

Name of Form:

Sample Appointment of County Elections Administrator.

Section Reference:

Sec. 31.032, Texas Election Code.

Purpose:

Public Record.

Number of Copies Required:

One original; one certified copy.

Completed by:

Presiding Officer at the Meeting and County Clerk.

Filing Date:

Original to be filed with County Clerk not later than 3rd day after appointment is made.
County Clerk shall file certified copy of order with Secretary of State not later than 3rd day after order is filed.

Comments:

Current form is 03/07.

SAMPLE

APPOINTMENT OF COUNTY ELECTIONS ADMINISTRATOR

We, the members of the County Elections Commission did meet on _____, 20____
for the purpose of filling the position of County Elections Administrator for
_____ County.

It is the order of the County Elections Commission of _____ County
that _____ be appointed Elections Administrator
of _____ County, to perform the duties provided by law according
to Sec. 31.043, Texas Election Code.

Said appointee is to assume duties of office effective _____, 20_____.

Signed this the _____ day of _____, 20_____.

Tax Assessor-Collector

County Judge

County Chairman, _____ Party

County Clerk

County Chairman, _____ Party

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 of appointment of
County Elections Administrator by the County Elections Commission.

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

County Clerk

(Seal)

County