

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.