The Texas Silver-Haired Legislature

15th TSHL Election Kit

Statewide Election Day
May 28, 2013

Approved September 9, 2012
TSHL Executive Committee, Austin, Texas
This election kit contains the guidelines and forms for Area Agencies on Aging to use in conducting elections for the 15th Texas Silver-Haired Legislature.

State wide elections will be held in each area on Tuesday, May 28, 2013. All forms can be downloaded from TSHL website. www.txshl.org. Login with User name: member2008; Password: silver2008. Go to left column of page and open 15th TSHL Election Kit, 2012-2014.

Contact Linda Parrish, Chair, Election & Credential Committee for questions about the election process or requests for information. Email: lparrish@tamu.edu. Ph: 979-696-6026. Contact Chris Kyker if you have problems with the website. Email: ckyker@aol.com, Ph. 325-691-0855. Please direct other questions to Speaker Walter Graham. Email: wcgbg@txol.net. Phone 254-629-1403.

TSHL amended the Election and Credential Manual to elect 123 delegates with the boundaries of the area agencies on aging as the political boundaries for election. (September 13, 2010). All area agencies will elect 4 representatives with the exception of metro areas that will elect members as follows: Bexar County (6), Capital Area (6), Dallas County (6), Harris County (6), Houston/Galveston (5) and Tarrant County (6). TSHL Officers may designate a 5th position for eligible districts.

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### August 15, 2012

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<tr>
<th>Area Agency on Aging</th>
<th>Incumbent 1</th>
<th>Incumbent 2</th>
<th>Incumbent 3</th>
<th>Incumbent 4</th>
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<td>Bexar County</td>
<td>Jene Liaci*</td>
<td>Doris Griffin</td>
<td>Homer Lear</td>
<td>Juretta Marshall</td>
<td>Estella Tyson</td>
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<td>Brazos Valley</td>
<td>Al Campbell</td>
<td>Anne Mazone</td>
<td>Linda Parrish</td>
<td>Diana Randermann*</td>
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<td>Capital</td>
<td>Sandy Graham</td>
<td>Carlos Higgins</td>
<td>Paula Johnson</td>
<td>Cecilia Crossley*</td>
<td>Carol Peters*</td>
<td>Mary J Smith*</td>
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<td>Central Texas</td>
<td>Jim Endicot</td>
<td>Myron Meier</td>
<td>Ted Hubert</td>
<td>Joyce Mayer*</td>
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<td><strong>Coastal Bend</strong></td>
<td>Ms Keith Callaway</td>
<td>Rudy Cantu*</td>
<td>Billie Erwin</td>
<td>Oscar Solis</td>
<td>Mark Walsh*</td>
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<td>Concho Valley</td>
<td>Jim Brisbin</td>
<td>LeeRoy Kiesling</td>
<td>Wayne Merrill*</td>
<td>Brigitte Rogers</td>
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<td>Dallas County</td>
<td>Ruth Bowling</td>
<td>Olevia Holmes*</td>
<td>Barbara Pope</td>
<td>Lee Ruth Bryant*</td>
<td>Betty C.Hooey*</td>
<td>Trini Garza*</td>
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<td>Jerone Fletcher*</td>
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<td><strong>Heart of Texas</strong></td>
<td>Johnie Curtis</td>
<td>Presley Donaldson</td>
<td>LaNelle Gallant</td>
<td>Jane Lanier</td>
<td>Barbara Aydlett*</td>
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<td>Houston-Galveston</td>
<td>Lynn Crisp</td>
<td>John Giovannini</td>
<td>Jane Nelson</td>
<td>Jack Fisk*</td>
<td>Ken Nesmith*</td>
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<td><strong>Lower Rio Grande</strong></td>
<td>Cecilia Gutierrez</td>
<td>Roberto Gutierrez</td>
<td>Delia Oropez</td>
<td>Rey Oropez*</td>
<td>Howdy Smith*</td>
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<td>North Central Texas</td>
<td>Lorene Chambers</td>
<td>Roy Watson</td>
<td>Robert Smith</td>
<td>James E. Hitt*</td>
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<td>Jett Roberts</td>
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<td>Carolyn Williamson*</td>
<td>Richard Garnett*</td>
<td>Mona Bailey*</td>
<td>Bill T. Bailey*</td>
<td>Norma Mena*</td>
<td>Callie Ragon</td>
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<td>Texoma</td>
<td>Charlynn Elliott</td>
<td>Lela Foreman</td>
<td>Maurine Gross</td>
<td>Celia Turner*</td>
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<tr>
<td><strong>West Central Texas</strong></td>
<td>Nancy Byler</td>
<td>Bruce Davis</td>
<td>Walter Graham</td>
<td>Chris Kyker</td>
<td>Dolan Brinson*</td>
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</tbody>
</table>

2 The Executive Committee, meeting September 12, 2010, authorized increasing total positions from 117 to 123 to provide more representation in areas of significant population increase. On December 12, 2010, the Executive Committee authorized areas with full capacity of 4 members to increase those areas by one additional member, not to exceed a total of 123 members for the 14th TSHL.

** indicates the 4 districts that qualified for a fifth member.
# TSHL ELECTION CALENDAR 2013

## JANUARY
2 - Post Notice to file for TSHL election Form 101

## FEBRUARY
28 – Deadline for candidates to file for election and turn in required forms: Form 103 Candidate Information Form 104 Hold Harmless Statement Form 104.1 Code of Conduct Statement Form 105 Official Candidate Petition

## MARCH
11-15 - Post Notice of election date of May 24, 2011 Form 102

## APRIL
16 – Deadline to request Early Voting Ballot Packet: Form 106 Request form Form 106.1 Early Voting Ballot Form 108 Voter Registration Statement

## MAY
1-21 – Early Voting Ballot Form 107 – Local Election Ballot Form 108 – Voter Registration Statement Form 109.1 Appointment of Poll Watcher by candidate, as desired 28 - Cancel Election as allowed Form 112

## JUNE
3 - Ballot Tally Sheet to Linda Parrish, Form 109 3-7 Convene meeting of winners to appoint members to admin comm 7 - Send Ballot Tally and Certificate of Election to Parrish\(^1\) Form 109 and Form 110 10 - Deadline for members to submit data to Pat Porter\(^2\) : Form 201 Member Information Form 202 Administrative comm. Form 203 Legislative comm 28 – Deadline to file for TSHL office with Pat Porter\(^2\) Form 204

