Name of Form:

Sample Order Creating County Elections Administrator.

Section Reference:

Sec. 31.031, Texas Election Code.

Purpose:

Public Record.

Number of Copies Required:

Eight.

Completed by:

Commissioners Court, County Clerk.

Filing Date:

Not later than 3rd day after date of order.

Filed with:

Secretary of State.
Comptroller of Public Accounts.
Each member of County Elections Commission which consists of:

> **County Judge.**
> **County Clerk.**
> **County Tax Assessor-Collector.**
> **County Chair of each political party that made nominations by primary elections for the last general election of state and county officers preceding the date of the meeting.**

One copy is filed in County Clerk's office as record of order.

Comments:

The effective date of creation of the office may not be later than 12 months after date of order.

Current form is 03/07.

SAMPLE
ORDER CREATING
COUNTY ELECTIONS ADMINISTRATOR

We, the undersigned, being the membership of the Commissioners Court for _____ County do hereby order that the position of County Elections Administrator be created for said county effective on _____, 20___.

The County Clerk is hereby instructed to send a copy of this order to each member of the County Elections Commission, the Secretary of State, and Comptroller of Public Accounts.

Done this the _____ day of _____, 20_____.

_____
County Judge

_____   _____
Commissioner, Pct. 1   Commissioner, Pct. 2

_____   _____
Commissioner, Pct. 3   Commissioner, Pct. 4

The State of Texas

County of _____

I, _____, County Clerk of _____ County do hereby certify that the above is a true and correct copy of the order by the Commissioners Court creating the Office of County Elections Administrator.

Witness my hand and seal of the office this the _____ day of _____, 20____.

                                                _____
                                                County Clerk

        (Seal)

                                                _____
                                                County