 2022..... 8:00 a.m. to 8:00 p.m.  
Sunday, May 1, 2022 ..... Closed  
Monday, May 2 thru Tuesday, May 3, 2022 ..... 8:00 a.m. to 8:00 p.m.  
(Subject to change)

Applications for ballot by mail shall be mailed to:

Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207  
210-335-8683  
[votebymail@bexar.org](mailto:votebymail@bexar.org)  
[www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on April 26, 2022.

Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 18, 2022.

Issued this the 27<sup>th</sup> day of January, 2022.



Rich Whitehead, Mayor

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

## ORDEN DE ELECCIÓN PARA MUNICIPIOS

Por la presente se ordena celebrar una elección el 7 de Mayo 2022 con el propósito de votar sobre (1) Miembro del Consejo Lugar 1, un (1) Miembro del Consejo Lugar 2, y un (1) Miembro del Consejo Lugar 4.

La votación adelantada en persona se llevará a cabo en el Departamento de Elecciones del Condado de Bexar y en varios lugares dentro del Condado de Bexar. Visita [www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department) para lista completa de Centros de Votación.

**Sitio Principal de Votación Adelantada:**

Departamento de Elecciones del Condado de Bexar  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207

**Horas:**

Lunes, 25 de Abril, a Jueves, 29 de Abril 2022 ..... 8:00 a.m. a 6:00 p.m.  
Sábado, 30 de Abril 2022 ..... 8:00 a.m. a 8:00 p.m.  
Domingo, 1 de Mayo 2022 ..... Cerrado  
Lunes, 2 de Mayo, a Martes, 2 de Mayo 2022 ..... 8:00 a.m. a 8:00 p.m.  
(sujeto a cambio)


Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:

Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207  
210-335-8683  
[votebymail@bexar.org](mailto:votebymail@bexar.org)  
[www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department)

Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el 26 de Abril 2022.

La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 18 de Abril 2022.

Emitida este día 27 de Enero, 2022.

  
Rich Whitehead, Alcalde

Nota de Instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

**NOTICE OF GENERAL ELECTION FOR MUNICIPALITIES  
AVISO DE ELECCIÓN GENERAL PARA MUNICIPIOS**

To the registered voters of the City of Helotes, Texas:  
(A los votantes registrados del Ciudad de Helotes, Texas:)

Notice is hereby given that polling places will be open from 7 a.m. to 7 p.m. on May 7, 2022 for voting in a general election to elect one (1) Council Member Place 1, one (1) Council Member Place 2, and one (1) Council Member Place 4.

(Notifíquese por las presente, que los sitios de votación se abrirán desde las 7 a.m. hasta las 7 p.m. el 7 de Mayo de 2022 para votar en la elección general para elegir un (1) Miembro del Consejo Lugar 1, un (1) Miembro del Consejo Lugar 2, y un (1) Miembro del Consejo Lugar 4.)

**LOCATION OF POLLING PLACES (SITIOS DE VOTACION)**

Bexar County Elections Department will set election day sites. Visit [www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department) for the complete list.

(Departamento de Elecciones del Condado de Bexar establecerá sitios de votacion para el dia de elección. Visita [www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department) para lista completa.)

**EARLY VOTING (VOTACION ADELANTADA)**

Early voting by personal appearance will be at the main early voting location, Bexar County Elections Department, 1103 S. Frio St., Ste. 100, San Antonio, TX 78207, and other locations as set by Bexar County Elections Department.

(Horario para la Votación Adelantada por acto de presencia será en la localidad principal, Departamento de Elecciones del Condado de Bexar, 1103 S. Frio St., Ste. 100, San Antonio, TX 78207, y otros lugares establecidos por Departamento de Elecciones del Condado de Bexar.)

**EARLY VOTING DAYS AND HOURS (VOTACION ADELANTADA DIAS Y HORAS)**

- Monday, April 25 thru Friday, April 29, 2022 ..... 8:00 a.m. to 6:00 p.m.
- Saturday, April 30, 2022 ..... 8:00 a.m. to 8:00 p.m.
- Sunday, May 1, 2022 ..... Closed
- Monday, May 2 thru Tuesday, May 3, 2022 ..... 8:00 a.m. to 8:00 p.m.

