May 18, 2022

**M E M O R A N D U M**

**TO: Board of Trustees**

**From: Janene Dotts, TVCC Elections Administrator**

**RE: TVCC Board of Trustees District 7 Election**

Two members of the authority constitute a quorum for purposes of canvassing an election. The presiding officer of the canvassing authority shall note the completion of the canvass in the minutes or the recording required by Government Code 551.021. Election Code 67.003(b), .004(a), (g).

After the completion of a canvass, the presiding officer of the local canvassing authority shall prepare a certificate of election for each candidate who is elected to an office for which the official result is determined by that authority's canvass. A certificate of election must contain:

1. The candidate's name;

2. The office to which the candidate is elected;

3. A statement of election to an unexpired term, if applicable;

4. The date of the election;

5. The signature of the officer preparing the certificate; and

6. Any seal used by the officer preparing the certificate to authenticate documents that the officer executes or certifies.

The authority preparing a certificate of election shall promptly deliver it to the person for whom it is prepared, subject to the submission of a recount petition.

A certificate of election may not be issued to a person who has been declared ineligible to be elected to the office. Election Code 67.016, 212.0331

A certificate of election shall be issued to each unopposed candidate in the same manner and at the same time as provided for a candidate elected at the election. The candidate must qualify for the office in the same manner as provided for a candidate elected at the election. Election Code 2.053(e)

All elected and appointed officers, before taking the oath or affirmation of office and entering upon the duties of office, shall subscribe to the required officer's statement. All other officers shall retain the signed statement with the official records of the office. [See BBB (EXHIBIT)] Tex. Const. Art. XVI, Sec. 1 (b)

**Staff Resource: Janene Dotts**

**Recommended Action: Canvass the election results, issue certificate of election and notify members of obligation to complete the required officer's statement.**