## JULY
June/July - Prior to the July Orientation Session, AAAs are encouraged to conduct brief pre-orientation session for their members. Multiple AAAs within a geographic area may hold a joint session for members. The TSHL Training Committee may assist as requested. Contact Delia Oropez, Chair\(^3\)

July 14-18 15\(^{th}\) TSHL Orientation Session – Austin. Contact Speaker Walter Graham\(^4\)

## TSHL Website for Continuing Education on aging. www.tshlacademy.org

Courses:
- 101-Realities of Third Age ($35)
- 102-Living a Good Third Age ($35)
- 103-Advocacy for Older Texans ($35)
- 104 -TSHL Call For Leadership (free) (overview of TSHL for candidates and incumbents)

Contact Chris Kyker. ckyker@aol.com 325-691-0855 325-668-6322

## Contacts
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   deeoropez@gmail.com

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   Cisco, TX 76437
   254-629-1403
   wcgbg@txol.net
14th TSHL Election Guidelines and Rules

POLICY STATEMENT

The Texas Silver-Haired Legislature is responsible for defining the TSHL election process. The TSHL will respond to any issue related to the election process including: inquiries, complaints, election issues, violation issues and legal matters.

KEY ELECTION COMPONENT GROUPS

A. TEXAS SILVER-HAIRED LEGISLATORS
The Incumbent Silver-Haired Legislators from each district are expected to provide leadership in the activation and selection of the TSHL Area Election Steering Committees (AESC).

B. TSHL AREA ELECTION STEERING COMMITTEE (AESC)
The AESC will develop the planning and provide the primary manpower to organize, support, and conduct the election process. The selection of the members of the AESC will be a cooperative decision of the existing district Silver-Haired Legislators and the members of the Area Agency on Aging Advisory Council. The AAA Director should serve ex-officio on the AESC. Each AESC should elect its chairman and send the chairman’s name, address, phone number and email address to the TSHL Election & Credentials Chairman.

C. AREA AGENCY ON AGING ADVISORY COUNCILS
Members of the AAA Advisory Council will serve as advocates for the TSHL. They will provide members and election support to the AESC.

D. AREA AGENCY ON AGING
Each Area Agency on Aging in Texas, when conducting elections for the TSHL, is asked to serve as the local focal point for coordination and distribution of candidacy forms, and send and receive mail ballots. The Chair of the AESC or his or her designate will announce the official results of the TSHL election. (Amendment 16, September 11, 2007).

E. TSHL ELECTION AND CREDENTIALS COMMITTEE
The TSHL Election and Credential Committee shall be the state focal point on matters relating to local elections and will develop and provide to the Executive Committee for its approval standard guidelines, information, forms and materials to enable the AESCs to conduct orientations for all prospective candidates to assure consistent information is provided throughout the state. (Amendment 16, September 11, 2007).

THE TEXAS SILVER-HAIRED LEGISLATURE ELECTION

A. STRENGTH
A total of one hundred twenty-three (123) delegates will be elected to serve in the unicameral TSHL. The Area Agency on Aging (planning and service areas) boundaries as of 9/01/2007 will serve as the political boundaries for election. Four (4) legislators will be elected from each area, with the exception that six (6) representatives will be elected from the metropolitan areas of Tarrant County, Dallas County, Harris County, Bexar County and the Capital Area Agency on Aging (CAPCO) and five (5) from the Houston-Galveston Area Agency on Aging. Other areas may increase to five members provided the area has maintained 4 members for the current TSHL, not to exceed a total of 123 positions. (Amended by Executive Committee December 10, 2010.)
B. STRUCTURE
The TSHL Area Election Steering Committee (AESC) will voluntarily conduct elections of TSHL legislators for each area. Each AESC will determine whether candidates may run at-large, from a designated precinct, or a combination of the two. Each AESC has authority to designate precinct boundaries. This responsibility covers election planning, ballot printing, publicity, training of judges, and implementation of the election procedure. This procedure will allow for grassroots support, decisions, and implementation of the elections procedures. The TSHL Election & Credentials Committee will develop and provide to the Executive Committee for its approval standard guidelines, information, updated forms and materials to enable the AESC to conduct an orientation for all prospective candidates to explain what is expected of a TSH Legislator: time commitments, financial commitments, and the role of the AESC. **AESC are requested to use the standardized format and materials to assure consistent information is provided prospective candidates throughout the state. (Amendment 17, September 11, 2007).**

Ballots will be printed for the elections if there is more than one candidate for any position. However, if there is no opposition to a candidate, the AESC may dispense with the election and declare the candidate elected. Unopposed candidates shall be certified to TSHL as elected unopposed. Elected and appointed TSHL Legislators shall be certified to the TSHL by the Area Agency on Aging Director following the week of election.  (Amendment 11, September 10, 2003)

C. CANDIDACY REQUIREMENTS
A candidate for the TSHL must meet the following criteria:
1. Must be age 60 years or older prior to filing for election.
2. Must be a resident of the AAA area to file as a candidate in that area.
3. Must be a registered voter of the State of Texas. The Candidate Information Form will be used for certification (Form 103).
4. Must be willing to participate in all activities required and expected of Texas Silver-Haired Legislators.
   a Prior to election or appointment, a candidate must sign and agree to comply with the TSHL Code of Conduct and the Hold Harmless Agreement for AAAs. (Forms 104 and 104.1).
   b If elected to the Executive Committee, the member will report results of the Executive Committee meetings to other TSHL legislators in his district within 10 working days after the committee meeting.
5. Must file for candidacy: Candidates must fill out these and other appropriate forms provided by the local area agency on aging.
   a Form 103 - Candidate Information Form,
   b Form 104 Hold Harmless Statement
   c Form 104.1 Code of Conduct Statement
   d Form 105 Official Candidate Petition.  (revised December 10, 2010)
6. The candidate must provide a postal address where constituents can contact the member. The address must be available for publishing in TSHL documents and on the TSHL web site. Members are encouraged to also make their phone numbers and email addresses available to constituents. (Amendment 12, September 10, 2003).
7. To become a candidate, an individual must complete an official Candidate Petition (Form 105) on which he/she must obtain 25 signatures from registered voters who are 60 years of age or older at time of signing, and who live in the area the candidate seeks to represent. With the submission of these two forms together with other required Forms and the payment of a $5.00 filing fee, the person becomes an official TSHL candidate. A candidate may not take part in the balloting procedure and validation.
8. Qualified voters may sign a petition for only one candidate.
D. FORMS AND BALLOTS
Samples of the Notice of Filing for Candidacy (Form 101), Due Notice of Election (Form 102), candidacy forms, petitions and ballots used for TSHL elections are found pp.11-32. No write-in ballots will be accepted.

