

**AGREEMENT BETWEEN HARRIS COUNTY AND
«Large_Entity», RELATING TO GENERAL ELECTIONS TO BE HELD
ON NOVEMBER 08, 2022**

THE STATE OF TEXAS

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COUNTY OF HARRIS

THIS AGREEMENT is made and entered into by and between Harris County, a body corporate and politic under the laws of the State of Texas (hereinafter the “County”), on behalf of the Harris County Elections Administrator’s Office and «Entity», a body corporate and politic under the laws of the State of Texas (hereinafter referred to as the “Entity”).

RECITALS:

The County will be conducting a joint election on November 08, 2022 for multiple entities. The County will use an electronic voting system, Hart Verity 2.5 (hereinafter “Voting System”) that has been duly approved by the Secretary of State pursuant to Texas Election Code §§122.031-122.039, §122.061, §122.091.

Part or all of the Entity lies within the boundaries of Harris County.

The Entity desires to join the November 08, 2022 Joint and Special Elections (hereinafter referred to as the “November 8, 2022 Elections”) being conducted by the County.

The County desires to provide certain election services to the Entity for its election to be held on November 8, 2022 Elections.

TERMS:

In consideration of the mutual covenants, agreements and benefits to the parties, IT IS AGREED as follows:

I. Entity’s Responsibilities

The Entity’s governing body will approve this agreement with the County for election services and will appoint [TO BE FILLED], Harris County Elections Administrator, as the Early Voting Clerk and Central Count Manager. Additionally, the Entity will appoint [TO BE FILLED], Harris County Elections Administrator, to perform duties as the election officer and custodian of records, requiring him to maintain election records except for those records the Entity is responsible for generating and maintaining including, but not limited to, candidate filings, posting, notices, and canvass reports.

The Entity agrees that it has furnished the County with a list of race titles and proposition titles and proposition language, if any, for the November 8, 2022 Elections. All information must be provided in four (4) languages, English, Spanish, Vietnamese, and Chinese.

The Entity agrees that it provided the County with a list of candidates’ names and ballot positions for the November 8, 2022 Elections.

Further, the Entity agrees that it has verified its current jurisdictional boundaries (including any and all separate districts) and the total number of Harris County precincts required by those jurisdictional boundaries on or before August 10, 2022. If the Entity fails to provide the County with this information by this stated deadline, then the County is hereby authorized to adopt the current jurisdictional boundaries and total number of Harris County precincts for the non-performing Entity that are provided to the County by the Harris County Elections Administrator's Office, and the non-performing Entity hereby agrees to the County's use of that information to fulfill the requirements of this paragraph.

The Entity agrees to the appointed positions the Harris County Commissioners Court, Election Board and the Early Voting Clerk have appointed for all of the following positions: Election Day Presiding and Alternate Judges, Early Voting Judges and Clerks, Early Voting Ballot Board and Central Count Presiding and Alternate Judges, Central Count Manager and Tabulation Supervisor pursuant to the Texas Election Code. The Entity agrees to accept the Early Voting and Election Day polling places accepted by the Harris County Commissioners Court and the hours designated by Harris County for Early Voting.

The Entity agrees to prepare, post and publish any and all notices required of the Entity by state law for the November 8, 2022 Elections. Unless otherwise expressly provided herein, the Entity agrees to do all things that may be required of it in connection with the November 8, 2022 Elections. The Entity is responsible for the preparation of election orders, resolutions, notices and other pertinent documents for adoption or execution by the appropriate officer of the Entity with regard to the November 8, 2022 Elections. The County shall not have any responsibility or duty in connection with such preparations by the Entity. The Entity is responsible for making their own submissions, if any is required or desired, to the United States Justice Department pursuant to the Voting Rights Act of 1965, as amended, and the County Entity shall have no responsibility or duty in connection with such submission relating to the November 8, 2022 Elections.

Regarding Debt Obligation Elections, if an Entity is holding a bond election, the Entity accepts the responsibility to ensure that the required information, including the order, is provided to the County. The County shall upload the information to the epollbooks and post notice at the polling locations.

II. County's Responsibilities

The County agrees to follow the Texas Election Code in the conduct of the November 8, 2022 Elections. The County agrees to provide mail ballots to all voters who request a mail ballot in the Entity's jurisdictions. The County shall provide space on the ballot sufficient to encompass all candidate races and issues of the Entity.

