



A Special Meeting of the Board of Trustees of Liberty Hill Public Library District was called to order February 14, 2025 at 1:58 pm.

Attendance

- Voting Members: Robert Calvisi, Terrie Chambers, Mike Gandy, and Adrienne Hughes
- Guests: Library Director Angela Palmer

Action Items

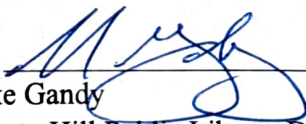
- Deferred discuss and approve presiding and alternative judges for the May 3, 2025 election.
- Deferred discuss and approve any other resolutions, orders, or other issues relating to the May 3, 2025 election as advised by the attorney for Liberty Hill Public Library District.

Motions

- A motion passed to approve the contract for the May 3, 2025 election with Williamson County. (Bob/Terrie/All)
- A motion passed to approve the New Adoption of Equipment Resolution for the May 3, 2025 election. (Mike/Bob/All)
- A motion passed to approve the Order of General Election Resolution for the May 3, 2025 election. (Mike/Terrie/All)
- Motion passed to authorize the Election Admin to post notice of intent to draw for place. The notice of intent to draw will be posted by 2/15/2025 at 5pm. The notice of the drawing date will be posted by 2/20/2025 at 1pm. Drawing to be held at 2/24/2025 at 2pm. (Mike/Bob/All)

Meeting was adjourned at 2:25 pm (Bob/Adrienne/All)

Next Regular Board Meeting is scheduled for Tuesday, February 18th at 7:00 pm.

By: 
Mike Gandy
Liberty Hill Public Library District Board Treasurer

Feb
14
2025

BORD OF TRUSTEES OF THE LIBERTY HILL
PUBLIC LIBRARY DISTRICT

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

ORDER CALLING MAY 3, 2025 TRUSTEE ELECTION

WHEREAS, the Liberty Hill Public Library District ("District") is a Texas Political subdivision created and operated under authority articulated in Chapter 326 of the Local Government Code;

WHEREAS, in compliance with the Chapter 326, Local Government Code, and the Texas Election Code, and in accordance with the laws and Constitution of the State of Texas, the Board of Trustees of the District in Williamson County, Texas, hereby calls and orders a general election to be held on the 3rd day of May, 2025, for the purpose of electing (3) trustees to the Board for terms in Trustee At-Large Position Nos. 3, 4, and 5;

WHEREAS, the Board of Trustees hereby declares it to be necessary to authorize the giving of notice of the election, to prescribe the manner in which the election shall be conducted, and to authorize and take all such other actions as are necessary in order to hold the election.

IT IS, THEREFORE, HEREBY ORDERED BY THE BOARD OF TRUSTEES OF THE DISTRICT THAT:

1. Date and Time of Election. An election shall be held on May 3, 2025, for the election of one person to serve as Trustee for the full two-year term of office in each of Position Nos. 3, 4, and 5. The person elected to each Trustee Position shall be that candidate for each Position who receives the highest number of the votes cast for that Position.

2. Joint Election. The election will be a joint election held with Williamson County. The joint election will be held in accordance with Chapter 271 of the Texas Election Code, and pursuant to a negotiated Joint Election Agreement to govern the relationship relating to the election.

3. Opposed/Unopposed Election.

a. Opposed Election. In the event the election for any Position(s) is opposed, the election shall be held at designated polling places within the District, in accordance with the Joint Election Agreement.

b. Unopposed Election. In the event that each candidate whose name is to appear on the ballot is unopposed and no proposition is to appear on the ballot, the authority responsible for having the official ballot prepared shall certify in writing that a candidate is unopposed for election to office if: (1) only one candidate's name is to be placed on the ballot for that office under Section

52.003 of the Texas Election Code; and (2) no candidate's name is to be placed on a list of write-in candidates for that office under applicable law. On receipt of the certification, the Board of Trustees by order or ordinance may declare each unopposed candidate elected to the office. If such a certification is made, the election shall not be held.

4. Form of Ballot and Filing Procedures. Voting in the election shall be by electronic voting system. Ballots for the election shall be prepared in accordance with the applicable requirements of the Texas Election Code, as amended. In addition to all other ballot requirements, the ballots used for voting shall have printed at the top thereof the following:

OFFICIAL BALLOT
LIBERTY HILL PUBLIC LIBRARY DISTRICT
WILLIAMSON COUNTY, TEXAS

TRUSTEE ELECTION

There shall be printed on the ballots and/or on the screen of the electronic voting machine, the names of applicants for each position who have duly filed their names in the manner and within the time required by law. All requests by candidates to have their names placed on the ballot for the general election shall be in writing and signed by the candidate and filed with Angela K. Palmer, Library Director, at the Liberty Hill Public Library, 355 Loop 332, Liberty Hill, Texas 78642, along with any other information required by law. Applications for the general election may be filed through February 14, 2025 at 5:00 p.m. The order in which the names of the candidates are to be printed on the ballot shall be determined by lot through a drawing held at the Liberty Hill Public Library, 355 Loop 332, Liberty Hill, Texas 78642, as provided by Section 52.094 of the Texas Election Code. The District shall post a notice of the date, hour, and place of the drawing on the bulletin board used for the notices of meetings of the Board of Trustees of the District. The notice shall remain posted continuously for seventy-two (72) hours immediately preceding the scheduled time of the drawing. The District shall also mail notice of the date, hour, and place of the drawing to each candidate, at the address stated on the candidate's application for a place on the ballot, not later than the fourth (4th) day before the day of the drawing. Each candidate involved in the drawing, or a representative designated by him or her, shall have a right to be present at the drawing. At the drawing, the Secretary of the Board of Trustees, or designee, shall place the name of each of the prospective candidates for each position on a slip of paper, all such slips of paper shall be mixed in a receptacle, and then such slips shall be drawn from the receptacle. The names of candidates shall be placed on the ballot in the order in which they are drawn from the receptacle for each position.

