

**TOWN OF WESTLAKE, TEXAS
ORDINANCE NO. 1017**

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, CALLING AND ORDERING A GENERAL ELECTION TO BE HELD ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING COUNCIL MEMBERS TO TOWN COUNCIL PLACE 1, TOWN COUNCIL PLACE 3, AND TOWN COUNCIL PLACE 5; AND CALLING AND ORDERING A SPECIAL ELECTION TO BE HELD ON MAY 3, 2025 IN CONJUNCTION WITH THE GENERAL ELECTION, FOR THE PURPOSE OF ELECTING TOWN COUNCIL MEMBER PLACE 2 FOR THE UNEXPIRED TERM THROUGH MAY 2026; PRESCRIBING THE TIME AND DESIGNATING THE LOCATIONS AND MANNER OF CONDUCTING THE ELECTION TO BE IN ACCORDANCE WITH THE JOINT ELECTION AGREEMENTS FOR ELECTION SERVICES WITH TARRANT COUNTY ELECTIONS AND DENTON COUNTY ELECTIONS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Westlake, Texas (the “Town”), is a general law municipality located in Tarrant and Denton Counties; and,

WHEREAS, Section 41.001 of the Texas Election Code (the “Code”) specifies that the first Saturday in May shall be a “uniform election date” and that a general election may be held on such day; and,

WHEREAS, state law requires that a general election be held; and,

WHEREAS, the general election for Town Council members of the Town of Westlake is required to be held on May 3, 2025, at which time the voters will elect persons to fill the offices of Town Council Place 1, Town Council Place 3, and Town Council Place 5; and

WHEREAS, the special election for the Town of Westlake is being held in conjunction with the general election on May 3, 2025, at which time the voters will elect a person to fill the unexpired term ending May 2026 of Town Council Place 2; and

WHEREAS, the Town Council finds that it is in the public interest to enter into a joint election agreement and election services contract with Tarrant County and Denton County to provide the most efficient and convenient voting opportunities; and

WHEREAS, the intention of the Town Council, via adoption of this Ordinance, is to call a general and special election, designate a polling place, appoint necessary election officers, establish procedures for conducting the election, and authorize the Town Manager to execute joint election agreements whereby the general and special election will be administered by the Tarrant County and Denton County Elections Administrators.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, THAT:

SECTION 1.

INCORPORATION. The facts and recitations contained in the above preamble of this Ordinance are hereby incorporated herein for all purposes.

SECTION 2.

GENERAL ELECTION CALLED. The Town Council hereby calls and orders a General Uniform Election to be held on May 3, 2025, between the hours of 7:00 a.m., and 7:00 p.m., for the purpose of electing Council Members to Town Council Place 1, Town Council Place 3, and Town Council Place 5 for a two-year term each, ending May 2027, or until their successor is duly elected, or appointed, and qualified. Such election shall be conducted in accordance with the provisions of the Code and held via the joint election agreements with both Tarrant County Elections and Denton County Elections, respectively.

SECTION 3.

SPECIAL ELECTION CALLED. The Town Council hereby calls and orders a Special Election to be held on May 3, 2025, in conjunction with the General Election, between the hours of 7:00 a.m., and 7:00 p.m., for the purpose of electing a Council Member to Town Council Place 2 for the unexpired term ending May 2026, or until their successor is duly elected, or appointed, and qualified. Such election shall be conducted in accordance with the provisions of the Code and held via the joint election agreements with Tarrant County Elections and Denton County Elections, respectively.

SECTION 4.

APPLICATION FOR A PLACE ON THE BALLOT. Eligible persons wishing to file as candidates must file an application with the Town Secretary of the Town of Westlake at 1500 Solana Blvd., Suite 7200, Bldg. 7, Westlake, Texas, 76262, and may do so beginning at 8:00 a.m., January 15, 2025, and continuing through February 14, 2025, until 5:00 p.m. Each application shall be on a form meeting the requirements of Section 141.031 of the Code. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the Town Secretary. Notice of the time and place for such drawing shall be given in accordance with State Law.

SECTION 5.

AGREEMENT WITH DENTON AND TARRANT COUNTIES. Prior to the election, the Town anticipates that it will enter into an agreement for election services with Tarrant County Elections and Denton County Elections. The Town Manager is hereby authorized to execute agreements with Tarrant County Elections and Denton County Elections for the

conduct of the election in accordance with Chapter 31, Subchapter D of the Code and other applicable statutes and laws. In the event of a conflict between this Ordinance and these agreements, the agreements shall control.

SECTION 6.

APPOINTMENT OF ELECTION JUDGES AND ALTERNATE ELECTION JUDGES. Election judges for the general election shall be appointed by Tarrant County Elections Administrator and Denton County Elections Administrator, respectively, as authorized by Chapter 271 of the Code.

SECTION 7.

(a) **EARLY VOTING - TARRANT COUNTY.** The Tarrant County Elections Administrator is designated the Early Voting Clerk. Additional Deputy Early Voting Clerks may be appointed, as provided in the Tarrant County Joint Election Agreement (“Tarrant Agreement”).

- (1) Early Voting by personal appearance shall be conducted beginning on April 22, 2025, and continuing through April 29, 2025, at the Tarrant County Main Early Voting site located at 2700 Premier Street, Fort Worth, Texas, 76111, on the following days and times:

Date	Time
Tuesday, April 22 - Friday, April 25	8:00 a.m. - 5:00 p.m.
Saturday, April 26	7:00 a.m. - 7:00 p.m.
Sunday, April 27	10:00 a.m. - 6 :00 p.m.
Monday, April 28 - Tuesday, April 29	7:00 a.m. - 7:00 p.m.

