

**SAMPLE ORDINANCE ESTABLISHING PROCEDURE  
FOR THE APPOINTMENT OF ADDITIONAL ELECTION  
OFFICERS FOR ABSENTEE BALLOTS IN  
MUNICIPALITIES UNDER 10,000 pop.**

AN ORDINANCE

BE IT ORDAINED BY THE CITY [TOWN] COUNCIL OF \_\_\_\_\_, ALABAMA,  
AS FOLLOWS:

**Section 1.** At the time all other election officials are appointed pursuant to law, there shall be appointed three\* additional election officials who shall meet on the day of the election at the place and hour as provided for all election officials for the purpose of receiving, counting, and returning the absentee ballots cast in the election.

**Section 2.** The absentee election officials appointed pursuant to this ordinance shall be in addition to other election officials required by law and shall be appointed in the same manner as other election officials.

**Section 3.** When the absentee election officials are appointed pursuant to this ordinance, one of them shall be designated as the inspector.

**Section 4.** This ordinance shall remain in effect until repealed by a subsequent ordinance adopted at least six months prior to an election.

**Section 5.** This ordinance is adopted pursuant to Section 11-46-27 of the Alabama Code of 1975 and shall be effective in all elections, both general and special, for aforesaid offices from and after the date of adoption.

ADOPTED THIS THE \_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Presiding Officer

ATTEST:

\_\_\_\_\_  
City [Town] Clerk

*\* Section 11-46-27 of the Code of Alabama 1975 requires a minimum of three absentee election officials with one being designated as inspector. A city may appoint more than three if needed.*