

**ORDER CALLING A TRUSTEE GENERAL ELECTION  
ON THE UNIFORM ELECTION DAY OF SATURDAY, MAY 4, 2024**

**WHEREAS**, the six-year terms of office of Trustees for single-member Districts Five (5), Six (6), and Seven (7) in the Alamo Community College District (“ACCD”) will expire in May 2024; and

**WHEREAS**, the ACCD Board of Trustees (the “Board”) of the Alamo College Community District is required and has the authority to call a General Election on May 4, 2024, a uniform election day, for Trustees to serve six-year terms for single-member Districts Five (5), Six (6), and Seven (7); and

**WHEREAS**, per the Texas Election Code, Saturday, May 4, 2024, is the uniform election day for local non-county political subdivisions such as ACCD; and

**WHEREAS**, other local non-county political subdivisions are holding elections on the uniform election day of Saturday, May 4, 2024; and

**WHEREAS**, the Board has the authority pursuant to Chapter 271 Texas Election Code and Chapter 791 of the Texas Government Code, to enter into a contract for election services with Bexar County, Texas and joint election agreements with other entities holding elections on the same date.

IT IS, THEREFORE, ORDERED BY THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT AS FOLLOWS:

**Section 1. Call of Election; Date; Eligible Electors; and Hours.** The Board hereby CALLS and ORDERS that a General Election (the “Election”) shall be held on Saturday, May 4, 2024, which is seventy-eight (78) or more days from the date of the adoption of this Order (the “Order”) within the territory of ACCD for Trustees to serve six-year terms for single-member Districts Five (5), Six (6), and Seven (7). The current terms for Trustee positions in Districts Five (5), Six (6), and Seven (7) expire in May 2024, and the new terms will expire in May 2030. All resident, qualified and registered voters of ACCD shall be entitled to vote for candidates for the ACCD Board Trustee positions at issue. The Board hereby finds that holding the Election on Saturday, May 4, 2024, which is a uniform election date, is in the public interest. The hours during which the polling places are to be open on Election Day for the Election shall be from 7:00 a.m. to 7:00 p.m.

**Section 2. Conduct of Election, Election Services Agreements and Appointment of Election Officers.** The Election shall be conducted by election officers, in accordance with the Texas Education Code, the Texas Election Code and the Constitution and laws of the State of Texas and the United States of America. An electronic voting system, as defined and described in Title 8, Chapter 123 of the Texas Election Code, shall be utilized for the Elections.

Pursuant to Chapter 31 of the Texas Election Code, the Board ORDERS that the Election be conducted under the terms and conditions of an Election Services Agreement between Bexar County, Texas and the Alamo Community College District, which will be adopted at a subsequent

meeting of the Board. Under said agreement, Bexar County, under the direction of the Bexar County Elections Administrator, will conduct a joint election for one or more entities, including the Alamo Community College District.

Chapter 271 of the Texas Election Code provides that the authorities of two or more local political subdivisions which have ordered elections for the same day in all or part of the same territory may enter into an agreement to hold the elections jointly in election precincts that can be served by common polling places, and the Board is expressly authorizing this action. A Joint Election Agreement will be approved at a subsequent meeting of the Board.

**Section 3. Voting Precincts.** Except as otherwise provided herein, the presently existing boundaries and territory of the respective Bexar County Election Precincts, which are wholly or partially within the territorial boundaries of ACCD, are hereby designated as the voting precincts of ACCD for the Elections. The precinct numbers for ACCD's election precincts shall be the corresponding Bexar County Election Precinct Number of each precinct that is wholly or partially within the College District. The Board acknowledges that Bexar County participates in a county-wide polling place program and approves of voting as provided by that program.

**Section 4. Early Voting Polling Places and Times.** The early voting polling places and times for early voting in Bexar County will be approved at a subsequent meeting of the Board.

**Section 5. Election Day Polling Places.** The Election Day polling places for the Election for each of the respective precincts in Bexar County will be approved at a subsequent meeting of the board. Section 271.003 of the Texas Election Code provides that voters of a particular election precinct or a political subdivision may be served in a joint election by a common polling place located outside the boundary of the election precinct or political subdivision if the location can adequately and conveniently serve the affected voters and will facilitate the orderly conduct of the election. To the extent any polling place utilized by the District and designated at a subsequent meeting of the Board for the conduct of the Election is located outside the boundaries of an election precinct, the Board specifically finds that the polling places selected by the College District are convenient and will adequately serve the voters of the District.

**Section 6. Presiding Judges and Alternates.** The Board hereby designates the presiding judges and alternate presiding judges appointed by the Bexar County Elections Administrator for the respective election precincts. The presiding judge at each precinct shall have authority to retain and deputize clerks for the conduct of the Elections in accordance with the directives established by the Bexar County Elections Administrator for these elections.

In the event that Bexar County shall determine from time to time (a) that the polling places hereby established and designated shall become unavailable or unsuitable for such use, or it would be in the College District's best interest to relocate the polling places, or (b) that the Presiding Election Judge or Alternate Presiding Judges appointed or hereinafter designated shall become disqualified or unavailable, Bexar County is hereby authorized to designate and appoint in writing substitute polling places, Presiding Election Judges or Alternate Presiding Election Judges, giving such notice as is required by the Texas Election Code and as deemed sufficient. Furthermore, Bexar County is hereby authorized to allow Presiding Election Judges or Alternate Presiding Election Judges, upon request, to designate and appoint such additional clerks as may be required

from time to time to assist at polling places in order to efficiently carry out the duties of the office, giving such notice as is required by the Texas Election Code and as deemed sufficient.

