17th TSHL Election Kit
2017-2019

Election Day
April 28, 2017

Walter C. Graham
Speaker

Approved by TSHL Executive Committee
July 21, 2016
This election kit contains the guidelines and forms for candidates for election to 17th Texas Silver Haired Legislature and Area Agencies on Aging to use in conducting elections for the 17th TSHL. Elections will be held in each area on Friday, April 28, 2017. All forms are available with this document. Contact Barbara Aydlett, Chair, Election and Credential Committee on questions about the election process or requests for information. Email: baydlett@windstream.net, ph.: 254-582-1579. Contact Chris Kyker on questions relating to the online copy of this document. Email: ckyker@aol.com. Please direct other questions to Speaker Walter Graham. Email: wcgbg@txol.net, ph. 254-631-8783.

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). Some additional districts may have 5 positions based upon the records in filling the 4 positions originally allocated to them. (See incumbent chart, p. 2)

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G. June/July – Prior to the July TSHL Orientation, AAAs are encouraged to conduct brief orientation for their TSHL elected members. Multiple AAAs within a geographic area may hold a combined orientation session for members. Contact Speaker Walter Graham as TSHL resource.

H. 17th TSHL Orientation Session - July 16-19, 2017
16th TSHL Incumbents  
July 15, 2016

<table>
<thead>
<tr>
<th>Area Agencies</th>
<th>Metro Areas</th>
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<tbody>
<tr>
<td>Alamo</td>
<td>Kip Legler</td>
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<td>Ark-Tex</td>
<td>Patricia Dorrough Rhonda Rogers</td>
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<td>Bexar County</td>
<td>E. Doris Griffin Jene Liaci James Warner Linda Warner Jerry Tyson Warren Moore</td>
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<td>Brazos Valley</td>
<td>Albert Campbell Irma Cauley Paula Johnson Linda Parrish Carol Peters</td>
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<td>Capital</td>
<td>Mary Pat Smith Carlos Higgins Paula Johnson Linda Parrish Carol Peters</td>
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<tr>
<td>Central Texas</td>
<td>Donald Murphy Myron Meier James T. Hubert Jim Endicott Jamie Larson</td>
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<td>Coastal Bend</td>
<td>Mark Walsh Frances Morrow Joyce Lee</td>
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<td>Concho Valley</td>
<td>Brigitte Rogers Wayne Merrill Sherry Hubbard</td>
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<td>Dallas County</td>
<td>Ruth Bowling Jesus A. Torres Sylvia Benneson Betty Hooey Trina Garza John L. Johnson</td>
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<td>Deep East Texas</td>
<td>Elgin Davis Cathy Bennett Willie Parker</td>
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<td>Golden Crescent</td>
<td>Carolyn Arkadie</td>
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<td>Harris County</td>
<td>Betty Streckfuss Steve Coycault Robert Bratcher Mari Okabayashi Mamie Ewing Jeannie Blakenship</td>
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<tr>
<td>Heart of Texas</td>
<td>Barbara Aydlett Danny Volcik Gayle Avant Robert Hawkins</td>
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<td>H/Galveston</td>
<td>Leopold Lacoste Sharon Lacoste</td>
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<td>Lower Rio</td>
<td>C. Howdy Smith Louise Butler Rene Wallace Hugo Munoz Connie Garza</td>
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<tr>
<td>Middle Rio</td>
<td>Ramon Garcia</td>
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<tr>
<td>North Central</td>
<td>Robert Smith James E. Hitt LaWynn Rogers</td>
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<td>North Texas</td>
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<td>Panhandle</td>
<td>Alan Abraham Betty Trotter Judy Ward (Harris) Grady Wilkinson Bobette Doerrie Jerome Doerrie</td>
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<td>Permian Basin</td>
<td>Pat Porter</td>
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<td>Rio Grande</td>
<td>Jetta Roberts Jerry Johnson Rosemary Valladolid Tito Camacho</td>
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<td>South East</td>
<td>Adalaide Balaban Mary Nixon</td>
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<td>South Texas</td>
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<td>Tarrant County</td>
<td>Carolyn Williamson Richard Garnett Mona Bailey Bill T. Bailey</td>
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<td>Texoma</td>
<td>Joe Henderson William Carey Diana Greer</td>
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<tr>
<td>West Central</td>
<td>Nancy Byler Dolan Brinson Walter Graham Chris Kyker Bruce Davis</td>
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</tbody>
</table>

