WESTON WATER SUPPLY CORPORATION

ANNUAL MEETING AND ELECTION PROCEDURES FOR THE ANNUAL MEETING OF MEMBERS

Adopted in accordance with Sections 67.0051-.0055 and 67.007 of the Texas Water Code

- 1. **Annual Meeting Date**. The annual meeting of the members of the Weston Water Supply Corporation ("Corporation") must be held between January 1st and May 1st of each year. The Corporation may hold other special meetings of the members for the purpose of conducting an election on an issue that requires a vote of the membership or for another purpose.
- 2. Adoption of Procedures. These Annual Meeting and Election Procedures of the Annual Meeting of Members ("Procedures") are adopted to meet the requirements of Texas Water Code § 67.007(b) and pursuant to the authority in Texas Water Code § 67.0051-.0055.
- 3. **Applications for Director**. The Corporation will notify all members of their opportunity to submit an application to serve as a Director pursuant to Chapter 67 of the Texas Water Code.
 - **a.** The application form will require the following information:
 - 1) The person's name and contact information;
 - 2) Biographical information about the person;
 - 3) A statement of the person's qualifications to serve as director;
 - 4) A signed statement that the person is qualified under Texas Water Code Section 67.0051 as follows:
 - i. is at least 18 years old on the first day of the term to be filled;
 - ii. is a member of the Corporation;
 - iii. has not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and
 - iv. has not been finally convicted of a felony or if convicted, was pardoned or otherwise released from the resulting disabilities;
 - 5) A statement that the person meets the eligibility requirements; and
 - 6) The person's written consent to serve, if elected.
 - **b.** Director Applications are due 45 days before the date of the annual meeting, by 12:00 p.m. Applications received after this date and time will be considered invalid and the person is not eligible to be placed on the ballot.
 - **c.** Applications shall be submitted as prescribed in the Application for Board of Directors' position.
- 4. Board Meeting. The Board will meet not later than 30 days before the date of the Annual Meeting to:
 - a. Select an Independent Election Auditor pursuant to Texas Water Code § 67.007.
 - 1) The Independent Election Auditor is not required to be an experienced election judge or auditor and may serve as an unpaid volunteer.
 - 2) The Independent Election Auditor cannot be associated with the Corporation as an employee, director or candidate for director, a family member of a candidate or director or an independent contractor engaged by the Corporation as part of the Corporation's regular course of business, but may be a member of the Corporation.
 - **b.** Finalize and approve the voting ballot. The ballot attached hereto as Exhibit A is the ballot form approved by the Board. Corporation staff, independent contractors, and legal counsel are authorized by the Board of Directors to complete the ballot form and make conforming changes, and to send to members not later than the 30th day prior to the Annual Meeting.

- **c.** Determine whether any candidate is unopposed. If there are unopposed candidates, the Board may declare the candidates elected and certify in writing by resolution that the candidates are unopposed. An election will not be held for the unopposed candidates. The Board will direct that the resolution be posted at the Corporation's main office and online as soon as practical. The resolution also will be read into the record at the Annual Meeting.
- 5. Voting Roster. The Corporation will prepare a list of the names and addresses of all its voting members ("Voting Roster") as required by Section 22.158 of the Business Organizations Code. Section 182.052 of the Texas Utilities Code requires confidentiality of customer information, and information may be removed as necessary for compliance with both statutes in the event a copy of the Voting Roster is requested.
- 6. **Meeting Packets**. At least 30 days before the date of the Annual Meeting where an election will be held, the Corporation shall mail to each voting member of the Corporation the meeting packets, which will contain, as applicable:
 - a. the Notice of Member Meeting;
 - b. the Official Ballot Form;
 - c. an envelope for members to return their ballots and the address where the ballots are to be sent;
 - d. biographical information about each candidate for director, including their qualifications as provided in their application, which may include the actual form filed by the candidate or a condensed document as prepared by the Corporation in the interest of efficiency and mailing costs;
 - e. a detailed explanation of any issue (ballot measure) that the members are being asked to vote on;
 - f. if bylaw changes are being proposed, a copy of the specific changes; and
 - g. if the Corporation's bylaws provide that an official seal must be used on ballots, the Corporation shall ensure that all ballots contain the seal.

The Corporation shall send the voting packet to the members' billing address on file with the Corporation. If renters are billed for service, the Corporation shall send the voting packet to the members' alternate address on file with the Corporation.

If the election is unopposed, the Corporation is still required to send out a meeting notice; however, the notice may be included with a monthly bill.

