

**ORDINANCE NO. 834-2025**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLLINSVILLE, TEXAS, ORDERING A JOINT GENERAL ELECTION WITH GRAYSON COUNTY TO BE HELD MAY 3, 2025, FOR THE PURPOSE OF ELECTING (2) ALDERMEN TO THE COLLINSVILLE CITY COUNCIL AND ONE PERSON TO SERVE AS MAYOR OF THE CITY OF COLLINSVILLE, TO HOLD OFFICE FOR TWO (2) YEAR TERMS EACH; DESIGNATING LOCATIONS AND HOURS OF POLLING PLACES; AUTHORIZING CONTRACTS FOR ELECTION SERVICES, SUPPLIES AND VOTING MACHINES; DESIGNATING FILING DEADLINES; ORDERING NOTICES OF ELECTION TO BE GIVEN AS PRESCRIBED BY LAW IN CONNECTION WITH SUCH ELECTION; AUTHORIZING THE MAYOR, CITY ADMINISTRATOR, AND CITY SECRETARY TO TAKE ALL ACTIONS NECESSARY TO COMPLY WITH APPLICABLE ELECTION LAWS; AND PROVIDING A SAVINGS/REPEALING CLAUSE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Election Code authorizes the governing bodies of political subdivisions to hold general elections and special elections to fill positions on its governing body; and

**WHEREAS**, the City Council desires to and hereby calls a Joint General Election to be held on May 3, 2025 for the purpose of electing two (2) Alderman to the City Council and a Mayor to the City of Collinsville City Council, each for a term of two (2) years.

**WHEREAS**, the Joint General Election shall be conducted in accordance with the Election Code under the jurisdiction of the Grayson County Elections Administrator (the "Election Administrator"); and

**WHEREAS**, Section 85.004 of the Election Code provides that an election order and the election notice must state the location of the main early voting polling place; and

**WHEREAS**, by this Ordinance, it is the intention of the City Council to hold a general election, to designate early voting polling location, to set forth dates for canvassing, and to establish and set forth the procedures for conducting the Election as required by the Texas Election Code and City Charter; and

**WHEREAS**, the City Council finds that upon the canvassing of the returns of the May 3, 2025, election, this Ordinance and election order shall be enacted as set forth herein.

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

**SECTION 1:** A joint General Election is hereby ordered to be held on Saturday, May 3, 2025 ("Election Day"), for the purpose of electing two (2) aldermen to the City Council to hold office for two (2) year terms each and one (1) Mayor to hold office for a two (2) year term at the General Election.

**SECTION 2:** The Election Day polling place where qualified voters shall cast ballots in the Collinsville 2025 General Election and Special Election shall be determined by the Grayson County Elections Administrator, and upon designation by the Grayson County Elections Administrator, such locations shall be set forth in **Exhibit “A”** to this Ordinance, which shall be incorporated herein by reference. **Election Day voting locations may be added or removed from Exhibit “A” as determined by the Grayson County Elections Administrator without further action of the City Council, as is necessary for the proper conduct of the Election.** The polling place shall be open from 7:00 a.m. until 7:00 p.m. on the date of the Election.

**SECTION 3:** Election Code Section 141.001, as amended, sets forth the qualifications for a person to be eligible for a public elective office (“Qualified Persons”). Qualified Persons may file as candidates for office by filing a sworn application in the Office of the City Secretary not earlier than January 15, 2025, and not later than 5:00 p.m. on February 14, 2025 (the “Filing Period”). Applications will be accepted in the Office of the City Secretary during regular business hours during the Filing Period in accordance with the Election Code; except for February 14, 2025, on which date applications will be accepted from 8:00 a.m. until 5:00 p.m.

**SECTION 4:** The Election Administrator, Julie Phillips, shall serve as the Early Voting Clerk. Deputy early voting judges/clerks will be appointed as needed to process early voting mail and to conduct early voting. Further, the Elections Administrator and/or the Early Voting Clerk are hereby authorized to appoint the members of the Early Voting Ballot Board and the presiding judge and alternate judge in accordance with the requirements of the Election Code.