1 The Executive Committee, meeting September 12, 2010, authorized increasing total positions from 117 to 123 to provide more representation in areas of significant increase of population. On December 12, 2010, the Executive Committee directed that TSHL Officers may authorize one additional position for any area with a full slate of four (4) members to expand to five (5) members not to exceed a total TSHL membership of 123 positions. Should the total filled positions exceed 123 positions with no vacancies, an adjustment would be made by amendment to authorize total positions.

2 The last column indicates the number of positions authorized for each area. Shaded cells indicate vacancies for the 16th TSHL, 2015-2017.
# TSHL ELECTION CALENDAR 2017

<table>
<thead>
<tr>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
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<tbody>
<tr>
<td>2 - AAAs Post Notice to file for TSHL election Form 101</td>
<td>28 – Deadline for candidates to file for election and turn in required forms to local AAA: Form 103 Candidate Information Form 104 Hold Harmless Statement Form 104.1 Code of Conduct Form 105 Official Candidate Petition</td>
<td>14 - Post Notice of Election date of April 28, 2017 Form 102</td>
<td>21 - Deadline Mail-in Voter Ballots Form 106.1– Form 106.1 Mail-in Voter Ballot form Form 108 Voter Registration Statement</td>
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<td>15 – Deadline to request Mail-in Voter Ballot Packet Form 106 Request Ballot form Form 109.1 Appointment of Poll Watcher by candidate, if desired Form 112 – Cancel Election as allowed on or before April 28, 2017</td>
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<table>
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<tr>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>TSHL Website for information and online courses <a href="http://www.txshl.org">www.txshl.org</a></th>
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</thead>
<tbody>
<tr>
<td>1-5 Send Ballot Tally Sheet to Barbara Adylett¹</td>
<td>30 – Deadline to file for election to TSHL office with Judy Ward²</td>
<td>June/July – AAAs local orientation sessions. Training Committee may assist as requested. Contact Speaker Walter Graham</td>
<td>Courses: 101-Realities of Third Age 102-Living a Good Third Age 103-Advocacy for Older Texans 104 -TSHL Call For Leadership</td>
</tr>
<tr>
<td>Form 109 Ballot Tally Sheet of Local Election</td>
<td></td>
<td>July 16-20, 2017 - 17th TSHL Orientation Session – Wyndham, Austin. Contact Speaker Walter Graham³</td>
<td>Contact Chris Kyler, Chair Technology Committee <a href="mailto:ckyker@aol.com">ckyker@aol.com</a> 325-668-6322</td>
</tr>
<tr>
<td>1-5 - Send Certificate of Election to Barbara Adylett¹ Form 110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-12 Convene local meeting of winners to select members to serve on Administrative Committees</td>
<td></td>
<td>Contact Speaker Walter Graham</td>
<td></td>
</tr>
<tr>
<td>15 - Deadline for members to submit data to Judy Ward²</td>
<td></td>
<td>July 16-20, 2017 - 17th TSHL Orientation Session – Wyndham, Austin. Contact Speaker Walter Graham³</td>
<td></td>
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<tr>
<td>Form 201 Member Information Form 202 Administrative comm. Form 203 Legislative committees Form 104 Hold Harmless Statement Form 104.1 Code of Conduct</td>
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</tr>
</tbody>
</table>

