

**ORDINANCE NO. 2026-01-13-A**

**AN ORDINANCE CALLING A GENERAL ELECTION FOR THE CITY OF CASTLE HILLS, TEXAS, TO ELECT THREE ALDERMEN; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTION; RESOLVING OTHER MATTERS INCIDENT AND RELATED TO SUCH ELECTION; AND PROVIDING AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CASTLE HILLS, TEXAS, THAT:**

**SECTION 1.** A General Election shall be held on the 2nd day of May, 2026, a Uniform Election date, in the CITY OF CASTLE HILLS, TEXAS, which election date is at least seventy-eight days after the date of the adoption of this Ordinance (the Ordinance), for the purpose of electing three Aldermen of the City of Castle Hills, to-wit: Alderman Place 1, Alderman 4, and Alderman Place 5, each to serve terms of two years, terminating in May, 2028, or when their successors are duly elected and qualified.

**SECTION 2.** That qualified persons desiring to be candidates for the aforesaid offices shall file for Election as such candidates with the City Secretary not earlier than 8:00 a.m. on the 14<sup>th</sup> day of January 2026, nor later than 5:00 p.m. on the 13<sup>th</sup> day of February 2026.

**SECTION 3.** That at said Election, each of the foregoing named officers shall be voted upon separately and that the person receiving the highest number of votes for each said office, shall be elected to such office.

**SECTION 4.** Michele Carew, Bexar County Elections Administrator, shall serve as Administrator of the Election. She shall appoint a sufficient number of clerks to assist in the proper conduct of the Election. The City is hereby declared to be one Election Precinct, which is concurrent with Bexar County Election Precincts No. 3038, 3041, 3067, 3133, and 3171. The polling place for the General Election on May 2, 2026, shall be at the Castle Hills Community Room, 209 Lemonwood Drive, in the City of Castle Hills, Bexar County, Texas, and at such other polling places or vote centers as may be designated by the Bexar County Elections Administrator. The polling places and vote centers are to be open on the 2<sup>nd</sup> day of May 2026, from 7:00 a.m. to 7:00 p.m.

**SECTION 5.** The Administrator of the Early Voting Board shall be Michele Carew and she shall appoint any necessary Early Voting Clerks to assist her. The polling places and hours for City voting precincts 3038, 3041, 3067, 3133 and 3171 for Early Voting for the May 2, 2026 General Election shall include the Castle Hills Community Room at 209 Lemonwood Drive, City of Castle Hills, Texas, 78213, Bexar County, Texas, and at the polling places or vote centers as designated by the Bexar County Elections Administrator. The dates, times, and sites of early voting shall be designated, and are subject to change, by the Bexar County Elections Administrator each day as follows (tentative schedule, subject to change by Bexar County Elections Administrator):

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	April 20 8am-6pm	April 21 8am-6pm	April 22 8am-6pm	April 23 8am-6pm	April 24 CLOSED	April 25 8am-6pm
April 26 7am-7pm	April 27 12pm-8pm	April 28 7am-7pm	April 29 7am-7pm	April 30 No Voting	May 1 No Voting	May 2 Election Day 7am-7pm

The first day of Early Voting shall be April 20, 2026, and the last day of Early Voting shall be April 28, 2026. The first day to apply for Early Voting Ballots by mail is January 1, 2026, and the last day to apply for Early Voting Ballots by mail is April 22, 2026 (received, not postmarked).

**SECTION 6.** The Mayor is authorized to enter into a contract with the Bexar County Elections Administrator to conduct the Election ordered herein and agreeing to pay the fee charged by the Bexar County Elections Administrator for such services. The Mayor is furthermore authorized to enter into a contract for the conduct of a Joint Election with other governmental entities in Bexar County, Texas.

**SECTION 7.** All resident qualified electors of the City shall be permitted to vote at the Election and on the day of the Election, such electors shall vote at the designated polling places or vote centers as designated by the Bexar County Elections Administrator. The Election shall be held and conducted in accordance with the provisions of the Texas Election Code, and as may be required by any other law. All election materials and proceedings shall be printed in both English and Spanish.

**SECTION 8.** A substantial copy of this Ordinance shall serve as proper notice of the Election.

**SECTION 9.** The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Ordinance for all purposes and are adopted as part of the judgment and findings of the Council.

**SECTION 10.** All ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of the Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters ordained herein.

**SECTION 11.** This Ordinance shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

**SECTION 12.** If any provision of the Ordinance or the application thereof to any person or circumstances shall be held to be invalid, the remainder of this Ordinance and the application of such provision to other persons and circumstances shall nevertheless be valid, and this

Council hereby declares that this Ordinance would have been enacted without such invalid provision.

**SECTION 13.** It is officially found, determined, and declared that the meeting at which this Ordinance was adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, as required by Chapter 551, as amended, of the Texas Government Code.

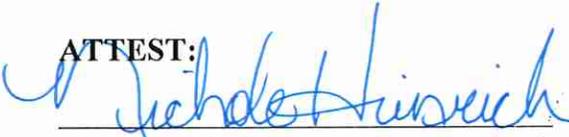
**SECTION 14.** That notice of this Election shall be posted in accordance with the laws of the State Election Code. Such notice, including a Spanish translation thereof, shall be posted not later than the 21<sup>st</sup> day before the Election on the bulletin board used for posting notices of meetings of the City Council and shall also be published at least once not earlier than the 30<sup>th</sup> day nor later than the 10<sup>th</sup> day before the Election in a newspaper of general circulation in the City.

**SECTION 15.** This Ordinance shall be in force and effect from and after the date of its adoption and it is so ordained.

**PASSED AND ADOPTED** by the City Council of the City of Castle Hills, this 13<sup>th</sup> day of January 2026.

  
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JR Treviño, Mayor

**ATTEST:**

  
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Nichole Heinrich, TRMC  
City Secretary