**Section 7. Election Information to Be Provided in Spanish.** Except as otherwise provided by the Election Services Agreement or Texas Election Code, the Bexar County Elections Administrator shall be responsible for the preparation of notices, instructions, orders, ballots and other written material pertaining to the Elections, and shall cause each such document to be translated into and furnished to voters in both the English language and the Spanish language, in order to aid and assist voters speaking Spanish as a primary or an alternative language to properly participate in the election process. In addition, the Bexar County Elections Administrator is hereby authorized and directed to make available to the voters an individual capable of acting as a translator and speaking both English and Spanish languages who will assist Spanish speaking voters in understanding and participating in the election process. The ACCD Elections Administrator is hereby authorized and directed to post any required notices or other written materials in English and Spanish.

**Section 8. Appointment of ACCD Custodian of Records and Agent.** To the extent not otherwise provided for in the Election Services Agreement, the Board hereby appoints Denise Wilson, Board Liaison, as the ACCD Custodian of Records (“ACCD Custodian”) and agent to the Board Secretary to perform the duties related to the conduct and maintenance of records of the Elections as required under the Texas Election Code during the period beginning the fiftieth (50th) day before Election Day for the Election, and ending not earlier than the fortieth (40th) day after the day of the Election. In particular, the ACCD Custodian shall provide applications for candidates for a place on the ballot, accept such applications from candidates, determine the order in which names will appear on the ballot for the Trustee positions based on a drawing, and accept and maintain records regarding campaign expenditures that may be filed with ACCD. The ACCD Custodian is supported by the ACCD Associate General Counsel.

The ACCD Custodian shall maintain an office open for election duties for at least three hours each day, during regular office hours, on regular College District business days during the period required by law or as otherwise provided by Texas Secretary of State. The ACCD Custodian shall post notice of the location and hours of her office as required by the Texas Election Code. The ACCD Custodian shall maintain in her office, the documents, records and other items relating to the election and shall be the primary person designated to receive documents on behalf of ACCD that are required by the Texas Election Code.

**Section 9. Appointment of General Custodian of Election Records.** Pursuant to Section 271.010 of the Texas Election Code and Election Services Agreement, the Board approves and appoints Jacquelyn Callanen, Bexar County Elections Administrator, as General Custodian of Election Records (“General Custodian”). The General Custodian shall secure all ballot boxes and voting equipment and preserve all voted ballots securely in a locked room in the locked ballot boxes or as otherwise permitted for the period for preservation required by the Election Code. The General Custodian shall secure all electronic voting equipment, voting cards and mail-in ballots.

**Section 10. Early Voting by Mail.** The Board appoints Jacquelyn Callanen, Bexar County Elections Administrator, as ACCD’s Early Voting Clerk. Applications for ballot by mail and ballots voted by mail shall be addressed to ACCD’s Early Voting Clerk at the following addresses:

*By regular mail:*

Jacquelyn F. Callanen  
Early Voting Clerk  
1103 S. Frio, Suite 200  
San Antonio, Texas 78207

*By contract carrier:*

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

The ACCD Joint Early Voting Clerk shall collect all applications for ballots received at the above addresses during the period allowed by the Texas Election Code.

**Section 11. Early Voting.** The presiding judge of the Bexar County Early Voting Ballot Board shall count and return early voting ballots in accordance with the Texas Election Code. The presiding judge of the Early Voting Ballot Board shall appoint two or more election clerks, and such judge and clerks shall constitute the early voting ballot board and shall perform the duties set forth for such board in the Texas Election Code.

**Section 12. Canvassing of Returns, Declaring Results.** The General Custodian shall provide a written return of the Election results to the ACCD Custodian. The ACCD Custodian or ACCD Associate General Counsel shall make a written return of the Election results to the Board in accordance with the Election Code. The Board shall canvass the returns and declare the results of the Election.

If the Board finds, at the time of canvassing the election results, that no candidate for a particular District for trustee has received the votes of a majority of the resident, qualified voters voting at the Elections, including those voting early, then a runoff election will be ordered by the Board between the two candidates receiving the highest number of votes for the particular District and at a date and under procedures appropriate under the Texas Election Code and as determined by the Bexar County Elections Administrator.

**Section 13. Notice of Election.** Notice of the Elections, stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within ACCD's territory, at least 10 days and no more than 30 days before the Elections and as otherwise may be required by the Texas Election Code. Notice of the Elections shall also be posted on the bulletin board used by the Board to post notices of the Board's meetings no later than the 21st day before the Elections and at any other place required by the Texas Election Code.

**Section 14. Training of Election Officials.** Pursuant to the Texas Election Code, a public school of instruction for all election officers shall be held as provided by the Election Services Agreement with Bexar County Elections Administration.

**Section 15. Authorization to Execute.** The Chair of the Board is authorized to execute and the Secretary of the Board is authorized to attest this Order on behalf of the Board. The Chair of the Board is authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

**Section 15. Effective Date.** This Order is effective immediately upon its passage and approval.


**PASSED AND APPROVED** the 23rd day of January, 2024.



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Roberto Zarate, Chair  
Board of Trustees  
Alamo Community College District

**ATTEST:**



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Dr. Lorena "Lorraine" Pulido  
Secretary  
Board of Trustees  
Alamo Community College District

SEAL