1. Barbara Aydlett, Chair TSHL Election & Credentials 2038 FM 933 Aquilla, TX 76622 254-582-1579 baydlett@windstream.net
2. Judy Ward, Secretary Texas Silver-Haired Legislature 15059 Caseta Dr. Apt. 2122 Houston, TX 77082 jward.lipscomb@gmail.com
3. Walter Graham, Speaker Texas Silver-Haired Legislature 451 CR 154 Cisco, TX 76437 254-631-8783 wcgbc@txol.net
4. Chris Kyker, Chair TSHL Technology Committee P.O. Box 5996 Abilene, TX 79608 325-668-6322 ckyker@aol.com
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. 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).

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 designee will announce the official results of the TSHL election. (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 will serve as the political boundaries for TSHL 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 and five (5) from the Houston-Galveston Area. The five TSHL Officers may authorize one additional position for any area with a full slate of four (4) members to expand to five (5) members, not to exceed a total of 123 delegates. (Amended by Executive Committee, December 10, 2010, July 21, 2016)
B. MEMBER MOVING FROM ONE DISTRICT TO ANOTHER.

1. The TSHL Executive Committee by majority vote at any EC meeting may approve continuous membership for a member who moves from one District to another. Upon EC approval, the member shall serve as an 'at large' member in the new District. This temporary addition of a member-at-large to the new District shall, until the end of the current term, increase by one the number of members authorized to serve in that District. The vacancy created in the old District may be filled in accord with normal procedures.

2. The newly designated 'at-large' member may, upon approval by majority vote of the EC, continue serving in any elected or appointed TSHL position the member held at the time of the move.

3. At the end of the current term, this at-large position shall no longer exist. To continue as a TSHL member thereafter, this at-large member must be elected (or appointed) under normal procedures in the new District. (Amended by Executive Committee, October 27, 2016.)

C. STRUCTURE

The TSHL Area Election Steering Committee (AESC) will voluntarily conduct elections of TSHL legislators for each area. Each AESC is authorized to determine whether the election for that area will be conducted by (1) Using ballot boxes in selected polling places plus mail-in ballots, or (2) By relying entirely upon mail-in ballots. (Amended Oct 27, 2014). Each AESC will also 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. AESCs are requested to use the standardized format and materials to assure consistent information is provided prospective candidates throughout the state. (Amended, Sept. 11, 2007; Oct. 27, 2014).

Ballots will be printed for the elections if there is more than one candidate for any position. However, in consonance with the State Election Code, 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)

D. 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, 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 or her 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

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) by obtaining 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 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.

E. 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 in Appendix A. No write-in ballots will be accepted.

F. 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. Mail-in voters must each complete and submit a Voter Registration Statement (Form 108). Voters must certify they are 60 years of age or over, but need not provide their exact age or date of birth. (Amendment 13, September 10, 2003)

G. CONDUCTING THE ELECTION

a. BALLOT BOX. Where ballot boxes are used, 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).

b. POLLING PLACES. Each AESC that chooses to use ballot boxes 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 Friday in April).

a. Voters may vote by mail. If ballot boxes are used, the polling places will be available to voters for at least five (5) hours on the fourth Friday of April unless the normal open hours of the facility used as a polling place is less than five (5) 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 voter.

c. The AESC may designate as polling places Senior centers and other appropriate public places and staff them with 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 Training Committee should provide training to the staff of AAAs and to the AESC in a “live” training session, during a Texas Association of Regional Councils (TARC) or AAA training session.

c. POLL WORKERS (Where the election includes polling places).
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 to oversee the election at that site. Candidates shall not select poll workers. (Amendment, September 15, 2009).

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 any ballots (Form 107) from polling sites are delivered to the central site without any tampering.

Duties of the TSHL AESC shall include the following:
   a. Accept ballots and supporting documents, whether from the poll managers or mailed in directly from voters.
   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 Chair 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.

