

Re: Election Administration Responsibilities, Statutory Deadlines, and Available Resources

For: City Secretaries, Superintendents, and Board Secretaries,

This guide is intended to clarify election-related responsibilities following the implementation of the Elections Administrator position for Fannin County, TX.

Historically, when the County Clerk conducted county elections, cities and school districts administered their own elections and, in some cases, received informal deadline reminders from county staff. With the transition to an Elections Administrator model, it is important to me clearly outline roles and statutory responsibilities to ensure compliance with the Texas Election Code. This is intended to be a general guide for the Jurisdiction of Fannin County only and not legal advice, as I am not an attorney at law. For legal questions, please contact the Secretary of State Election Division at (800)-252-2216, option 2 Legal.

Statutory Responsibility for Election Dates and Deadlines

Pursuant to Texas Election Code §41.001 political subdivisions are responsible for conducting their elections on the uniform election dates prescribed by statute and for complying with all related deadlines and requirements. These responsibilities remain with the political subdivision unless election services are formally contracted.

Accordingly, it is not the responsibility of the Elections Administrator's Office to maintain individual election calendars or to provide deadline reminders for cities or school districts.

Election calendars, important dates, and statutory guidance are publicly available through the Texas Secretary of State's website, and links to these resources will be provided here for your reference and ongoing use.

Clarification of Duties and Contracting Authority

Consulting with state legal counsel to confirm the scope of the Elections Administrator's statutory duties, the following was advised:

- Cities and school districts remain responsible for their elections unless a contract is executed.
- If a political subdivision requests services and statutory authority allows, the Elections Administrator shall enter into a contract to perform agreed-upon election functions.
- With a contract, cities and school districts remain responsible for all notices, election orders, filings, website postings, and compliance requirements.
- **Important:** Certain even-numbered election years include statutory exceptions in which the Elections Administrator is not required to contract with political subdivisions.

- Independent school districts in Texas must hold regular general elections either on the first Saturday in May or on the first Tuesday after the first Monday in November.
- Exceptions: Texas Election Code §41.001(a)(2), (d) states that the Administrator is not required to furnish election services during elections mentioned in Section (a)(2), which reads:
 - “the first Saturday in May in an even-numbered year, for an election held by a political subdivision other than a county, or ordered by the governor;”
 - What this means for local political entities: You may continue to contract for election services through my office (as you have been), however, for certain uniform election dates, I am not required to enter into contract. (See Full Code here: [Texas Constitution and Statutes](#))

Note about Texas Bond Elections

Under Texas Laws, special elections are held the first Saturday in May and the first Tuesday in November. (Please see Texas Election Code §41.001 Uniform Election Dates [Texas Constitution and Statutes](#))

Wording of Measures:

Under Texas Law, a bond measure must state the purpose of the bond or bond taxes. (Please see Texas Election Code §52.072(e) Propositions: [Sec. 52.072. PROPOSITIONS.](#))

Which reads:

(e) In addition to any other requirement imposed by law for a proposition, including a provision prescribing the proposition language, a proposition submitted to the voters for approval of the imposition, increase, or reduction of a tax shall, except as otherwise required by this subsection, be printed in mixed-case typewritten letters and, as applicable:

- with respect to a proposition that only seeks voter approval of the imposition or increase of a tax:
 - (A) state the amount of or maximum tax rate of the tax or tax increase for which approval is sought; and
 - (B) include, at the top of the proposition in capital typewritten letters of the same font size as the rest of the proposition, the statement "THIS IS A TAX INCREASE"; or
 - (2) with respect to a proposition that only seeks voter approval of the reduction of a tax, state the amount of tax rate reduction or the tax rate for which approval is sought.
 - (f) A political subdivision that submits to the voters a proposition for the approval of the issuance of debt obligations shall prescribe the wording of the proposition that is to appear

Early Voting and Election Day Operations

As the Elections Administration Office prepares to move into the new Justice Center facility in Bonham, TX, a voting center will be available that may be used for early voting by local political subdivisions by agreement. In such cases, participating entities would be responsible for a proportional share of staffing costs.

Alternatively, political subdivisions may continue to conduct early voting and Election Day voting at their customary locations, staff those locations independently, and lease voting equipment from the county consistent with past practice.

Commitment to Resources and Communication

While political subdivisions are responsible for tracking their own statutory deadlines, my office remains committed to transparency and cooperation. The guide below is intended to be a resource for your future election planning. I recommend bookmarking the links for future use.

Guides:

Ordering an Election [Texas Constitution and Statutes](#)

Wording of Measures [Sec. 52.072. PROPOSITIONS.](#)

Uniform Election Dates [Texas Constitution and Statutes](#)

Duty to Contract [Texas Constitution and Statutes](#)

Important Election Dates <https://www.sos.state.tx.us/elections/voter/important-election-dates.shtml#2026>

Texas Association of School Administrators (*has a 2025 law calendar up, you may reach out to them to inquire about the 2026 calendar*) <https://tasanet.org/advocacy/toolkits-and-resources/school-board-election-law-calendar/>

Laws and Procedures Pertaining to Local Election Officials (Cities, Schools and Other Political Subdivisions) <https://www.sos.texas.gov/elections/laws/local-laws.shtml>

Secretary of State Elections Division (800)-252-2216 Option 2 Legal.

Please feel free to contact my office if you have questions regarding available resources, contracting options, or statutory requirements.

Respectfully,

Cristian Pérez García

Elections Administrator

Fannin County Elections Administration Office