

BOARD MEMBERS
ELECTIONS

BBB
(EXHIBIT)

See the following pages for information addressing elections:

Exhibit A: Election Issues Memo—2 pages

Exhibit B: United States Department of Justice Preclearance Submission: Cancellation
of an Election—3 pages

EXHIBIT A

ELECTION ISSUES MEMO

Memo

To: All District Employees

From: _____

Date: _____

Re: Elections and Political Activity

As election day nears, this information is provided to serve as guidance on election issues. You may be contacted by entities or individuals requesting support for a particular candidate or measure. While the District does not discourage personal participation in the political process, please remember that any engagement or participation in political activities must be done on your own time and in an individual capacity. Please be certain not to represent yourself as speaking on behalf of the District.

In addition, Texas law prohibits the use of school funds and resources to campaign or advocate for or against any candidate or measure. District resources include, but are not limited to: the District's technology resources, telephones, and copy and fax machines. District facilities will not be used by anyone to publish or circulate any type of political advertising.

Unless specifically authorized by the District, employees will not use District time or resources to communicate with legislators or legislative staff to advocate or provide information on legislative issues.

The following guidelines are provided to encourage all employees to operate with respect to each other and the political process:

- Teachers will not use their classroom or instructional time to advocate for or against any particular candidate or measure.
- Employees will not use District time or resources to communicate with members of the legislative staff or advocate for or against legislative issues.
- Employees will not wear any clothing, badges, buttons, or symbols that advocate any candidate or measure during hours of employment or during any time while performing acts within the scope of employment.
- Political advertisements of any type will not be placed in teacher mailboxes or posted in teacher workrooms, teacher lounges, or on classroom Web sites.
- Political signs, including, but not limited to, yard signs, bumper stickers, and flyers will not be brought on District property for distribution.

Spring Branch ISD
101920

BOARD MEMBERS
ELECTIONS

BBB
(EXHIBIT)

District employees and staff are permitted to have election bumper stickers on their vehicles while parked on school property; however, the addition of signs or writing on the vehicle is prohibited.

EXHIBIT B

UNITED STATES DEPARTMENT OF JUSTICE PRECLEARANCE
SUBMISSION CANCELLATION OF AN ELECTION

[DISTRICT LETTERHEAD]

[DATE]

Chief, Voting Section

Civil Rights Division

Room 7254 - NWB

U.S. Department of Justice

950 Pennsylvania Ave., NW

Washington, DC 20530

RE: Submission under Section 5, Voting Rights Act, of Spring Branch Independent School District.

Dear Attorney General:

In accordance with Section 5 of the Voting Rights Act of 1965, as amended, 42 U.S.C. 1973 et seq., the Spring Branch Independent School District hereby submits for preclearance the cancellation of the District's _____ election, which constitutes a change in the voting standard, practice, or procedure. The Change was approved by the District's Board of Trustees on _____ (*date*). This submission contains the information required by 28 C.F.R. 51.27. The District seeks preclearance of the cancellation procedures as a recurrent practice of the District in accordance with 28 C.F.R. 51.14.

1. Approval of the Change

A copy of the [RESOLUTION OR ORDER] passed by the District's Board of Trustees and approving the cancellation is attached to this submission. Additionally, a copy of the minutes from the Board meeting at which the [RESOLUTION OR ORDER] was approved is also attached.

2. Change Affecting Voting

The District's election-related changes are as follows:

3. Submitting Authority

The submitting authority is the District's Board of Trustees.

The person making this submission is the Superintendent of the Spring Branch Independent School District, as the chief executive officer of the District. The Superintendent can be reached at the District's administrative offices located at 955 Campbell Rd., Houston, TX 77024.

BOARD MEMBERS
ELECTIONS

BBB
(EXHIBIT)

4. Location of District

The District is located in Harris County, Texas.

5. Authority Responsible for Making the Change and the Mode of the Change

The authority responsible for the passage of the [RESOLUTION OR ORDER] was the District's Board of Trustees. The Change that forms the basis of this submission was accomplished by a vote of the District's Board of Trustees at a lawfully called Board of Trustees meeting, held pursuant to the Texas Open Meetings Act, Texas Government Code Section 551.001, et seq., on _____, 20__.

6. Statutory Authority for the Change

Cancellation of the _____ (*type of election*) was done in accordance with Tex-as Election Code Sections 2.051, 2.052, and 2.053. As provided by the Election Code, after all necessary candidate and write-in candidate filing deadlines have passed, and no candidates have filed opposing a candidate and each race in the individual election is unopposed, a political subdivision is entitled to cancel its regular or special election. At a subsequent time, after the date of the regularly scheduled election, the candidates declared elected due to unopposed status will be installed in the appropriate office(s) in accordance with Texas Election Code Section 67.016.

7. Effective Date of the Change

The Change was adopted by the District's Board of Trustees on _____ and will first apply to the 20__ Board of Trustees' [regular/special] election on _____. The change will become effective on _____. [enter a specific effective date or state that the changes will be effective immediately].

8. Scope of the Changes

This Change will affect the entire jurisdiction of the District equally.

9. Reasons for the Change

The District canceled its election due to the fact that all filing deadlines have passed, no candidates have filed opposing a candidate, and each race in the individual election is unopposed.

10. Affect on Racial or Language Minority Groups

This Change will not affect members of any racial or linguistic minority differently from the way the general public is affected. This Change will not have the intent and will not have the effect of diluting the voting strength of any racial or linguistic minority. Population data for the District is attached.

11. Pending Litigation

The District is not aware of any past or pending litigation concerning this Change or related voting practices.

12. Prior Practice Preclearance

Thank you for your consideration of this preclearance submission. If you have any questions or need additional information, please contact Duncan Klussmann at (713) 464-1511.

Sincerely,

Duncan Klussmann, Spring Branch Independent School District

Enclosures:

[RESOLUTION OR ORDER] of the Spring Branch Independent School District