E. VOTER REQUIREMENTS.
A person who is a registered Texas voter and 60 years of age or older on the date of the election may vote in the TSHL election held for the AAA district in which the voter lives. Voters may certify their age by completing and signing a Statement of Certification. Early voters must complete and submit a voter information Statement of Certification with their ballots. Voters must certify they are over age 60, but need not provide their exact age or date of birth. (Amendment 13, September 10, 2003)

F. CONDUCTING THE ELECTION.
1. BALLOT BOX. There shall be one secured ballot box in each polling place for depositing marked ballots. If a non-metal box is used, the box will be covered and sealed around the edges with an opening on the top. The word BALLOT shall be printed on the box in prominent type. (Amendment 18, September 11, 2007).

2. POLLING PLACES. Each AESC shall establish voting places sufficient to maximize participation, accessible to older Texans, and in sufficient quantity to prevent long waiting. All established polling places shall be open on the date of the election (fourth Tuesday in May).
   a. Voters may vote early by mail balloting or on voting day (fourth Tuesday in May). Polling places will be available for voting not less than five (5) hours unless the open hours of the facility used as a polling place is less than five hours.
   b. Voting places should be avoided if the location gives unfair advantage to one candidate over another, is not known in the community, restricts any voters from entering to vote or discriminates against any older Texan.
   c. Senior centers and other available public places that are available for voting purposes may be designated as polling places, as decided by members of the AESC, and manned by TSHL election volunteers. Volunteers may be selected from any appropriate local organization or group (Amendment 18, Sept. 11, 2007).
   d. To allow flexibility in holding the election in each area, AESC members in each area are requested to follow these guidelines:
      (1) The age of poll workers should not be made a limitation, so long as the workers are eligible voters and able to perform the duties.
      (2) The TSHL Training Committee should provide training to the staff of AAA’s and to the AESC in a “live” training session, during a Texas Association of Regional Councils (TARC) or AAA training session.

3. POLL WORKERS.
The Poll Workers shall be selected by the local AESC. The AESC will also determine the number of workers, and designate one of the workers at each polling site as POLL MANAGER. The POLL MANAGER will oversee the election. Candidates shall not select poll workers, but each candidate may appoint one Poll Watcher for each polling site, and each Poll Watcher may be appointed to serve in that capacity for only one candidate. (Amendment, September 15, 2009).

4. Duties of the POLL MANAGER shall include the following:
   a. Open and close polls.
b. Receive and oversee election supplies.
c. Assign duties of workers and instructions for performing duties.
d. Assure that workers perform their duties in the proper manner.
e. Keep order in polling places.
f. Assure that ballots are delivered to the central site without any tampering.

5. Duties of the TSHL AESC shall include the following:
   a. Accept ballots and supporting documents from the poll managers.
   b. Supervise the counting of the ballots.
   c. Resolve the status of questionable ballots.
   d. Within five (5) days, certify and report election results to the Chairman of the TSHL Election and Credentials Committee, using Form 110.
   e. Store ballots and related documents in a secure place to await determination of disposition as required under Section I Election Results #4 of this chapter.

6. PROCEDURES FOR VOTERS.
   a. Voters shall provide information as follows to the poll worker in charge of the poll registration list:
      (1) His/her name
      (2) Address
      (3) Current voter registration, or read and sign the disclaimer affidavit
   Voters shall also receive and read the ballot issued, mark it and then fold and deposit it in the box marked BALLOT.
   b. In the event an error is made on the ballot, the voter may obtain another ballot. The ballot marked in error shall be returned to the poll worker. Upon request, a poll worker may assist a voter in casting his vote. If the voter is assisted, it shall be noted on the ballot, together with the name of the person providing assistance.

7. POLL WATCHERS
   All Poll Watchers must register with the Poll Manager.
   a. Only one Poll Watcher per candidate will be permitted; each Poll Watcher may serve in that capacity for only one candidate. (Amendment, September 15, 2009)
   b. Poll watchers will not be allowed to have mechanical or electronic means of recording images or sounds while serving as a Poll Watcher.
   c. Each Poll Watcher must sign and present his or her “Appointment of Poll Watcher by Candidate on the Ballot” form to the Poll Manager prior to the election. (E&C Form 207a). (Amendment 19, September 11, 2007).

G. EARLY VOTING
   Early voting shall be conducted in accordance with TSHL Rules. It shall be conducted so as to maximize participation by older Texans, preserve each older Texan’s right to confidentiality, and ensure fairness. Voters may request an early ballot in person or through a designated agent or by phone, email or mail from the AESC. Candidates for election to TSHL may not distribute early ballots to voters. Amendment, September 11, 2007)

   Early voting shall be conducted in accord with guidelines developed by the AESC, and conducted so as to maximize participation by older Texans, preserve each voter’s right to confidentiality, and ensure fairness. Each AESC shall establish procedures to accomplish the above. In addition, early voting rules shall include requirements to:
   1. Give handicapped or homebound voters an opportunity to vote. Homebound persons shall
include those in long-term care facilities and those who otherwise would not have access to voting places.

2. Ensure that ballots be postmarked five (5) or more days before the scheduled election.
3. Assure privacy where possible and prevent fraud.
4. Follow state voting procedures as closely as practicable.
5. Include the following information returned with a mailed ballot:
   a. Marked ballot (Form 106)
   b. Signed voter registration statement (Form 108)
   Both documents are to be mailed together to the address listed on the early ballot.
6. Ensure that both Form 106 and Form 108 are returned by the early voting deadline in order for the ballot to be valid and counted. (Amendment 19, September 11, 2007).

H. VACANCIES
If a member of the TSHL does not maintain a valid, current voter registration certificate in the district he/she was elected to represent, dies, or resigns, the term of office shall be terminated and the seat declared vacant. In the event of a vacancy, the following method shall be followed by the local AESC to fill the vacancy:
1. AESC shall appoint the most qualified eligible person available to fill the vacancy within 30 days. (Amendment 14, September 10, 2003)
2. A person appointed to serve a district as a TSHL who did not file for candidacy will be limited to serve one (1) term only as an appointee. An appointed person who desires to serve another term must file for candidacy as outlined under Chapter II, Section C of this Election & Credentials Manual.
3. The final decision and selection will be made by the local AESC, which includes the membership of presently elected Texas Silver-Haired Legislators. Elected and appointed representatives of the TSHL who have not been sworn in are not eligible to vote on the selection.