4. PROCEDURES FOR VOTERS.
   a. Voters shall provide information as follows to the poll worker in charge of the poll registration list:
      (1) Name
      (2) Address
      (3) Current voter registration, or read and sign the disclaimer affidavit
      Voters shall 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.

5. 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 207). (Amendment 19, September 11, 2007).

H. MAIL-IN-VOTING
Mail-in voting shall be conducted in accordance with TSHL Rules and AESC 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 a MAIL-IN 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 mail-in ballots to voters. (Amendment, September 11, 2007)

Mail-in voting shall be conducted in accordance 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, mail-in voting rules shall include requirements to:

1. Give people with disabilities 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 106.1)
   b. Signed voter registration statement (Form 108)
   Both documents are to be mailed together to the address listed on the mail-in ballot.
6. Ensure that both Form 106.1 and Form 108 are returned by the mail-in voting deadline in order for the ballot to be valid and counted. (Amendment 19, September 11, 2007).

I. 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, that position shall be declared vacant. In the event of a vacancy, the following method shall be followed by the local AESC to fill the vacancy.

a. AESC shall appoint the most qualified eligible person available to fill the vacancy within 30 days. (Amendment 14, September 10, 2003)
b. A person appointed to serve a district as a TSHL member 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.
c. 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.

J. ELECTION RESULTS
a. 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 Chair 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.

b. 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 or their representatives in attendance.

c. Final notice of the winners shall be publicized only after all votes within the district have been verified.

d. Registration sheets and ballots shall be preserved at the Area Agency on Aging for three (3) months after the day of the election.

e. The elections may be contested by a candidate prior to 4:00 P.M. on the third day following the election on any of 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.

K. 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.

   a. 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.

   b. 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 the date that the TSHL officers received the complaint by the candidate.

   c. The results of the election will be withheld for that position until the protest is resolved.

   d. The TSHL E&C Chair will provide the decision to AESC and the candidate involved in the complaint. (Amendment 20, September 11, 2007).

L. CERTIFICATION. Following the election, the TSHL Election and Credentials Committee Chair 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. (Oct 11, 2005)

M. 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. Acknowledgement by the TSHL Speaker and Secretary

N. RECALL
To begin recall proceedings against a TSHL elected or appointed 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 Chair.

a. The Notice of Intention must contain the name and title of the member to be recalled, and include:
   i. A statement, not to exceed 200 words in length, of the reason(s) for recall.
   ii. The name and address of at least five (5) but not more than eight (8) proponents of the recall.
   iii. 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.

b. 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.

c. The TSHL Officers will, by majority vote, make the final decision and disposition of a Recall Petition and Petition Response.

d. The TSHL Speaker will inform the affected member and AESC of the results of the recall action made by the TSHL Officers. (Amendment 21, September 11, 2007).

O. 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:

a. 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.

b. 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.

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

d. The Speaker shall set a date for the Elections Committee to forward to all members the following:
   i. The plea for the appeal to be heard.
   ii. Brief explanation by the Chair of the Ethics Review Panel of the basis for expulsion.
   iii. A Ballot

   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.

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

g. 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, 2017 at

____________________________________________
Street Address

____________________________________________
City                                        Zip

Due Notice of Election with voting information will be posted March 14, 2017. Qualified voters of the named Area Agency on Aging may vote by Mail-in Ballots by April 21, 2017 or in person on April 28, 2017.

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

Barbara Aydlett, Chair
TSHL Election & Credentials Committee
2038 FM 933
Aquilla TX 76622
254-582-1579 Email: baydlett@windstream.net.
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 as of April 28, 2017. 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 April 2017, then and there to elect a qualified candidate desiring to serve as a member of the Texas Silver-Haired Legislature.

Mail-in 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 March 15, 2017, and mailed to the AAA office. Envelope must be postmarked no later than midnight, April 21, 2017.