Any eligible Tarrant County Registered Voter may cast their vote at any additional early voting location throughout Tarrant County as established by the Tarrant Agreement. If there is any discrepancy between this Ordinance and the Tarrant Agreement as to early voting locations or times, the Tarrant Agreement shall control.

- (2) Applications for Ballots by Mail (ABBM)s and Federal Post Card Applications (FPCAs) in Tarrant County may be delivered to the Early Voting Clerk, PO Box 961011, Fort Worth, Texas 76161, or Express Courier Delivery, Tarrant County Elections, 2700 Premier Street, Fort Worth, Texas, 76111; Website: <https://www.tarrantcountytx.gov/en/elections.html> Phone: 817.831.8683; Fax: 817.831.6118; Email: votebymail@tarrantcountytx.gov to be received not later than the close of business on April 22, 2025. The Town Secretary is directed to forward the applications and ballots to the Election Administrator as provided in the Tarrant Agreement.

(b) **EARLY VOTING - DENTON COUNTY.** The Denton County Elections Administrator is designated the Early Voting Clerk. Additional Deputy Early Voting Clerks may be appointed as provided in the Denton County Joint Election Agreement (“Denton Agreement”).

- (1) Early Voting by personal appearance shall be conducted beginning on April 22, 2025, and continuing through April 29, 2025, at the Denton County Main Early Voting site located at 701 Kimberly Dr., Ste. A111, Denton, Texas, 76208, on the following dates and times:

Date	Time
Tuesday, April 22 - Friday, April 25	8:00 a.m. - 5:00 p.m.
Saturday, April 26	8:00 a.m. - 5:00 p.m.
Sunday, April 27	11:00 a.m. - 5:00 p.m.
Monday, April 28 - Tuesday, April 29	7:00 a.m. - 7:00 p.m.

Any eligible Denton County Registered Voter may cast their vote at any additional early voting location throughout Denton County as established by the Denton Agreement. If there is any discrepancy between this Ordinance and the Denton Agreement as to early voting locations or times, the Denton Agreement shall control.

- (2) Applications for Ballots by Mail (ABBM)s and Federal Post Card Applications (FPCAs) in Denton County may be delivered to the Early Voting Clerk, P.O. Box 1720, Denton, Texas, 76202; Website: www.votedenton.gov; Phone: 940.349.3200; Fax: 940.349.3201; email: elections@dentoncounty.gov to be received not later than the close of business on April 22, 2025. The Town Secretary is directed to forward the applications and ballots to the Election Administrator as provided in the Denton Agreement.

(c) Early voting both by personal appearance and by mail shall be canvassed by the Early Voting Ballot Board established by Denton County under the Denton Agreement and Tarrant County under the Tarrant Agreement. The Presiding Election Judge and the Alternate Presiding Judge will be appointed by the Denton and Tarrant County Election Administrators as permitted by law. The Presiding Election Judge shall appoint elections clerks as may be necessary for the proper conduct of the election. The Presiding Election Judge, or the Alternative Election Judge, in the absence of the Presiding Election Judge, and the election clerks shall constitute the Early Voting Ballot Board to process early voting results from the election. The Presiding Election Judge and the Alternate Election Judge must be eligible to serve in accordance with state law, and the election clerks shall be qualified voters of the Town. To the extent required by law, those persons designated by Denton and Tarrant Counties as election officers and clerks are hereby appointed by the Town.

SECTION 8.

(a) **METHOD OF VOTING – DENTON COUNTY.** Voting in Denton County shall be conducted using Denton County’s Hart InterCivic Verity Voting System. All expenditures necessary for the conduct of the election, the purchase of materials therefore, and the employment of all election officials are hereby authorized and shall be conducted in accordance with the Code.

(b) **METHOD OF VOTING – TARRANT COUNTY.** Voting in Tarrant County shall be conducted using Tarrant County’s Hart InterCivic Verity Voting System. All expenditures necessary for the conduct of the election, the purchase of materials therefore, and the employment of all election officials are hereby authorized and shall be conducted in accordance with the Code.

SECTION 9.

GOVERNING LAW AND QUALIFIED VOTERS. The election shall be held in accordance with the Constitution of the State of Texas and the Code, and all resident qualified voters of the Town shall be eligible to vote at the election.

SECTION 10.

PUBLICATION AND POSTING OF NOTICE OF ELECTION. Notice of the election shall be published in accordance with Chapter 4 (Sec 4.003) of the Code.

SECTION 11.

NECESSARY ACTIONS. The Mayor and the Town Secretary, in consultation with the Town Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of federal and state law in carrying out and conducting the election, whether or not expressly authorized herein. Tarrant County Elections and Denton County Elections are hereby authorized to make such submissions as are necessary to the United States Justice Department to seek pre-clearance for any changes in voting practices as authorized by the Voting Rights Act of 1965, as amended.

SECTION 12.

SEVERABILITY CLAUSE. It is hereby declared to be the intention of the Town Council that the sections, paragraphs, sentences, clauses and phrases of this order are severable and if any phrase, clause, sentence, paragraph, or section shall be declared invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this order, since the same would have been enacted by the Town Council without the incorporation in this order of any such invalid or unconstitutional phrase, clause, sentence, paragraph or section.

EFFECTIVE DATE. This Ordinance shall be effective immediately upon adoption.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, THIS 6TH DAY OF JANUARY 2025.

APPROVED:

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

L. Stanton Lowy, Town Attorney