I. ELECTION RESULTS
1. Upon the receipt of the ballots and registration sheets, the AESC and the Area Agency on Aging shall verify the results. If there are no discrepancies, the results shall be certified as correct by the AESC and the Area Agency on Aging, using Ballot Tally Form (Form 109). The results shall be mailed, faxed, or emailed to the Chairman of the E&C Committee within five (5) days following the completion of the election. Each election winner will be identified by name, address, phone number and email address if available. A Certification of Election (Form 110) will be provided to each winner by the local Area Agency on Aging director. Unopposed candidates and members appointed where no candidate ran for the position will also be identified by name, address, a phone number and email address if available. The local AAA director will provide a Certification of Election (Form 110) to each elected candidate.
2. A plurality of one (1) vote constitutes a winner. Should there be a tie, the winner shall be determined by the toss of a coin with both candidates in attendance.
3. Final notice of the winners shall be publicized only after all votes within the district have been verified.
4. Registration sheets and ballots shall be preserved at the Area Agency on Aging for three (3) months after the day of the election.
5. The elections may be contested by a candidate prior to 4:00 P.M. on the third day following the election on the following grounds:
   a. Omission of a candidate’s name on the ballot.
   b. Tampering with the ballots.
   c. Voting by an ineligible person.
   d. Duplicate voting.
J. CONTESTED ELECTION. A candidate choosing to contest the election shall notify the Chair, TSHL Election & Credential Committee in writing prior to 4:00 P.M. on the Monday following the election.
1. The candidate contesting the results shall state in a letter the grounds for contesting the results and provide any relevant evidence on which he/she is contesting the results. A copy of the letter shall be forwarded to the local AESC.
2. The TSHL E&C Chair will inform TSHL Officers of the decision in the matter and with the concurrence with the decision by a majority of the TSHL Officers, inform the candidate of the disposition of the matter within ten (10) working days from receiving the complaint.
3. The results of the election will be withheld until the protest is resolved.
4. The TSHL E&C Chair will provide the decision to AESC and the candidates involved in the complaint. (Amendment 20, September 11, 2007).

K. CERTIFICATION. Following the election, the TSHL Election and Credentials Committee Chairman shall obtain from the TSHL Area Election Steering Committee a list of all TSHL members for the new term and provide a compiled statewide list to the TSHL Speaker and Secretary and to the Texas Secretary of State. (NB-Oct 11, 2005)

L. IDENTIFICATION. Members arriving at the Orientation Session may use any of the following for identification:
1. Certification of Election (Form 110)
2. Voter Registration Certificate
3. Driver’s License
4. Acknowledgment by the TSHL Speaker and Secretary

M. RECALL
1. To begin recall proceedings against a TSHL elected representative, recall proponents must serve and file the Notice of Intention to Circulate a Recall Petition (Form 111). The Notice of Intention must be served by certified mail on the person sought to be recalled. A copy of the notice along with the proof of service must be filed with the AESC and the TSHL E&C Committee Chairman.
2. The Notice of Intention must contain the name and title of the member to be recalled, and include:
   a. A statement, not to exceed 200 words in length, of the reason(s) for recall.
   b. The name and address of at least five (5) but not more than eight (8) proponents of the recall.
   c. Within ten (10) days after serving the Notice of Intention, the member sought to be removed may file an answer, not to exceed 200 words, with the TSHL E&C Chair.
3. A hearing to confirm the decision on recall and its validity will be held by an official of the TSHL E&C within ten (10) days after a response of the member sought to be removed.
4. The TSHL Executive Committee will make the final decision and disposition of a Recall Petition and Petition Response.
5. The TSHL Speaker will inform the affected member and AESC of the results of the recall action made by the TSHL Executive Committee. (Amendment 21, September 11, 2007).
N  Appeal of Decision By The Executive Committee To Expel A TSHL Member.
A decision by the Executive Committee to expel a member from the TSHL may be appealed to the membership as follows:

1. Within 10 days of the date of the expulsion, the appellant shall give written notice to the TSHL Secretary that the decision will be appealed.

2. Within 21 days of the date of the expulsion, the appellant shall provide the TSHL Secretary with the basis for the appeal, in writing, and a request for the appeal to be heard.

3. The Secretary shall promptly inform the Officers, the Chair of the Ethics Panel and the Chair of the Elections Committee of the pending appeal.

4. The Speaker shall set a date for the Elections Committee to forward to all members the following:
   a. The plea for the appeal to be heard.
   b. A brief explanation by the Chair of the Ethics Panel of the basis for the expulsion.
   c. A ballot.

5. The appeal shall not be heard unless more than one-half of the current TSHL members vote FOR the appeal to be heard. If the request for the appeal to be heard is rejected by the membership, the expulsion is confirmed.

6. In the event the membership votes to hear the appeal, the appellant’s expulsion will remain pending until the next scheduled general meeting of the membership. While the appeal is pending, the appellant shall not hold any elected or appointed position within the TSHL.

7. At the next scheduled general meeting, the Chair of the Ethics Review Panel and the Speaker will then be given an opportunity to address the membership regarding the appeal. The appellant will then be given an opportunity to personally address the membership.

8. The membership will then vote to CONFIRM or OVERTURN the expulsion. A vote of at least two/thirds of current TSHL members present and voting shall be required to overturn the decision of the Executive Committee to expel the member. (Amendment, September 15, 2009)
Notice to Eligible Voters Of the

Area Agency on Aging

NOTICE TO FILE FOR CANDIDACY

To all eligible voters in the State of Texas, sixty years of age prior to filing for election, a resident of the above named Area Agency on Aging District, and desiring to participate in all activities required and expected of Texas Silver-Haired Legislators at their own expense without compensation, notice is hereby given that, in accordance with the provisions of the rules adopted by The Texas Silver-Haired Legislature, candidates must file a written notice of candidacy with the said Area Agency on Aging during established business hours by February 28, 2013 at

__________________________
Street Address

__________________________
City                                      Zip

Due Notice of Election with voting information will be posted during March 11-15, 2013. Qualified voters of the named Area Agency on Aging may vote early by Mail Ballots May 1-21, 2013 or in person on May 28, 2013.

By directions of the Texas Silver-Haired Legislature’s Election & Credentials Committee.