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

Barbara Aydlett, Chair
TSHL Election & Credentials Committee
2038 FM 933
Aquilla TX 76622
254-582-1579 Email: baydlett@windstream.net
17th 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 will 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, 2017

__________________________________Area Agency on Aging
Address _____________________________________________________
                                                                 _________________, TX ______________________
                                                                 City                                    Zip code
Phone Number ________________________________________________
Contact person: ____________________________
HOLD HARMLESS STATEMENT

To the _______________________________ Area Agency on Aging,
And the _______________________________ Council of Governments
by ____________________________________________, candidate 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 ___________________

Signed original filed with local area agency on aging; copy of signed original filed with Judy Ward, TSHL Secretary, 15059 Caseta Dr. Apt. 2122, Houston, TX 77082
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
___Duly elected member of the Texas Silver-Haired Legislature (TSHL) or 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)

Signed original filed with local area agency on aging; copy of signed original filed with Judy Ward, TSHL Secretary, 15059 Caseta Dr. Apt. 2122, Houston, TX 77082

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 _________, ______. 20____ -

__________________________________________
Notary Public or AAA Director

My commission expires ________________________

Form 104.1   Return
OFFICIAL CANDIDATE PETITION
17th Texas Silver-Haired Legislature

STATEMENT OF CERTIFICATION: I, the undersigned, hereby declare my intention of running 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>
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Please Return Official Candidate Petition to designated area agency on aging by February 28, 2017

Form 105 (rev Dec 2010)
Request for Mail-in Voting Ballot Packet

Request for mail-in voting ballot packet may be made to the local area Agency on aging office by March 15, 2017 to use for mail-in voting
By midnight April 21, 2017

We, the listed voters, hereby declare that we have current voter certificates, 60 years of age or older at time of listing, and are residents 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.
17th Texas Silver-Haired Legislature

Mail-in Ballot

(Mail to Designated Area Agency on Aging by April 21, 2017.)

Designated Area Agency on Aging

Dates for Mail-in Balloting: April 21, 2017

TSHL Candidates - Vote for ________*

□ ____________________________

□ ____________________________

□ ____________________________

□ ____________________________

Instructions to Mail-in 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. Mail-in ballots must be postmarked by midnight April 21, 2017.
   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
17th Texas Silver-Haired Legislature

Ballot for Local Election

Designated Area Agency on Aging

____________________

Date for Balloting: April 28, 2017

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.)
17th 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) ______________________________

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 by mail-in, please return this form with Mail-in Voting Ballot (106.1) to:

_________________________________________ Area Agency on Aging

Address _____________________________________________________

_________________________________________, TX ______________________
City                                   Zip code

Phone Number ______________________________
Contact person: ______________________________

Return

Form 108
Certificate of Appointment
as Poll Watcher for Local Election

Appointment of Poll Watcher

By authority of the 17th 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 17th 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)].
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I verify that the following candidates are declared winners of the TSHL election conducted April 24, 2015, by the ________________________ Area Agency on Aging:

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<th>Dist. 1</th>
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Districts 5&6 as needed

Representative, AESC Committee ___________________________ Date ____________ Director, Area Agency on Aging ___________________________

Send completed form by May 5, 2017 to:
Barbara Aydlett, Chair
TSHL Election & Credentials Committee
2038 FM 933
Aquilla TX 76622
254-582-1579 Email: baydlett@windstream.net

Form 109.1
Be it known by all that

The Honorable ___________________________________

Having met all requirements as set forth by the
17th 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 **April 28, 2017** 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 to:

Barbara Aydlett, Chair
TSHL Election & Credentials Committee
2038 FM 933
Aquila TX 76622
254-582-1579 Email: baydlett@windstream.net

Return

Form 110
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: ______________

Barbara Aydlett, Chair
TSHL Election & Credentials Committee
2038 FM 933
Aquilla TX 76622
254-582-1579 Email: baydlett@windstream.net
17th Texas Silver-Haired Legislature

ORDER OF CANCELLATION

The __________________________ TSHL Area Election Steering Committee hereby CANCELS the election scheduled to be held on April 28, 2017, 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 17th Texas Silver-Haired Legislature.