The main early voting place is located at the Grayson County Elections Administration, 115 W. Houston Street, Sherman, Texas 75090 and voting shall occur as provided herein. Early Voting hours are Tuesday, April 22, 2025, through Friday, April 25, 2025, from 8:00 a.m. to 5:00 p.m.; and Monday, April 28, 2025, through Tuesday, April 29, 2025, from 7:00 a.m. to 7:00 p.m. Early voting by personal appearance shall be conducted at the times on the dates and at the locations designated herein on **Exhibit “A”**, as incorporated herein by reference.

Early voting by mail shall be conducted in conformance with the requirements of the Election Code. Ballot applications and ballots voted by mail shall be sent to: Grayson County Early Voting Clerk, 115 W. Houston, Sherman, Texas 75090 (the official mailing address of the Early Voting Clerk) or by email sent to: [votegrayson@co.grayson.tx.us](mailto:votegrayson@co.grayson.tx.us) (original must be received by the office within 4 business days) or by fax sent to: 903-891-4370 (original must be received by the office within 4 business days). The voting precincts for the Election shall be designated by their respective county precinct numbers.

Early voting by personal appearance shall be conducted at the times on the dates and at the locations designated herein and on **Exhibit “A”** hereto (**described below**) in accordance with this section. Early voting location and times may be changed, or additional early voting locations may be added by the Grayson County Elections Administrator without further action of the City Council or amendment to this Ordinance, as is necessary for the proper conduct of the Election.

**SECTION 5:** The Election shall be held in accordance with the Constitution of the State of Texas and the Election Code, and all resident qualified voters of the City shall be eligible to vote at the election.

**SECTION 6:** Notice of the election shall be given as required by the Election Code. Notice shall be provided by posting a notice containing a substantial copy of this Ordinance in both English and Spanish at Collinsville City Hall on the bulletin board used for posting notices of the meetings of the City Council and by publication of such notice one time in a newspaper of general circulation published within the City; the date of the publication to be not earlier than the 30<sup>th</sup> day or later than the 10<sup>th</sup> day before the Election Day. The notice shall contain information as provided by the Election Administrator regarding polling places and early voting and such other matters as required by law.

**SECTION 7:** The Election shall be conducted in accordance with the Election Code under the jurisdiction of the Grayson County Elections Administrator (the "Election Administrator"), pursuant to an Election Services Contract between the City and Grayson County, and other participating entities, if any, as described therein, (the "Contract"), a copy of which Contract shall be incorporated herein as Exhibit "B" upon its final approval and execution by the City. Voting shall be by electronic method.

The Mayor, the City Administrator, or designee, is authorized to amend or supplement any and all contracts for the administration of the Election, including without limitation the Election Services Contract, to the extent required for the Election to be conducted in an efficient and legal manner as determined by the Election Administrator and in accordance with the Election Code. In the event that no election is necessary, the City Secretary shall notify the County and shall present the City Council a Resolution or Ordinance cancelling the election.

**SECTION 8:** Pursuant to Section 67.002 of the Election Code, the City Council shall convene to conduct the local canvass at the time set by the canvassing authority's presiding officer not later than the 11th day after election day and not earlier than the later of:

- (1) the third day after election day; or
- (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 of 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.

Notice of the time and place for canvass shall be posted on the official bulletin board of the City in the same manner as required by the Open Meetings Act for City Council meetings in accordance with Chapter 551 of the Local Government Code.

**SECTION 9:** The Mayor and the City Administrator, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Election Code or other applicable law in carrying out and conducting the election, whether or not expressly authorized herein.

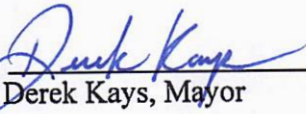
**SECTION 10:** If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.



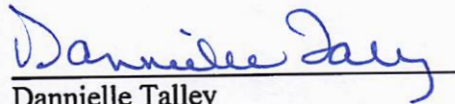
**SECTION 11:** This Ordinance shall take effect immediately upon and after its passage and publication as provided by law.

**DULY PASSED AND APPROVED** by the City Council for the City of Collinsville on this the 20<sup>th</sup> day of January 2025.


**APPROVED:**

By:   
Derek Kays, Mayor

**ATTEST:**

  
Danielle Talley  
City Administrator/ City Secretary

**APPROVED AS TO FORM:**

  
Patricia A. Adams, City Attorney