Form 101
Due Notice of Election

NOTICE OF ELECTION OF REPRESENTATIVES
IN THE _____________________ DISTRICT
OF THE AREA AGENCY ON AGING

To All eligible voters in the State of Texas living in the above named district who are sixty years of age or older on the fourth Tuesday in May of this year. Notice is hereby given that in accordance with the provisions of the Elections and Credentials Manual of the Texas Silver-Haired Legislature, qualified Voters of the above named district may cast their vote in person at Voting Box Location/s:

_____________________________
_____________________________
_____________________________

Between ___ a.m. and ____ p.m. on the ___28th____ day of May 2013, then and there to elect a qualified candidate desiring to serve as a member of the Texas Silver-Haired Legislature.

_____________________________

Early Voting Mail Ballots may be obtained from the Area Agency on Aging office located at ___________________________ or by calling _______________, between the hours of 8:00 a.m. and 5:00 p.m. by April 16, 2013, and mailed to the AAA office. Envelope must be postmarked no later than midnight, May 21, 2013.

By directions of the Texas Silver-Haired Legislature’s Election & Credentials Committee.
15th Texas Silver-Haired Legislature

Candidate Information Form

Print Name: _____________________, _____________________      ___________  
       Last                                      First                                   Middle
Address _____________________________________________________  
                                                  _____________________________, TX ______________________
                                                  City                                    Zip Code
Phone  ____________________________  Fax _________________________

Email: _____________________________

Voter Registration Certificate Number ______________________________________

Identify the area you would be representing: ____________________________________

By completing this form I hereby declare that I am a registered Texas Voter, 60 years of age  
or older prior to filing for election, a resident of ___________________ Area Agency on  
Aging and I have paid a filing fee of $5.00 payable to the designated Area Agency on Aging.

________________                  ________________________________  
            Date                      Signature

PLEASE RETURN TO THE DESIGNATED AREA AGENCY ON AGING  
BY February 28, 2013

__________________________________Area Agency on Aging

Address _____________________________________________________  
                                                  _____________________________, TX ______________________
                                                  City                                    Zip code

Phone Number _____________________________________  

Contact person: ______________________________

Form 103
HOLD HARMLESS STATEMENT

To the ________________________________ Area Agency on Aging,

And the ________________________________ Council of Governments

by __________________________, candidate for or member of Texas Silver-Haired Legislature

I, ___________________________________, as a candidate for election or appointment to the TSHL do hereby make the following statement:

In conjunction with my participation as a member of the Texas Silver-Haired Legislature in TSHL activities, including TSHL elections, and to the fullest extent permitted by law, I agree to indemnify, defend and hold harmless ____________________ Area Agency on Aging and the ____________________ Council of Governments, their directors, managers, staff, agents, and volunteers and assigns from and against any and all claims brought by me arising out of or resulting from my participation in TSHL activities, including elections, unless such claim or claims arise out of the sole negligence or willful misconduct of __________________________ Area Agency on Aging and/or the ____________________ Council of Governments or their representatives, agents, or servants. “Claim” as used in this agreement means any financial loss, claim, suit, action, damage or expense, including but not limited to attorney’s fees.

I affirm that I voluntarily make this statement without mental reservation, duress, or any consideration or benefit that may accrue to me as a member of the Texas Silver-Haired Legislature both present and future. (Amended November 20, 2006)

__________________________________________________
Signature

__________________________________________________
Name (Printed)

STATE OF TEXAS)
COUNTY OF ____________________________

Before me, a notary public, on this day personally appeared ____________________________, known to me to be the person whose name is subscribed to the foregoing document, and being by me first duly sworn, declared that the statements contained therein are true and correct.

Given under my hand and seal of office this _____ day of ____________. A.D. ______

__________________________________________________
Notary Public (Or AAA Official)

My commission expires __________________

Form 104
TEXAS SILVER-HAIRED LEGISLATURE
CODE OF CONDUCT STATEMENT

To the SECRETARY, TSHL
Copy to the Director, ___________________________ Area Agency on Aging,

Submitted by a member or prospective member of the Texas Silver-Haired Legislature

I, __________________________________________, as a candidate for election or appointment to the TSHL do hereby make the following statement:

I, as a Silver-Haired Legislator, dedicate myself to carrying out the mission of the Texas Silver-Haired Legislature, and do hereby obligate myself to the highest standards of dignified behavior, precluding any conduct which embarrasses, offends or abuses others, especially in committee hearings, business meetings, during TSHL annual sessions, and at public forums.

Further, I pledge to do the following:

(i) Recognize that, at all times, the chief function of the TSHL is to serve the best interests of older Texans and to be their non-partisan advocate to the Texas Legislature.
(ii) Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to stay informed as a resource person to my constituents.
(iii) Uphold the Bylaws and Procedures as adopted by the TSHL membership and to consciously work for the "good of the order."
(iv) Respect the structure and responsibilities of the Executive Committee and provide them with facts and advice as a basis for their making policy decisions.
(v) Conduct TSHL operational duties with positive leadership as exemplified by open communication and a willingness to listen and to speak in moderation as diverse opinions are being expressed.
(vi) Observe professional standards both in form and content for all public communications, including email, never demeaning others.
(vii) Demonstrate the highest standards of personal integrity, truthfulness and courtesy in all TSHL activities so as to inspire the public's confidence and trust.
(viii) Avoid any interest or activity that is in conflict with the conduct of my official duties.
(ix) Respect and protect privileged information to which I have access in the course of my official duties.
(x) Encourage the professional development of all TSHL members.

_________________________________________ Signature

_________________________________________ Name (Printed)

STATE OF TEXAS)
COUNTY OF ____________

Before me, Director of a Texas Area Agency on Aging Office, or a notary public, on this day personally appeared
__________________________________________, known to me to be the person whose name is subscribed to the foregoing document, and being by me first duly sworn, declared that the statements contained herein are true and correct.

Given under my hand and official capacity this _____ day of _______., ____________.

________________________________________
Notary Public or AAA Director

My commission expires ________________________

Form 104.1
OFFICIAL CANDIDATE PETITION
15th Texas Silver-Haired Legislature

STATEMENT OF CERTIFICATION: I, the undersigned, hereby declare my intent to run for the Texas Silver-Haired Legislature. I further certify that I am a registered Texas voter, 60 years of age or older at time of signing, and a resident of the ________________ Area on Aging Region. My Texas Voter Registration Number is _____________. I also agree to pay a $5.00 filing fee with the submission of this completed petition.

Name ___________________________________ Date __________________ Signature __________________

We, the undersigned, do hereby declare that we are registered Texas Voters, 60 years of age or older at time of signing, and are residents of the region served by the _____________________ AREA AGENCY ON AGING.

