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Prescribed by Secretary of State
Sections 2051.151, 2051.152, Texas Government Code
9/2023

# Internet Posting Requirements for Political Subdivisions
# Requisitos de Publicación en Internet Para Subdivisiones Políticas

| Mailing Address of Political Subdivision:<br>*Dirección Postal de Subdivisión Política:* | Telephone Number:<br>*Número de Teléfono:* | E-Mail Address:<br>*Dirección de Correo Electrónico:* |
|---|---|---|
| PO Box 351 Elgin, TX 78621 | 512-281-3434 | melanie.martin@elginisd.net |

| Elected Officers of Political Subdivision<br>*Oficiales Electos de la Subdivisión Política* | Year Elected Officer's Term Expires<br>*Año en que Expira el Mandato del Oficial Electo* |
|---|---|
| Angie Edmon (District 4) | May 2025 |
| Patrick Maass (District 5) | May 2025 |
| Jennifer Culver (District 7) | May 2025 |
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| Date of Next Officer Election<br>*Fecha de la Próxima Elección de Oficial* | Location of Next Officer Election<br>*Ubicación de la Próxima Elección de Oficial* |
|---|---|
| May 3, 2025 | 1002 N Ave C<br>Elgin, TX 78621 |

| Candidate Eligibility Requirements<br>*Requisitos de Elegibilidad del Candidato* | Deadline to File Candidate Application<br>*Fecha Límite Para Presentar la Solicitud de Candidato* |
|---|---|
| BBA (LEGAL)<br>BBA (LOCAL) | Friday, February 14, 2025 at 5:00 p.m. |

| Notice and Record of Meeting of Political Subdivision's Governing Body (If Applicable to Political Subdivision):<br>*Aviso y Registro de Reunión del Órgano Rector de la Subdivisión Política (Si Corresponde a la Subdivisión Política):* |
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## General Instructions

Please see the following general instructions regarding completion of the internet posting requirements for political subdivisions:

**Political Subdivision's Contact Information:** List the political subdivision's contact information, including a mailing address, telephone number, and e-mail address.

**Elected Officers of the Political Subdivision:** List the names of each elected or appointed public elective officer within the political subdivision and the year the officer's term expires. For counties, this includes providing information regarding county and precinct officers. Counties are not required to list the names of statewide or district elective officers.

**Date and Location of the Next Election for Officers of the Political Subdivision:** The political subdivision should provide the address of the main administrative office (i.e. the location a person would expect to file candidate applications). Although political subdivisions must include information regarding the date of the next general election for officers, the best practice would include posting the date of a special election for an officer as soon as possible after a special election is ordered. Political subdivisions may also provide a link to the Notice of Election once an election has been ordered.

**Requirements and Deadline for Filing for Candidacy:** Please note, the requirements and deadline for filing for candidacy of each elected office of the political subdivision must be continuously posted for at least one year before the election day for the office. The online posting need not refer to Ethics Commission filing requirements for candidates.

Regarding the candidacy deadline, the best practice would be to include the candidate filing deadline for general elections, the candidate filing deadline for any special elections which have been ordered to fill a vacancy, and the write-in candidate deadline.

The political subdivision must provide a statement of candidate filing requirements including form, content, and procedure. This includes, for example: (a) the type of candidate application form needed, along with a link to the candidate application, and (b) information regarding whether there is a candidate filing fee and the amount, or whether the candidate can file a petition in lieu of a filing fee, as well as a link to such petition.

The political subdivision must post the qualifications for office that are specific to it. This includes, for example, how long the candidate must be a resident of the state and/or the territory elected from, whether the candidate must be a registered voter, and other pertinent candidate eligibility requirements relevant to the political subdivision. The political subdivision may also provide a link to Section 141.001 of the Election Code, if applicable (which details eligibility requirements for public office), and/or provide a link to other sections of relevant codes or a city's charter, which may also provide specific candidate eligibility requirements for the entity.

**Requirements for Posting Notice of Meetings and Record of Meetings of Political Subdivision's Governing Body:** Our office recommends consulting with your political subdivision's legal counsel regarding this particular posting requirement.

The requirements for posting notice of meetings and record of meetings of the political subdivision's governing body does not apply to:

(1) A county with a population of less than 10,000;
(2) A municipality with a population of less than 5,000 located in a county with a population of less than 25,000; or
(3) A school district with a population of less than 5,000 in the district's boundaries and located in a county with a population of less than 25,000.

Please see the following guides available on the Secretary of State's website that your political subdivision may utilize to help provide candidate and posting information:

**Terms, Qualifications, and Vacancies**
**VR for Candidates (HB 484) FAQ**
**Candidacy for Local Political Subdivisions**
**Running for Local Offices**