

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.

- 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:

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

I, the undersigned Independent Election Auditor, do hereby 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 _____