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<tr>
<th>SIGNATURE</th>
<th>NAME (PRINTED)</th>
<th>PERMANENT ADDRESS</th>
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Please Return Official Candidate Petition to designated area agency on aging by February 28, 2013

Form 105 (amended by Executive Committee, December 10, 2010)
Request for Early Voting Ballot Packet

Request for early voting ballot packet may be made to the local area agency on aging office by April 16, 2013 for early voting May 1-May 21, 2013.

I, as a listed voter-, hereby declare that I have a current voter certificate, am 60 years of age or older at time of listing, and I am a resident of District _______ of the ________________ Area Agency on Aging.

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<th>NAME</th>
<th>MAILING ADDRESS</th>
<th>VOTER CERTIFICATE #</th>
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This form to be forwarded to the appropriate area agency on aging office by the Senior Facility Director. It can be distributed by the AAA with the voting packet.
15th Texas Silver-Haired Legislature

Early Ballot

(Mail to Designated Area Agency on Aging by May 21, 2013.)

Designated Area Agency on Aging ______________
Dates for Early Balloting:   May 1 – May 21, 2013

TSHL Candidates - Vote for ________*

Number

□ ____________________________
□ ____________________________
□ ____________________________
□ ____________________________

Instructions to Early Voter:
1. Complete Voter registration Statement (Form 108).
2. Please mark an (x) beside the two (2) candidates of your choice.
3. Fold ballot, insert, and seal ballot in small envelope.
4. Place small envelope and voter information into return envelope,
   Mail to: _______________ Area Agency on Aging, Attention: _______________
   Address _______________________________________________________
   Phone Number _______________________
5. Early ballots must be postmarked by midnight May 21, 2013.
   Your vote will not be counted without including your registration statement (Form 108) with this ballot.

* Edit ballot to fit the number of candidates and Districts in your area.

(This form should be altered as needed by each AAA Director & AESC to accommodate the number of candidates and districts in your area. This is an example of a ballot form. Please make the ballot fit your individual situation.)

Form 106.1
15th Texas Silver-Haired Legislature

Ballot for Local Election

Designated Area Agency on Aging ______________
Date for Balloting: May 28, 2013

TSHL Candidates - Vote for ____________ *

□ ________________

□ ________________

□ ________________

□ ________________

Instructions to Voter:
1. Complete Voter registration Statement (Form 108).
2. Please mark an (x) beside the two (2) candidates of your choice. *
3. Fold ballot and insert in ballot box.

* Edit ballot to fit the number of candidates and districts in your area.

(This form should be altered as needed by each AAA Director & AESC to accommodate the number of candidates and districts in your area. This is an example of a ballot form. Please make the ballot fit your individual situation.)
15th Texas Silver-Haired Legislature

Voter Registration Statement

To Be Completed By Voter Without Texas Voter Registration Certificate

Statement of Certification

Print Name: _____________________, _____________________, _____________________
                Last                                      First                                   Middle
Address _____________________________________________________
                                                                                       ________________, TX ______________________
                                                                                       City                                      Zip Code
DATE OF BIRTH: (optional)        ______________________________
Voter Registration Certificate Number ______________________________________
By completing this form I hereby declare that I am a registered Texas Voter, age 60 or older
and a resident of ___________________________ Area Agency on Aging.
                                                                                       _____________________________          Date  _______________
                                                                                       Signature

If voting early, please return this form with Early Voting Ballot to:
                                                                                       _____________________________ Area Agency on Aging
                                                                                       _____________________________, TX ______________________
                                                                                       _____________________________, TX ______________________
                                                                                       City                                      Zip Code
Phone Number _____________________________
Contact person: _____________________________
Certificate of Appointment
as Poll Watcher for Local Election

Appointment of Poll Watcher

By authority of the 15th TSHL Election and Credentials Manual, I hereby appoint

__________________________________________

Name of Poll Watcher

to serve as my Poll Watcher during the counting and tally of votes
for the election of a 15th TSHL member from

______________________________________

Name of District

Signature: ___________________________       Date:_____________

Candidate

Affidavit of Poll Watcher

I accept the appointment to serve as the Poll Watcher for the above candidate
and for no other candidate for this election.

Signature: ___________________________       Date:_____________

Poll Watcher

Each Poll Watcher must countersign the "Affidavit of Poll Watcher" (Form 109.1) in front of
the Election Administrator and Election Judge at the designated count location prior to the
beginning of the count. [E&C Manual Ch III A 8 d (4)].
## Ballot Tally Sheet for Local Election of the 15th TSHL Members

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<th>Total</th>
<th>Name of Candidate</th>
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I verify that the following candidates are declared winners of the TSHL election conducted May 28, 2013, by the __________________________ Area Agency on Aging:

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<th>Distr 1</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP</th>
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<td>Distr 4</td>
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Distr 5&6 as needed

Representative, AESC Committee __________________________

Director, Area Agency on Aging __________________________

Send completed form by June 3, 2013 to Linda Parrish, Chair, TSHL Election & Credentials Committee, 2604 Faulkner, College Station, TX 77845. Phone: 979-696-6026. Email: l-parrish@tamu.edu

Form 109
Be it known by all that

The Honorable ______________________________

Having met all requirements as set forth by the
14th Texas Silver-Haired Legislature Bylaws and Election & Credentials Manual
For the position of Legislator representing the Senior Citizens
Of the _________________________ Area,

And,

Having been duly

______ elected for this position May 28, 2013 or
______ appointed to this position (date) ________________;

Therefore, the Undersigned Area Agency on Aging Director
Respectfully requests
That he or she be seated
With all the rights and privileges of said position.

AAA Director: ______________________________
Signature

Date: ______________________________

Make two signed originals, one for the declared winner of the TSHL election and one to be mailed within five (5) days after the election by June 3, 2013 to:

Linda Parrish, Chair
TSHL Election & Credentials
2604 Faulkner
College Station, TX 77845
979-696-6026
l-parrish@tamu.edu
15th Texas Silver-Haired Legislature

NOTICE OF INTENTION TO CIRCULATE
A RECALL PETITION

Name of TSHL Member in Question: ________________________________________

District: __________________________________________________________________

Reason for Recall: (Attach additional pages as necessary, not to exceed 200 words.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Five to eight proponents of the recall. Add additional names on back of this form:

1. Name _____________________________  _________________________________________
   Print name                       Signature
   Address __________________________________  ____________________, TX  __________

2. Name _____________________________  _________________________________________
   Print name                       Signature
   Address __________________________________  ____________________, TX  __________

3. Name _____________________________  _________________________________________
   Print name                       Signature
   Address __________________________________  ____________________, TX  __________

4. Name _____________________________  _________________________________________
   Print name                       Signature
   Address __________________________________  ____________________, TX  __________

5. Name _____________________________  _________________________________________
   Print name                       Signature
   Address __________________________________  ____________________, TX  __________

Recall Petition received _____________ by __________________________________
   Date    Chair, TSHL Election & Credentials Committee

Linda Parrish, Chair
TSHL Election & Credentials
2604 Faulkner
College Station, TX 77845
979-696-6026
l-parrish@tamu.edu

Form 111 (Amendment 21, September 11, 2007)
ORDER OF CANCELLATION

The __________________________TSHL Area Election Steering Committee hereby CANCELS the election scheduled to be held on May 28, 2013, in accordance with the Texas Election Code and the Texas Silver-Haired Legislature’s Election and Credentials Manual.