The County will provide the Entity with all dates and times for Early Voting no later than the 21st day before Election Day. The County agrees to provide polling locations for use during Early Voting. The County will arrange for the delivery of the Voting System equipment and other equipment and supplies for use in Early Voting by personal appearance in the November 8, 2022 Elections. The Elections Administrator shall select election officers for the main Early Voting location, as well as any branch Early Voting location, pursuant to the Texas Election Code §85.009.

The County agrees to provide all equipment and supplies for use in Early Voting by mail in the November 8, 2022 Elections. The County is authorized to employ or use such personnel, as it deems necessary or desirable, to prepare and conduct Early Voting by mail.

Further, the County agrees to provide all the Election Day polling places, Voting System equipment, and other equipment as it deems necessary or desirable for the holding of the November 8, 2022 Elections and cause same to be delivered to the polling places. The County agrees to provide the Voting System to all polling places at least one (1) hour before the time set for opening the polls. The County shall determine the amount of voting equipment available for the November 8, 2022 Elections and its decision shall be final.

The County will employ or use such personnel as it deems necessary to program and operate the automatic tabulating equipment in accordance with Texas Election Code.

The Harris County Commissioners Court shall appoint the Presiding and Alternate Election Judges for each county election precinct and the Central Counting Station, Central Count Manager and Tabulation Supervisor according to the Texas Election Code. Necessary additional appointments shall be made under the Texas Election Code. The County agrees to pay the Presiding Judges of the County and their clerks, pursuant to Texas Election Code §§32.091-32.093 and §271.013, as amended, for their services in connection with the November 8, 2022 Elections at the expense of the Entity. The County agrees to pay the Presiding Judge and clerks of the Early Voting Ballot Board to process Early Voting mail ballots pursuant to Texas Election Code §§87.001-87.025, §87.101, and §87.103, as amended at the expense of the Entity.

The County agrees to perform its obligations under this Agreement in accordance with all applicable federal and state laws, rules and regulations.

Regarding the posting of Debt Obligation Election Orders, Harris County, as a courtesy, will have a copy of all Debt Obligation Election Orders in four (4) languages in the epollbook at every Early Voting location for this election. A notice, approved by the Secretary of State, will be posted on the wall stating that information regarding the Debt Obligation Election Orders is available. Regarding Election Day, the entity will provide the Debt Obligation Election Order in four (4) languages to the County. The County shall upload the information to the epollbook and post notice at the polling locations.

III. Compensation

The fair and reasonable compensation for use of the County's Voting System, equipment, supplies, and staff and for other services provided for administration of the election is described in the itemized list of estimated election expenses under **Exhibit A**, attached hereto and incorporated herein. The Entity agrees to pay its share of costs to the County for the Voting System, equipment, furniture, telephones, election kits, Early Voting Ballot by Mail, printing, supplies, delivery and transportation services, personnel, polling places, technical support, training, administrative costs and any other costs incurred by the Entity under this Agreement for the November 8, 2022 Elections held by the County and the Entity and to share the cost of the November 8, 2022 Elections in accordance with the terms of this Agreement.

The Entity's share of costs will be computed by attributing the total number of registered voters in each of the Entity's precincts that will be serviced by the County in the November 8, 2022 Elections. The Voter Registry of the Entity, as of seventy (70) days before the November 8, 2022 Elections, will be used to determine the total number of registered voters in each of the Entity's precincts. An estimate of the Entity's total cost is attached and incorporated herein as **Exhibit B**. The final determination of the Entity's share of the costs incurred by the County for November 8, 2022 Elections necessary for the purposes contemplated by this Agreement shall be made by the County and its decision shall be final.

The fair and reasonable value of the general overall supervision and advisory services of the County in connection with decisions to be made and actions to be taken by officers of the Entity is seventy-five dollars (\$75), in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended. The Entity agrees to pay the County this seventy-five dollar (\$75) fee for advisory services for its November 8, 2022 Elections. It is understood that the fees paid for these advisory services shall be deposited in a separate fund in the County treasury, in accordance with Texas Election Code §31.100, as amended.

