

Canvassing and Post-Election Instructions for a Successful Bond Election



To	Seguin Independent School District		
From	Rose Kanusky	Direct	210.225.2813

Verify Newspaper Publication (immediately after election)

- Ask a newspaper employee to sign before a notary 3 originals of the Affidavit of Publication **that we are sending you**. Please attach the 2 tear sheets previously saved.

The Attorney General will not accept the newspaper's affidavit unless your notice was published in Austin, Dallas, or San Antonio. The newspaper may charge a fee. District staff may serve as the notary.

Canvass the Election Results (between May 9, 2023 and May 17, 2023)

The canvass meeting is the official recording of election results and may be regularly or specially called. Any two board members constitute a quorum to canvass, but your regular quorum is needed for other business.

- At least 72 hours before the meeting, please post this agenda item: *"Consideration and approval of a resolution canvassing the returns and declaring the results of a bond election."*

If you include a copy of the resolution in your council packet, any blank vote totals can be completed at the meeting. While you can include the other items that we are sending as part of the packet, you do not need to. The only action item is the resolution.

- At the meeting, complete the Canvassing Resolution.

To adopt the resolution, a board member can say, *"I move to adopt a resolution canvassing the returns and declaring the results of a bond election."*

Early voting totals combine "in person" early voting and "absentee" or "mailed ballots." The President should sign the resolution and extra signature pages in blue ink when the President is available even if the President did not attend the meeting.

- As soon as possible after the meeting, post a signed copy of the Canvassing Resolution to the District's website (no more than 2 clicks from the home page). Email me a link or screen shot to confirm the posting date. Doing so "locks in" the contest period for the election.
- When the canvassing meeting is specially called, please have each absent board member sign 3 copies of a waiver indicating they had notice of the meeting.

Enlist the Board Secretary's Assistance (on or after the canvassing meeting)

- Complete the Certificate to the Canvassing Resolution and extra signature pages.
- Complete all copies of the Certificate of Posting.

Return the following to me within 3 weeks (copies for your files are in a separate folder)

1. Canvassing Resolution with 2 additional signature pages
2. Certificate of Board Secretary x 3
3. Waiver x 3
4. Certificate of Posting x 3
5. Affidavit of Publication x 3 (with 2 tear sheets)