The following candidate has been certified as unopposed and is hereby elected:

Candidate: ________________________________

Office Sought: Representative of the __________________ Area Agency on Aging District in the 14th Texas Silver-Haired Legislature.

__________________________________
AESC Chairman

_________________ _____________________________
Date of Adoption Secretary

A copy of this order is to be posted on or before May 28, 2013, at all places that would have been used in the election for the position now unopposed.

By direction of Linda Parrish, TSHL Election & Credentials Committee Chairman.
15th TSHL ELECTED MEMBER INFORMATION

COMPLETE Forms 201, 202, 203; also 204 (if applicable) AND RETURN BY June 10, 2013
TO:  Pat J. Porter, Secretary, Texas Silver-Haired Legislature, 1651 CR 255, Big Spring, TX 79720.
Phone: 432-399-4456. Email: tshlpatpo@gmail.com. You also have the option to register online at www.TxSHL.org. Log in for Members only with User name: member2008; Password: silver2008

1. Name ____________________________________________         _________________________ District
   Friends call me _____________________________________________________________

2. Mailing Address______________________________________________________________

3. Telephone Number ___________________________Fax ____________________________

4. Age ________________         Email address: ___________________________________

5. Marital Status ______________________________________________________________

6. Spouse’s Name, if applicable ________________________________________________

7. In case of emergency, please contact: _________________________________________
   Address: __________________________________________ Phone: ________________
   Email: ______________________ Relationship ________________________________

8. Education: Grade completed __________________________________________________
   College _________________________ Degree/s _____________________________
   Graduate School __________________ Degree/s _________________________________

9. Present Employment _________________________________________________________
   Title _____________________________________________________________________

10. If retired, your former employment __________________________________________
    If government service, indicate:  Local _________ State __________ Federal _________
    Title _____________________________________________________________________

11. What are your fields of expertise?  ____________________________________________
    Administrative ________________Legislative ________________Other_____________

12. In which skills are you most proficient: (Check all that apply in order of preference)

   Writing ________ Speaking ________
   Typing ________ Word Processing ___Word ___Word Perfect ___other
   Accounting ________ Public Relations ________
   Fund Raising ________ Computer Operations ________
   Grant Writing ________ Management ________
   Auditing ________ Library Research ________
   Organization ________ Ministry ________
   Education ________ Other ________
   Law Enforcement ________ Excel ________

Name: ____________________________________________         _________________________ District

Form 201
13. In a short paragraph, tell about your personal goals and amount of participation desired.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

(use additional pages as desired)

14. List other talents you would be willing to share to increase your participation in the TSHL.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

15. List Hobbies

____________________________________________________________________________

16. Committee attendance is important to the work of the TSHL. Will you be willing to attend all meetings of your assigned committee even though it must be at your own expense? Yes ________ No _________

17. Would you serve as:
   a. Legislative Issue Committee  Chair _____ Vice Chair _____ Secretary _____
   b. Legislative Action Committee Chair _____ Vice Chair _____ Secretary _____

18. Who is your State Representative? ___________________________________________

19. Who is your State Senator? _________________________________________________

20. What is your Congressional District Number? _________________________________

21. Who is your Congressional Representative? _________________________________

22. Do you know either of the U.S. Senators? ____________________________________

23. (For re-elected members). How many prior TSHL terms have you served? _________. Identify by TSHL session, title of TSHL office and committee office you have served.

<table>
<thead>
<tr>
<th>TSHL Session &amp; TSHL Office</th>
<th>Identify LIC &amp; your office: chair, vice chair, secretary</th>
<th>Identify ADM &amp; your office: chair, vice chair, secretary</th>
<th>LAC Office &amp; your office: chair, vice-chair, secretary</th>
<th>ADHOC Committees and the Directory or Bulletin Committees</th>
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(Use back of page for additional terms)

Name: ____________________________________________ District ____________________________

Form 201
Administrative Committees

The four (4) TSHL legislators from each of the AAA areas that have only 4 TSHL legislators shall determine by mutual agreement during first two weeks of June who of them will serve on the four (4) Administrative Committees. Areas with five (5) Legislators will select two (2) Legislators to serve on the Operations committee.

Areas with six (6) TSHL Legislators shall select two (2) Legislators to serve on the Operations Committee and one Legislator to serve on another committee of choice.

A. FINANCE COMMITTEE. Responsible for the proper handling of all fiscal matters and the formation of the biennial budget. Also, full responsibility for the Silver Directory, which includes choosing a chair. (Election & Credentials Amendment 3, September 14, 2005)

B. ELECTION & CREDENTIALS COMMITTEE. Responsible for all matters pertaining to the statewide election certification of the representatives from all districts. This also includes distributing the updated Election & Credentials Manual to the Area Election Steering Committees.

C. COMMUNICATION COMMITTEE. Responsible for the preparation, printing and distribution of journals, Bylaws, Manuals and Handbooks; prepares statewide media releases for the Speaker’s approval.

A. OPERATIONS COMMITTEE. Responsible for the planning and execution of the logistical details for all full sessions of the TSHL.

The _____________________ TSHL District Administrative Committee members are:

a. Finance: ________________________________
b. Election & Credentials: ________________________________
c. Communication: ________________________________
d. Operations: ________________________________
   Operations: (2nd metro member) ________________________________

Name: ____________________________________________  ________________________ District

Form 202
Legislative Issues Committees
(Adopted, TSHL Executive Committee July 16, 2004, amended July 17, 2012)

Committees and their Responsibilities. Please study the nine (9) Legislative Issues Committees listed below with some of the areas of concern to senior citizens, which each committee will address in your Legislative Session. Then indicate the committee for which you feel best qualified to serve by placing the numeral “1” by that committee. As alternate choices, please numerals “2” and “3” by your second and third choices. You will be assigned to one of the three choices at the Orientation Session. (unless everyone selects the same committees).