7. Voting. A member is entitled to only one vote regardless of the number of memberships the member has. A renter that does not qualifier as a member is not eligible to vote. A member may be a natural person; a partnership of two or more persons having a joint or common interest, including a married couple who jointly own property; a governmental entity, or a corporation. A governmental entity or non-profit representing the interests of the public/its membership must provide proof (e.g., a resolution) of action of the entity to authorize a vote in the Corporation's election. The Corporation shall use a secured ballot box with a lock on it as the depository of the ballots.

a. Voting in Advance of the Annual Meeting

- 1) The Corporation will accept ballot forms received during regular office hours at the Corporation's office or by mail not later than 12:00 p.m. on the business day before the Annual Meeting.
- 2) Ballots and envelopes will placed in the secured ballot box[es] upon receipt by the Corporation.

3) The secured box[es] will be provided to the Independent Election Auditor after the 12:00 p.m. voting deadline to be opened by the Independent Election Auditor. The Independent Election Auditor may open envelopes and begin counting ballots in the interest of efficiency prior to the Annual Meeting being called to order. All envelopes are required to be secured to the ballot form in the event the time of delivery or other proof of voting/membership is required for review.

b. Voting in Person at the Annual Meeting.

- 1) Members attending the Annual Meeting will check in with the Independent Election Auditor who will verify whether the member has already submitted a ballot.
- 2) The Corporation will provide an official ballot to those members who are voting at the Annual Meeting. The ballots will be printed on a different color paper or have an identifiable marking to demonstrate the ballot is submitted in person at the Annual Meeting to distinguish them from the ballots sent in advance of the meeting.
- 3) If a member attends the Annual Meeting but has already submitted a ballot, the member may participate in the meeting but may not change his or her vote, or submit another ballot.
- 8. **Open Meetings Act Notice**. The Corporation also will post the Agenda of the Members Meeting in accordance with the Open Meetings Act at least 72 hours in advance of any member meeting.
- 9. **Conducting the Annual Meeting**. The presiding director will conduct the annual members meeting in accordance with the noticed meeting agenda.
- 10. **Counting the Ballots**. Ballots cast in person at the Annual Meeting must be delivered to the place designated by the Corporation not later than 15 minutes after the Annual Meeting is called to order. The Independent Election Auditor will provide a final tally of the total votes and report the total number to the Corporation at the Annual Meeting. The Corporation and Independent Election Auditor may enlist the assistance of other individuals, including but not limited to Corporation staff, independent contractors, or consultants, to count ballots and to assist with other duties as necessary for an efficient and orderly election process. Ballots may be received by the Corporation for review and processing by the Independent Election Auditor, but will be deemed invalid and are not to be counted if not submitted in strict conformity with these Procedures.
- 11. **Tie.** If two or more candidates for a director's position tie for the highest number of votes, those candidates will draw lots under the direction of the Independent Election Auditor to determine who is elected. If there is a tie vote on an issue other than a director election, the measure fails.
- 12. Election Contest. Should any member wish to contest an election, said member must officially file suit in Collin County District Court within 30 days of the announcement of the official results of the election at issue.

EXHIBIT A

FORMS APPROVED FOR CONDUCT OF ELECTION

APPLICATION FOR BOARD OF DIRECTORS POSITION OF THE WESTON WATER SUPPLY CORPORATION

This application form must be completed and submitted by hand-delivery to the Corporation's office at 406 Chicken Street, Weston, Texas 75097, by mail to the Corporation at PO Box 158, Weston, TX 75097, or by email at westonwater@gmail.com by 12:00 p.m. on Friday, March 14, 2025 for applicant's name to be placed on the ballot.

Section 1

Biographical Information:

Applicant's Name:

Mailing Address:

Service Address (if different than mailing address):

Phone #: ______ Email:_____

Water Supply Corporation Member Since:_____

Section 2

Experience/Qualifications (will be printed and sent to members with ballot):

Previous Committee/Community Involvement/Director, etc. Experience:

Professional Experience:

Education:

Section 3

Personal Statement (100-word limit):

Section 4

Affirmation and Pledge to Serve:

I, ______ (applicant's name) will be at least 18 years of age on the first day of the director term; am a member of the Corporation; have not been determined by a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote; and have not been finally convicted of a felony. If elected, I agree to comply with all governing documents, board polices and complete Texas Open Meetings Act as required by state law. Additionally, if elected, I pledge to serve in a director position on the Corporation's Board of Directors, and will do my best to attend all meetings, regular or special, as designated by the board.

Under penalties of perjury, I declare that I have reviewed the information presented in this Application, including accompanying documents, and to the best of my knowledge and belief, the information is true, correct and complete.

Date_____

Independent Election Auditor Official Report for Weston Water Supply Corporation Election April 28, 2025

I, the undersigned Independent Election Auditor, do herby certify that all ballots received were counted pursuant to the Procedures of the Weston Water Supply Corporation and Texas Water Code, Chapter 67.

Total number of ballots cast in person_____

Total number of ballots cast prior to election_____

Total number of ballots cast_____

Total number of ballots not counted due to defects/invalidity _____

Director Election vote totals (start with the highest count)

1	
2	
3	
4	

Printed Name of Independent Election Auditor

Signature of Independent Election Auditor

Date_____