____________________________________
AESC Chairman

________________               _____________________________
Date of Adoption     Secretary

A copy of this order is to be posted on or before April 28, 2017, at all places that would have been used in the election for the position now unopposed.

By direction of Barbara Adylett TSHL Election & Credentials Committee Chairman.

Return
17th TSHL ELECTED MEMBER INFORMATION

COMPLETE Forms 201, 202, 203; also 204 (if applicable) AND RETURN BY May 18, 2017
TO: Judy Ward Secretary, Texas Silver-Haired Legislature, 15059 Caseta Dr. Apt. 2122
Houston, TX 77082. Ph 823-288-2201. Email: jward.lipscomb@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  □ Organization  □ Word Processing
   □ Typing  □ Education  □ Management
   □ Accounting  □ Law  □ Library Research
   □ Fund Raising  □ Speaking  □ Ministry
   □ Grant Writing  □ Public Relations  □ Other
   □ Auditing  □ Computer Operations
Name: __________________________________      _________________________

District

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>LIC &amp; Office</th>
<th>ADM &amp; Office</th>
<th>LAC &amp; Office</th>
<th>AdHoc Comm TSHL Directory Silver Bulletin</th>
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<td>16th (2015-2017)</td>
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<tr>
<td>11th (2008-2010)</td>
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<td>10th (2006-2008)</td>
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<td>1st (1986-1988)</td>
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Form 201.1
Administrative Committees

The four (4) TSHL legislators from each of the districts and the six (6) legislators from each of the Metro districts shall determine by mutual agreement during May 7-13, 2017 who will serve on the four (4) Administrative Committees.

In addition, the six (6) TSHL Legislators from each of the metro districts (Dallas, Tarrant, Bexar, Harris, and CAPCO) will appoint a fifth member from their respective districts to the Operations Committee and the sixth member to another committee of choice. Houston/Galveston will appoint a fifth member from their respective districts to the Operation Committee.

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)* ________________________________
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, about issues which are unique to the rural – urban community. (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. Increased funding for expanding community service programs, including transportation for rural and urban areas; funding for respite care; expanded Senior Center programs, and others that involve the physical aspects of elder care.

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 and Defense and Veterans' Affairs Committee, while adjusting any conflicts with issues assigned to other LIC committees.(Amended by Executive Committee February 3, 2016).

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

___________________________       __________________
Signature of TSHL Member                          Date
CANDIDACY FOR 17th 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 30, 2017

Mail or email Information to:
Judy ward, Secretary
Texas Silver-Haired Legislature
15059 Caseta Dr. Apt. 2122
Houston, TX 77082
Phone: 806-852-2106
Email: jward.lipscomb@gmail.com

☑  All officers need to recognize that they may be required to put in more time than some of the other positions; therefore, this involves a commitment of time to this responsibility

☑  Because of the demands of the office, one should consider their health and financial resources when running for office.

☑  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 ex-officio 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.
   - Should represent the TSHL in a professional manner through public and government contacts while advancing TSHL interests at every level of involvement.

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.
   - 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.
   - Rather than interpret what is said, the secretary’s obligation is to record accurately what is said.