5. Eligible Candidates. Only qualified voters of the District may serve as Trustees. Candidates must also meet the eligibility requirements for public office as provided in the Texas Election Code §§ 141.001, 144.001 *et seq.*, as amended.

6. Applicable Law. The election shall be held and conducted in accordance with the applicable provisions of the Texas Election Code, as amended, and any relevant procedures outlined in Chapter 326 of the Local Government Code, as amended, and in accordance with the terms of this Order.

7. Returns and Canvass. Immediately after the election, each presiding election judge for each precinct shall make, or cause to be made, returns of the results to the Board of Trustees. The Board of Trustees shall canvass the returns and declare the results not earlier than the later of the following: (1) the third (3rd) day after the election; (2) the date on which the early voting ballot board has verified and counted all provisional ballots, if a provisional ballot has been cast in the election; or (3) the date on which all timely received ballots cast from addresses outside the United States are counted, if a ballot to be voted by mail in the election was provided to a person outside of the United States. The Board of Trustees shall canvass the returns and declare the results not later than the eleventh (11th) day after the Election Day.

8. Notice. The President of the Board of Trustees, or designee, shall forthwith cause to be posted on the bulletin board used for posting notices of the meetings of the Board of Trustees a Notice of Election, stating in substance the content of this Order, the time and place of such election, the places where the polls shall be open, and all other matters which are required by law to be stated in the Notice of Election. The Notice of Election shall be prepared in accordance with the provisions of the Texas Election Code, as amended, the Local Government Code, as amended, and any other applicable laws, state or federal. Such posting is to be done not less than twenty-one (21) days prior to the fixed date of the election, or by April 14, 2025. Additionally, the President of the Board of Trustees, or designee, shall give Notice of the election by causing the Notice of Election to be published at least once, not earlier than the thirtieth (30th) day preceding the election day, nor later than the tenth (10th) day before election day, in a newspaper published in the territory that is covered by the election and is in the jurisdiction of the Board of Trustees of the District. The President of the Board of Trustees, or designee, shall deliver notice of this election to the Williamson County Clerk not later than the 60th day before the election. Further, the President of the Board of Trustees, or designee, may cause the publication of such Notice in such other places as she deems necessary and advisable.

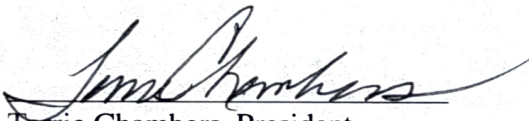
9. Additional Notice. To the extent not contained within the District's official election notice, the District shall also post on its website not later than April 14, 2025, the following information: (1) the election date; (2) the location of each polling place; (3) the name of each candidate for an elected office on the ballot; and (4) to the extent applicable, each measure on the ballot. Additionally, the District shall post the following information on its website as soon as practicable after the election: (1) the results of the election; (2) total number of votes cast; (3) total number of votes cast for each candidate or for or against each measure; (4) total number of votes cast by personal appearance on election day; (5) total number of votes cast by personal appearance or mail during the early voting period; and (6) total number of counted and uncounted provisional ballots cast. This information must be accessible on the website without having to make more than two selections or view more than two network locations after accessing the District's website home page.

10. Officers' Duties. The President and Secretary of the Board of Trustees are hereby authorized and directed, on behalf of the Board of Trustees, to evidence adoption of this Order and to do any and all things legal and necessary in connection with the holding and consummation of such election and to give effect to the intent and purpose of this Order. Such authorization shall include, without limitation, the authority to supply to the Clerk for Early Voting all necessary equipment,

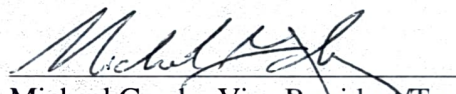
ballot boxes, poll lists, stub boxes, tally sheets, and other election supplies necessary for conducting the early voting and shall likewise include the due provision for an electronic voting system and all necessary supplies to each polling place on the date of the general election. The term designee of the President and/or Secretary of the Board as used herein shall refer to Angela K. Palmer, Library Director.

11. Effective Date. This Resolution shall be in effect immediately upon its passage and approval. The Board of Trustees officially finds, determines, recites, and declares that a sufficient written notice of the date, hour, place and subject of this meeting of the Board of Trustees was posted at a place convenient to the public at the Liberty Hill Public Library and for the time required by the open meetings law, Chapter 551, Texas Government Code; and that this meeting was open to the public as required by law at all times during which this resolution and the subject matter thereof was discussed, considered and formally acted on.

This Order was passed, adopted, and approved on this the 14th day of February, 2025.



Terrie Chambers, President
Board of Trustees of
Liberty Hill Public Library



Michael Gandy, Vice President/Treasurer
Board of Trustees of
Liberty Hill Public Library