The Entity agrees to deliver sixty percent (60%) of their respective total estimated cost for its share of the November 8, 2022 Elections to the County within ten (10) days of the execution of this Agreement. The County agrees to furnish a final accounting of the November 8, 2022 Elections expenses actually incurred within ninety (90) days after the November 8, 2022 Elections. The Entity agrees to pay the County's invoice for the balance of its November 8, 2022 Elections expenses within thirty (30) days of receipt of the invoice. Payments, in the name of Harris County, must be submitted to Harris Elections Administrator's Office, Attn: Elections Department, P.O. Box 1148, Houston, TX 77251-1148. Copies of all related invoices, records or documentation used in calculating the total cost of the elections will be made available as soon as practicable by the County upon written request to the County at the address above. Within ten (10) days of execution of this Agreement, the County will provide the Entity with a Personal Entity I.D. ("PEID") number assigned by the County Auditor. Each payment by the Entity to the County shall reference and include their respective PEID number.

Waiver of any penalty fees imposed upon the Entity under this Agreement is at the discretion of the County.

IV. Additional Entities

It is understood that other political subdivisions may wish to participate in the November 8, 2022 Elections and request the use of the above-mentioned election equipment, voting places and personnel, etc. It is agreed that the County may contract with other political subdivisions for such purposes. It is understood and agreed that the County will use the same formula for determining a cost share for each entity as described in this Agreement.

V. Cancellation of Election

In the event the Entity's November 8, 2022 Elections is enjoined or canceled, or if for any reason whatsoever the Entity shall decide not to proceed with its November 8, 2022 Elections, the Entity agrees that it shall be responsible for its share of any costs and expenses incurred by the County up to the cancellation date.

VI. Presiding Judges and Clerks

For Election Day, Presiding Judges and clerks shall be selected pursuant to the Texas Election Code Chapter 32. Regarding powers and duties, the Presiding Judge is in charge of and responsible for the management and conduct of the election at the polling place of the election precinct that the judge serves. See Texas Election Code §32.071.

VII. Notice

Any notices permitted or required to be given under this Agreement must be made by certified mail, return receipt requested or hand-delivered to the parties at the following addresses:

Harris County:

Harris County Elections Administrator
1001 Preston, 4th Floor
Houston, TX 77002
Attention: Maureen Fisbeck

Entity:

«Entity»
«Address»
«Address2»
«City», Texas «Zip»
Attention: «ENTITY_REPRESENTATIVE»

VIII. Termination

Each party may terminate this agreement upon thirty days (30) notice as provided in this agreement. Should the Entity terminate this contract, the Entity shall be responsible for its share of costs and expenses incurred up unto the time of termination or as described herein specifically.

IX. Miscellaneous

Third Party Beneficiaries. The County is not obligated or liable to any party other than the Entity for the performance of this Agreement. Nothing in the Agreement is intended or shall be deemed or construed to create or increase any additional rights or remedies in any third party, or the duties or responsibilities of the County with respect to any third party.

Successors and Assigns. The County and Entity bind themselves and their successors, executors, administrators, and assigns to the other party of this Agreement and to the successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a Party hereto.

Applicable Law and Venue. This Agreement is governed by the laws of the State of Texas. The Agreement is subject to Texas state and federal laws, orders, rules, and regulations. Each Party shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations concerning the performance of this Agreement.

Entire Agreement. This instrument contains the entire agreement between the parties. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent modification in writing signed by both parties to this Agreement.

Severability. If any provision of this Agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions hereof. The illegal or invalid provisions will be deemed stricken and deleted here from to the same extent and effect as if never incorporated herein.

Subtitles. The subtitles in this Agreement are provided for organizational purposes only and do not provide substantive meaning to the Agreement.

Multiple Counterparts. This Agreement will be executed in several counterparts, each of which shall be an original and all of which shall constitute but one instrument.

EXECUTED on this the _____ day of _____, 2022.

ATTEST:

HARRIS COUNTY

[TO BE FILLED]
Elections Administrator

APPROVED AS TO FORM:

CHRISTIAN D. MENEFFEE
County Attorney

By _____
Neeharika Tumati
Assistant County Attorney

«Entity»
Signed by:

Name: _____

Title: _____

DRAFT

EXHIBIT A

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EXHIBIT B

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