Form 205
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.
<table>
<thead>
<tr>
<th>Area Agency on Aging</th>
<th>Director</th>
<th>City</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alamo Area</td>
<td>Mr. Jason Wagner, Interim</td>
<td>San Antonio</td>
<td>210-362-5561</td>
<td><a href="mailto:jwagner@aacog.com">jwagner@aacog.com</a></td>
</tr>
<tr>
<td>Ark-Tex</td>
<td>Lisa Reeve</td>
<td>Texarkana</td>
<td>903-255-3509</td>
<td><a href="mailto:lreeve@atcog.org">lreeve@atcog.org</a></td>
</tr>
<tr>
<td>Bexar County</td>
<td>Mr. Jason Wagner, Interim</td>
<td>San Antonio</td>
<td>210-362-5254</td>
<td><a href="mailto:jwagner@aacog.com">jwagner@aacog.com</a></td>
</tr>
<tr>
<td>Brazos Valley</td>
<td>Mr. Ronnie Gipson</td>
<td>Bryan</td>
<td>979-595-2800</td>
<td><a href="mailto:rgipson@bvcog.org">rgipson@bvcog.org</a></td>
</tr>
<tr>
<td>Capital Area</td>
<td>Ms. Jennifer Scott</td>
<td>Austin</td>
<td>512-916-6062</td>
<td><a href="mailto:jscott@capcog.org">jscott@capcog.org</a></td>
</tr>
<tr>
<td>Central Texas</td>
<td>Mr. H. Richard McGhee</td>
<td>Belton</td>
<td>254-770-2345</td>
<td><a href="mailto:richard.mcghee@ctcog.org">richard.mcghee@ctcog.org</a></td>
</tr>
<tr>
<td>Coastal Bend</td>
<td>Ms. Betty Lamb</td>
<td>Corpus Christi</td>
<td>361-232-5146</td>
<td><a href="mailto:betty@cbcogaaa.org">betty@cbcogaaa.org</a></td>
</tr>
<tr>
<td>Concho Valley</td>
<td>Ms. Toni Gutierrez</td>
<td>San Angelo</td>
<td>325-223-5704</td>
<td><a href="mailto:toni.roberts@cvcog.org">toni.roberts@cvcog.org</a></td>
</tr>
<tr>
<td>Dallas County</td>
<td>Marilyn Self</td>
<td>Dallas</td>
<td>214-871-5065</td>
<td><a href="mailto:mself@ccgd.org">mself@ccgd.org</a></td>
</tr>
<tr>
<td>Deep East Texas</td>
<td>Ms. Holly Anderson</td>
<td>Jasper</td>
<td>409-384-5704</td>
<td><a href="mailto:handerson@detcog.org">handerson@detcog.org</a></td>
</tr>
<tr>
<td>East Texas</td>
<td>Bettye Mitchell</td>
<td>Kilgore</td>
<td>903-218-6518</td>
<td><a href="mailto:Bettye.mitchell@detcog.org">Bettye.mitchell@detcog.org</a></td>
</tr>
<tr>
<td>Golden Crescent Region</td>
<td>Ms. Cindy Cornish</td>
<td>Victoria</td>
<td>361-578-1587</td>
<td><a href="mailto:cindyco@gcrpc.org">cindyco@gcrpc.org</a></td>
</tr>
<tr>
<td>Harris County</td>
<td>Ms. Deborah A. Moore</td>
<td>Houston</td>
<td>832-393-4301</td>
<td><a href="mailto:deborah.moore@cityofhouston.net">deborah.moore@cityofhouston.net</a></td>
</tr>
<tr>
<td>Heart of Texas</td>
<td>Mr. Gary Luft</td>
<td>Waco</td>
<td>254-292-1800</td>
<td><a href="mailto:gary.luft@hot.cog.tx.us">gary.luft@hot.cog.tx.us</a></td>
</tr>
<tr>
<td>Houston-Galveston</td>
<td>Mr. Curtis M. Cooper</td>
<td>Houston</td>
<td>713-627-3200</td>
<td><a href="mailto:Curtis.cooper@h-gac.com">Curtis.cooper@h-gac.com</a></td>
</tr>
<tr>
<td>Lower Rio Grande Valley</td>
<td>Mr. Jose L. Gonzalez</td>
<td>Weslaco</td>
<td>956-682-3481</td>
<td><a href="mailto:jgonzalez@lrgvdc.org">jgonzalez@lrgvdc.org</a></td>
