

Name of Form:

Sample Order of Appointment of Election Judges and Alternates.

Section Reference:

Section 32.008, Texas Election Code.

Purpose:

To provide record of governing body's action.

Number of Copies Required:

One.

Completed by:

Commissioners Court for county elections; City Council for city elections; and Board of Directors for other elections.

Filing Date:

At the time of appointment.

Filed with:

Kept with other records of the governing body. Recommend a copy be filed with the custodian of election records.

Comments:

The appointment of election judges and alternates must be made in writing. The written order of appointment does not need to be recorded in the governing body's minutes.

The written order of appointment must be kept for the term of appointment unless the appointment is for a single election, then the appointment must be kept the same period as required for retention of the election records.

This form is only a sample and must be modified for the particular political subdivision that will use it.

Current form is 3/07.

SAMPLE

ORDER OF APPOINTMENT FOR ELECTION JUDGES AND ALTERNATES

The Commissioners Court of _____ County do hereby appoint the following election judges and alternate judges for a one year term to begin August 1, _____ or for one election to be held on _____.

Precinct	Election Judge	Alternate Judge
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It is hereby directed that this order be filed with the clerk of this court and that a copy be given to the custodian of the election records for said county. The County Clerk/Elections Administrator is hereby instructed to send notice of appointment to each election judge of their appointment for a one year term beginning August 1, _____ or a single election as stated above in accordance with Tex. Elec. Code Ann. § 32.009.

County Judge

Commissioner, Pct. 1

Commissioner, Pct. 2

Commissioner, Pct. 3

Commissioner, Pct. 4