\*Subject to change (\*Sujeto a cambio)

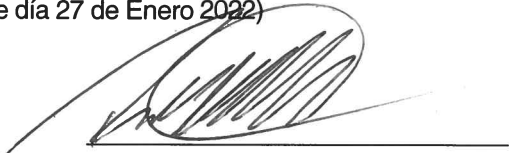
Applications for ballot by mail shall be mailed to:  
(La solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Jacquelyn F. Callanen, Elections Administrator  
1103 S. Frio Street, Ste. 100  
San Antonio, TX 78207  
210-335-8683  
[votebyemail@bexar.org](mailto:votebyemail@bexar.org)  
[www.bexar.org/Elections-Department](http://www.bexar.org/Elections-Department)

Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on April 26, 2022. (Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el 26 de Abril 2022)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on April 18, 2022. (La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el 18 de Abril 2022.)

Issued this the 27<sup>th</sup> day of January, 2022 (Emitida este día 27 de Enero 2022)

  
Rich Whitehead, Mayor (Alcalde)

**JOINT ELECTION AGREEMENT**

This Agreement is entered into by and between Bexar County Elections Administrator (“ADMINISTRATOR”), acting on behalf of Bexar County; with Bexar County (“BC”); City of San Antonio (“COSA”); Alamo Heights Independent School District (“AHISD”); Comal Independent School District (“CISD”); Judson Independent School District (“JISD”); San Antonio Independent School District (“SAISD”); Harlandale Independent School District (“HISD”); Northside Independent School District (“NISD”); Southside Independent School District (“SSISD”); the City of Alamo Heights (“COAH”); the City of Balcones Heights (“COBH”); the City of Castle Hills (“COCH”); the City of Converse (“COC”); the City of Elmendorf (“COE”); the City of Fair Oaks Ranch (“FOR”); the City of Grey Forest (“COGF”); **the City of Helotes (“COH”)**; the City of Hill Country Village (“COHV”); the City of Kirby (“COK”); the City of Leon Valley (“COLV”); the City of Live Oak (“COLO”); the City of Olmos Park (“COOP”); the City of Shavano Park (“COSP”); the City of Somerset (“COS”); BCESD #8 (“BCESD # 8”); the City of Universal City (“COUC”); the City of Von Ormy (“COVO”); the City of Windcrest (“COW”) and the Town of Hollywood Park (“TOHP”) and they may also be referred to, individually, as an “Entity” or, collectively, as the “Entities,” acting by and through their duly appointed and qualified representatives, pursuant to Texas Election Code Section 271.002(a), for the May 7, 2022 election.

**WHEREAS**, BC will conduct an amendment election on Saturday, May 7, 2022; and

**WHEREAS**, COSA will conduct a general and a bond election on Saturday, May 7, 2022; and

**WHEREAS**, AHISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, CISD will conduct a general and a bond election on Saturday, May 7, 2022; and

**WHEREAS**, HISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, JISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, NISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, SAISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, SSISD will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COAH will conduct a general and special election on Saturday, May 7, 2022; and

**WHEREAS**, COBH will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COC will conduct a charter election and 2 special elections on Saturday, May 7, 2022; and

**WHEREAS**, COCH will conduct a general and special elections on Saturday, May 7, 2022; and

**WHEREAS**, COE will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COFOR will conduct a general and special election on Saturday, May 7, 2022; and

**WHEREAS**, COGF will conduct a general and special election on Saturday, May 7, 2022; and

**WHEREAS**, COH will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COHCV will conduct a general and special election on Saturday, May 7, 2022; and

**WHEREAS**, COK will conduct a general and 2 special elections on Saturday, May 7, 2022; and

**WHEREAS**, COLV will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COLO will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COOP will conduct a general and special election on Saturday, May 7, 2022; and