A _____ CRIMINAL JUSTICE COMMITTEE. Address issues relating to homeland security and the following House Standing Committee of Corrections, Criminal Jurisprudence and Law Enforcement, and the Senate Standing Committee of Criminal Justice.

B _____ EDUCATION COMMITTEE. Public School finance; continuing education opportunities for senior citizens; bi-lingual education opportunities for the elderly minorities, and others.

C _____ RURAL – URBAN AFFAIRS COMMITTEE. Resolutions that reflect the needs of aging Texans we serve in the rural - urban Texas communities, especially issues which are unique to the rural – urban community, including transportation and access to health care. (Election & Credentials Manual, Amendment 4, Sept. 14, 2005 and action by the TSHL Executive Committee, April 20, 2006 and Sept. 13, 2007)

D _____ HEALTH & HUMAN RESOURCES COMMITTEE. Protect Medicaid and Medicare benefits to senior citizens; be an advocate for nursing home reforms; alternatives to institutionalization; training for nurses aides; greater incentives for in-home care; improved medical care for the indigent elderly; other issues relating to improved health care for the elderly, and other issues.

E _____ HUMAN SERVICES COMMITTEE. Advocate policies for comprehensive and coordinated aging service delivery system-. Promote funding for expanding community service programs, senior volunteer programs and support services for family caregivers.

F _____ INSURANCE COMMITTEE. To identify insurance needs and research possible solutions that address insurance matters, especially as they affect seniors.

G _____ RETIREMENT AND AGING COMMITTEE. Supporting the Aging Texas Well program, prepares resolutions for the protection and well being of Texas seniors on issues that relate to housing, employment, medical care, taxes, licenses, fees and other issues concerning with the health, retirement programs, property and other assets of retired and all aged Texans.

H _____ STATE AFFAIRS COMMITTEE. Align the duties and responsibilities with the Texas House of Representatives State Affairs Committee, provided there is no conflict with other LIC committees.

I _____ UTILITIES AND NATURAL RESOURCES COMMITTEE. Consider all agricultural, environmental, natural resources and utilities issues.

______________________________________________       __________________
Signature of TSHL Member                          Date

TSHL Officers may resolve any conflict of responsibilities.

Name: __________________________________________       __________________
District

Form 203
CANDIDACY FOR 15th TSHL OFFICE

THIS IS NOTICE OF MY INTENT TO FILE AS A CANDIDATE FOR THE OFFICE OF:

☐ Speaker
☐ Speaker Pro Tem
☐ Deputy Speaker Pro Tem
☐ Secretary
☐ Comptroller

Signature: _______________________________ Date: ______________

Deadline for declaring intent is June 28, 2013.

Mail or email Information to:
Pat J. Porter, Secretary
Texas Silver-Haired Legislature
1651 CR 255, Big Spring, TX 79720
Phone: 432-399-4456. Email: tshlpatpo@gmail.com

✓ When deciding whether to run for these positions, do consider the added time commitment that will be required to meet the responsibilities of each officer position.

✓ In addition, consider the added demands of the office that will most likely impact your financial resources, including extensive travel, speaking, writing, and representing TSHL at various public meetings. Finally, this position will, on occasion, test your stamina, patience and endurance.

✓ The following guidelines are given as suggestions to help you make a decision when you are considering running for office.

THROW YOUR HAT IN THE RING AND ENJOY THE OUTCOME.
GUIDELINES FOR CANDIDACY FOR AN
OFFICE IN THE TEXAS SILVER-HAIRED LEGISLATURE

Duties of each Officer are given in the TSHL Bylaws. The following are guidelines for you to consider if you are anticipating running for one of the offices:

1. **SPEAKER**
   - Chief executive officer of the TSHL
   - Should have experience in conducting meetings using parliamentary procedures and be knowledgeable of Roberts’ Rules of Order, Newly Revised, Latest Edition.
   - As a leader and director of the body, should be able to give attention to several issues at one time so each can be given a hearing in proper order.
   - As a member of all committees and a chair of none, the individual must be able to work cooperatively with all members in order to direct proceedings without insertion of any undue personal bias.
   - Positive direction should be reasonable and defensible, and never dogmatic.
   - Should be a good listener—and a good arbitrator of discussions and disagreements.
   - As Speaker, one should be able to represent well the TSHL in the public view and with governmental contacts, and to advance TSHL interests and efforts through personal contacts and positive acceptance by the general public as well as those in positions of authority.

2. **SPEAKER PRO TEM**
   - As second officer of the TSHL, may at any time need to take over the duties of the Speaker, so this person must have all the characteristics required of the Speaker. In addition, this person should be able to responsibly support fully the agenda of the Speaker.
   - This position requires the characteristics needed of a leader as well as those of a good follower.
   - Each silver legislator has come to this office because of a desire to encourage actions that are beneficial to all senior Texans; therefore, prominent characteristics should include cooperation, fair judgment, and devotion to accomplishing the goals of the TSHL, rather than those of an individual silver legislator.
   - This individual may be asked to assume special assignments in an ad hoc committee, which would involve giving leadership while following direction of the Executive Committee.

3. **DEPUTY SPEAKER PRO TEM**
   - This individual may have to assume duties of the Speaker; therefore, should have characteristics outlined above for both the Speaker, and the Speaker Pro Tem,
   - Should have experience in coordinating fund raising activities.

4. **SECRETARY**
   - Needs to be a good listener, able to take good notes, use a recorder, and be able to transcribe and distribute the notes soon after a meeting.
   - This position may involve use of a professional secretary but in no way does it relieve the Secretary of responsibility for the records.
   - Should be able to write legibly, using proper spelling and good sentence structure.
   - Rather than interpret what is said, the secretary’s obligation is to record accurately what is said.
Must understand the requirements of recording all important motions and actions, but not all the details nor all discussions, and to recognize what applies directly to the decisions being made. Being able to LISTEN and to HEAR accurately is important.

5. **COMPTROLLER**

- As the officer responsible for financial records, this individual needs a good understanding of bookkeeping, is not required to be an accountant, but should understand basic accounting procedures.
- An understanding of computers and some ability to use them is preferred for this position.
- Ability to prepare and present financial reports to the TSHL Executive Committee and the TSHL Foundation
- Ability to establish liaison with the TSHL Foundation.