</tr>
<tr>
<td>Middle Rio Grande Area</td>
<td>Ms. Elda Garcia</td>
<td>Carrizo Springs</td>
<td>830-757-6122</td>
<td><a href="mailto:elda.garcia@mrgdc.org">elda.garcia@mrgdc.org</a></td>
</tr>
<tr>
<td>North Central Texas</td>
<td>Ms. Doni Green</td>
<td>Arlington</td>
<td>817-695-9209</td>
<td><a href="mailto:dgreen@nctcog.org">dgreen@nctcog.org</a></td>
</tr>
<tr>
<td>North Texas</td>
<td>Ms. Rhonda K. Pogue</td>
<td>Wichita Falls</td>
<td>940-322-5281</td>
<td><a href="mailto:rpogue@nortexpc.org">rpogue@nortexpc.org</a></td>
</tr>
<tr>
<td>Panhandle Area</td>
<td>Ms. Melissa Carter</td>
<td>Amarillo</td>
<td>806-331-2227</td>
<td><a href="mailto:mcarter@theprpc.org">mcarter@theprpc.org</a></td>
</tr>
<tr>
<td>Permian Basin</td>
<td>Ms. Jeannie Reeves</td>
<td>Midland</td>
<td>432-563-1061</td>
<td><a href="mailto:jeannie.reeves@aaapb.com">jeannie.reeves@aaapb.com</a></td>
</tr>
<tr>
<td>Rio Grande Area</td>
<td>Ms. Yvette Lugo</td>
<td>El Paso</td>
<td>915-533-0998</td>
<td><a href="mailto:yvettel@riocog.org">yvettel@riocog.org</a></td>
</tr>
<tr>
<td>South East Texas</td>
<td>Ms. Colleen Halliburton</td>
<td>Beaumont</td>
<td>409-899-8444</td>
<td><a href="mailto:challiburton@setrpc.org">challiburton@setrpc.org</a></td>
</tr>
<tr>
<td>South Plains</td>
<td>Ms. Liz Castro</td>
<td>Lubbock</td>
<td>806-687-0940</td>
<td><a href="mailto:lcastro@spag.org">lcastro@spag.org</a></td>
</tr>
<tr>
<td>South Texas</td>
<td>Mr. Alberto Rivera, Jr.</td>
<td>Laredo</td>
<td>956-722-3995</td>
<td><a href="mailto:arivera@stdc.cog.tx.us">arivera@stdc.cog.tx.us</a></td>
</tr>
<tr>
<td>Tarrant County</td>
<td>Mr. Don Smith</td>
<td>Fort Worth</td>
<td>817-258-8102</td>
<td><a href="mailto:don.smith@unitedwaytarrant.org">don.smith@unitedwaytarrant.org</a></td>
</tr>
<tr>
<td>Texoma</td>
<td>Ms. Judy Connor</td>
<td>Sherman</td>
<td>903-813-3575</td>
<td><a href="mailto:jconnor@texoma.cog.tx.us">jconnor@texoma.cog.tx.us</a></td>
</tr>
<tr>
<td>West Central Texas</td>
<td>Ms. Michelle Parker</td>
<td>Abilene</td>
<td>325-672-8544</td>
<td><a href="mailto:mparker@wctcog.org">mparker@wctcog.org</a></td>
</tr>
</tbody>
</table>
In the name and by the authority of

THE STATE OF TEXAS

OATH OF OFFICE

I, ______________________________, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Silver Legislator of the Silver-Haired Legislature of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

_____________________________________                      _________________
Signature of Texas Silver Legislator                                         Date

State of       Texas
County of  ___________________

Sworn to and subscribed before me this ________ day of _________, 2017.

________________________________________
Signature of Officer or Notary Public Administering Oath

________________________________________
Printed or Typed Name and Title

Adopted by TSHL Executive Committee,
July 12, 2015