



COUNTY OF GALVESTON

On this the 31st day of March, 2025, the Commissioners' Court of Galveston County, Texas convened in a specially scheduled meeting with the following members thereof present:

Mark Henry, County Judge;
Darrell A. Apffel, Commissioner, Precinct No. 1;
Joe Giusti, Commissioner, Precinct No. 2;
Hank Dugie, Commissioner, Precinct No. 3;
Robin Armstrong, MD, Commissioner, Precinct No. 4; and
Dwight D. Sullivan, County Clerk

when the following proceedings, among others, were had, to-wit:

Order Designating County Clerk as the Voter Registrar

Whereas, the county tax assessor-collector is the voter registrar for the county unless the position of county elections administrator is created or the county clerk is designated as the voter registrar pursuant to §12.001 Texas Election Code; and

Whereas, transferring the duties of the voter registrar to the county clerk from the tax assessor-collector serves a public purpose and efficiency by combining election and voter registration duties into one office. The Galveston County Tax Assessor-Collector Cheryl E. Johnson and Galveston County Clerk Dwight D. Sullivan agree to the designation of the voter registrar to the county clerk; and

Now, Therefore, Be it Ordered that pursuant to the authority granted to it by §12.031 Texas Election Code, the Commissioners' Court designates the County Clerk as the Voter Registrar effective May 28, 2025.

Be it Further Ordered that a copy of this Order be spread upon the minutes of this Court and that the original be delivered to the County Clerk with a copy to the tax assessor-collector and a certified copy of the order to the Texas Secretary of State.

Upon Motion Duly Made and Seconded, the above Order was passed on this 31st day of March, 2025.

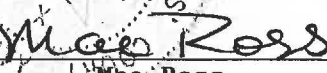
County of Galveston, Texas

By: 
Mark Henry, County Judge

Attest:


Dwight D. Sullivan, County Clerk

BY


Mae Ross Deputy



Cheryl E. Johnson, PCC, CTOP
Galveston County Tax Assessor Collector
722 21st Street, Galveston, Texas 77550
(409) 765-3277 • (409) 392-5457
Cheryl.E.Johnson@co.galveston.tx.us



March 25, 2025

Honorable Mark Henry
County Judge
722 Moody Avenue
Galveston, Texas 77550

Re: Request for Written Order to Transfer
Voter Registration Duties from County
Tax Assessor Collector to County Clerk
by Agreement

Dear Judge Henry:

Section 12.001 of the Texas Election Code specifies that, *"The county tax assessor-collector is the voter registrar for the county unless the position of county elections administrator is created or the county clerk is designated as the voter registrar."* Section 12.031 of the Texas Election Code specifies that, *"The commissioners court by written order may designate the county clerk as the voter registrar for the county if the county clerk and county tax assessor-collector agree to the designation."*

March 24, 2025, Galveston County Tax Assessor Collector Cheryl E. Johnson and Galveston County Clerk Dwight D. Sullivan met to discuss transfer of the duties associated with voter registration from the County Tax Assessor Collector to the County Clerk. It was determined this transfer serves a public purpose in that economies may be realized and efficiency improved with election and voter registration duties combined into one office.

Both parties agree to work cooperatively to execute this request and have developed a tentative plan of implementation that will begin upon your consent. It is our hope to complete the transfer by May 28, 2025 but each office is willing to make necessary adjustments in order to facilitate a smooth transition that will benefit both offices, Galveston County governments, residents, and voters. For example, County Clerk personnel will begin training in the Voter Registration Department immediately as we believe time is of the essence to ensure a successful transfer of responsibilities.

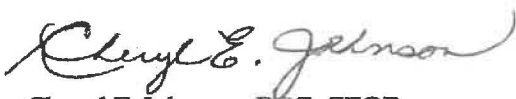
The preliminary plan includes the transfer of two Voter Registration Specialist positions, equipment and contracts associated with said equipment (please see general listing included as Exhibit A), policies, manuals, forms and items deemed appropriate and necessary for the conduct of voter registration duties. Chapter 19 funds and budgets are temporarily paid by the county and reimbursed through earned funds held by the Secretary of State. The Tax Assessor Collector will work with the County Clerk to ensure smooth transfer of funds in process of reimbursement. Funds accumulated since 2005 resulting from open records requests (as of this date \$7,957.54) will be retained by the Tax Assessor Collector to fulfill other budgetary needs. The County Auditor was consulted and concurred with this handling of the funds.

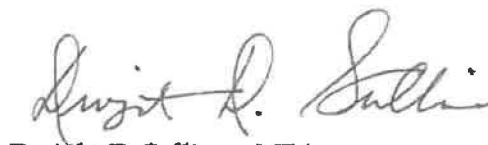
Honorable Mark Henry
March 25, 2025
Page 2

Although there is no expectation of dissatisfaction with this agreed transfer, please be advised that Section 12.034 of the Texas Election Code also provides, in part, that, "*The commissioners court by written order may rescind the order designating the county clerk as the voter registrar at any time after two years have elapsed from the date the order was adopted, to become effective on a date stated in the order.*" Further, within three days of a rescission order being adopted by commissioners, "*...the county clerk shall deliver a certified copy of the order to the secretary of state.*" The effective date of any rescission, the county tax assessor collector will resume duties as voter registrar for the county unless the court determines it is in the best interest of the county to create the position of elections administrator.

Your approval of this agreement is requested. As a courtesy, the full Election Code citations are included below.

Respectfully submitted,


Cheryl E. Johnson, PCC, CTOP


Dwight D. Sullivan, MBA

ELECTION CODE CITATIONS:

Sec. 12.001. DESIGNATION OF VOTER REGISTRAR. The county tax assessor-collector is the voter registrar for the county unless the position of county elections administrator is created or the county clerk is designated as the voter registrar.

Sec. 12.031. DESIGNATION OF COUNTY CLERK AS VOTER REGISTRAR. The commissioners court by written order may designate the county clerk as the voter registrar for the county if the county clerk and county tax assessor-collector agree to the designation.

Sec. 12.032. DESIGNATION ORDER. (a) The order designating the county clerk as the voter registrar must state the effective date of the transfer of voter registration duties and functions to the county clerk. (b) The county clerk shall deliver a certified copy of the order to the secretary of state not later than the third day after the date the order is adopted.

Sec. 12.034. RESCISSION OF DESIGNATION ORDER. (a) The commissioners court by written order may rescind the order designating the county clerk as the voter registrar at any time after two years have elapsed from the date the order was adopted, to become effective on a date stated in the order. (b) Not later than the third day after the date the rescission order is adopted, the county clerk shall deliver a certified copy of the order to the secretary of state. (c) On the effective date of the rescission, the county tax assessor-collector is the voter registrar for the county unless the position of county elections administrator is created.

EXHIBIT A

The following is an informal listing of furniture and equipment currently utilized by the Voter Registration Department that shall be provided to the County Clerk.

- 10 Dell Personal Computers
- 10 Keyboards, mouse and pads
- 12 Monitors
- 6 Telephones
- 1 Color HP desktop printer
- 1 Black & white Xerox printer
- 1 County provided Konica Minolta printer
- 2 Scanners (including software and maintenance contracts #1528)
- 4 ArcGIS Online View Subscriptions (\$1642662506) and associated credits
- Various folding tables of various sizes
- Two workstations