

**SAMPLE  
ORDER CREATING  
COUNTY ELECTIONS ADMINISTRATOR**

We, the undersigned, being the membership of the Commissioners Court for \_\_\_\_\_ County do hereby order that the position of County Elections Administrator be created for said county effective on \_\_\_\_\_, 20\_\_\_\_.

The County Clerk is hereby instructed to send a copy of this order to each member of the County Elections Commission, the Secretary of State, and Comptroller of Public Accounts.

Done this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Judge

\_\_\_\_\_  
Commissioner, Pct. 1

\_\_\_\_\_  
Commissioner, Pct. 2

\_\_\_\_\_  
Commissioner, Pct. 3

\_\_\_\_\_  
Commissioner, Pct. 4

The State of Texas

County of \_\_\_\_\_

I, \_\_\_\_\_, County Clerk of \_\_\_\_\_ County do hereby certify that the above is a true and correct copy of the order by the Commissioners Court creating the Office of County Elections Administrator.

Witness my hand and seal of the office this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Clerk

(Seal)

\_\_\_\_\_  
County