**WHEREAS**, COSP will conduct a general, special and bond election on Saturday, May 7, 2022; and

**WHEREAS**, COS will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COUC will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COVO will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, COW will conduct a charter election on Saturday, May 7, 2022; and

**WHEREAS**, BCESD#8 will conduct a special election on Saturday, May 7, 2022; and

**WHEREAS**, TOHP will conduct a general election on Saturday, May 7, 2022; and

**WHEREAS**, Section 271.002(a) of the Texas Election Code authorizes two or more political subdivisions to enter into an agreement to hold elections jointly in the election precincts that can be served by common polling places; and

**WHEREAS**, the Entities desire that a joint election be held in order to provide a convenient, simple, and cost-saving election to the voters in their respective jurisdictions; and

**WHEREAS**, the Entities desire to enter into an agreement setting out their respective duties and responsibilities for the May 7, 2022 election;

**NOW THEREFORE**, it is agreed that the Entities will hold a joint election on Saturday, May 7, 2022 (the "Joint Election") under the following terms and conditions:

**I.**

The Entities are each required to enter into their own separate contract with ADMINISTRATOR for election services and will hold elections jointly with other Entities in the election precincts that can be served by common polling places, using joint election officer and clerks as ADMINISTRATOR determines is necessary and appropriate.



**II.**

The Entities agree to conduct early voting jointly. ADMINISTRATOR will arrange for and handle early voting in person and by mail for the Joint Election in accordance with her contracts with those Entities.

**III.**

The Entities agree that a single ballot, containing all the measures and offices to be voted on at a particular polling place, shall be used in this Joint Election.

**IV.**

Each Entity is responsible for its own posting of public notices in connection with the Joint Election. ADMINISTRATOR shall be responsible for publishing a Notice of Election in a newspaper of general circulation in the territory as required of all the Entities under Section 4.003 of the Election Code, and each Entity shall pay ADMINISTRATOR its proportionate share of the publishing cost.

**V.**

Each Entity is responsible for paying ADMINISTRATOR for any and all other election costs, as applicable to the specific Entity and agreed upon by separate contract for election services between each Entity and ADMINISTRATOR.

**VI.**

ADMINISTRATOR will tabulate the ballots and provide a set of copies of the affidavit page of each return along with the returns of the election, as agreed upon by separate contract between each Entity and ADMINISTRATOR.

**VII.**

Each Entity will be responsible for canvassing its respective precinct returns for the Joint Election.

**VIII.**

The Entities agree to comply with any and all applicable state and federal record retention statutes. Each Entity shall be the custodian of its respective election records.

**IX.**

If an Entity determines not to participate in the Joint Election to be held on Saturday, May 7, 2022, because it has no contested positions, the nonparticipating Entity shall promptly notify ADMINISTRATOR and the other Entities, and this Agreement shall be automatically amended to delete the nonparticipating Entity as a party to the Agreement.

**X.**

The undersigned persons are the duly authorized signatories of their Entities, and their signatures represent acceptance of the terms and conditions of this Agreement, as passed and approved by their respective governing bodies.

**XI.**

This Agreement may be executed in two or more counterparts. Together the counterparts shall be deemed an executed original instrument. The Entities may execute this Agreement and exchange counterparts of the signature pages by means of facsimile transmission, and the receipt of executed counterparts by facsimile transmission shall be binding on the Entities. Following a facsimile exchange, the Entities shall promptly exchange original signature pages.

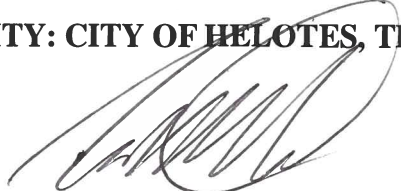
SIGNED and AGREED this 27 day of January, 2022.

**BEXAR COUNTY ELECTIONS ADMINISTRATOR**



\_\_\_\_\_  
Jacquelyn F. Callanen

**ENTITY: CITY OF HELOTES, TEXAS**

BY:   
\_\_\_\_\_  
Rich Whitehead, Mayor

