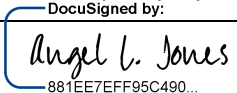




## CITYWIDE ADMINISTRATIVE POLICIES AND PROCEDURES

<b>Subject</b>	Electioneering on City-Owned Property	<b>Reference Number</b> MCTX-O-009
<b>Section</b>	Operations	<b>Effective Date</b> 02/06/2026
<b>Applicability</b>	All City Employees <small>DocuSigned by:</small>	<b>Supersedes Policy Dated</b> n/a
<b>City Manager Approval</b>	 <small>881EE7EFF95C490...</small>	<b>Signature Date</b> February 6, 2026

**Purpose:** In addition to the requirements set forth in the laws of the State of Texas and the Code of Ordinances of the City of Missouri City, the City has established this policy to govern electioneering activities, including political signage, on City-owned and City-controlled property. This policy is intended to ensure public safety, accessibility, neutrality, and orderly use of City facilities while preserving lawful electioneering rights.

This policy applies to all City-owned and City-controlled property, including City Hall, Recreation and Tennis Center, and any City facility used as a polling location.

**Authority:** The Missouri City Charter outlines the powers and duties of the City Manager including the responsibility for the proper administration of all the affairs of the City.

**Policy:**

1. The City of Missouri City is committed to maintaining neutrality in all election-related matters while ensuring public safety, accessibility, and the orderly use of City-owned and City-controlled property. When City facilities are used as polling locations, the City has a responsibility to manage those properties in a manner that supports the lawful conduct of elections without disrupting City operations or impeding the voting process.
2. This policy establishes uniform, content-neutral guidelines governing electioneering activities on City-owned and City-controlled property used as polling locations. The intent of this policy is to balance the lawful rights of candidates, propositions, and electioneering groups with the City’s obligation to provide safe, accessible, and efficient facilities for voters, City employees, and the general public.
3. This policy does not regulate political viewpoints or restrict lawful political expression beyond what is permitted by state law and the City’s Code of Ordinances. Rather, it provides administrative standards for the placement, location, timing, and removal of electioneering materials and activities to ensure compliance with applicable laws, protect public safety, preserve accessibility, and prevent disruption of City services.

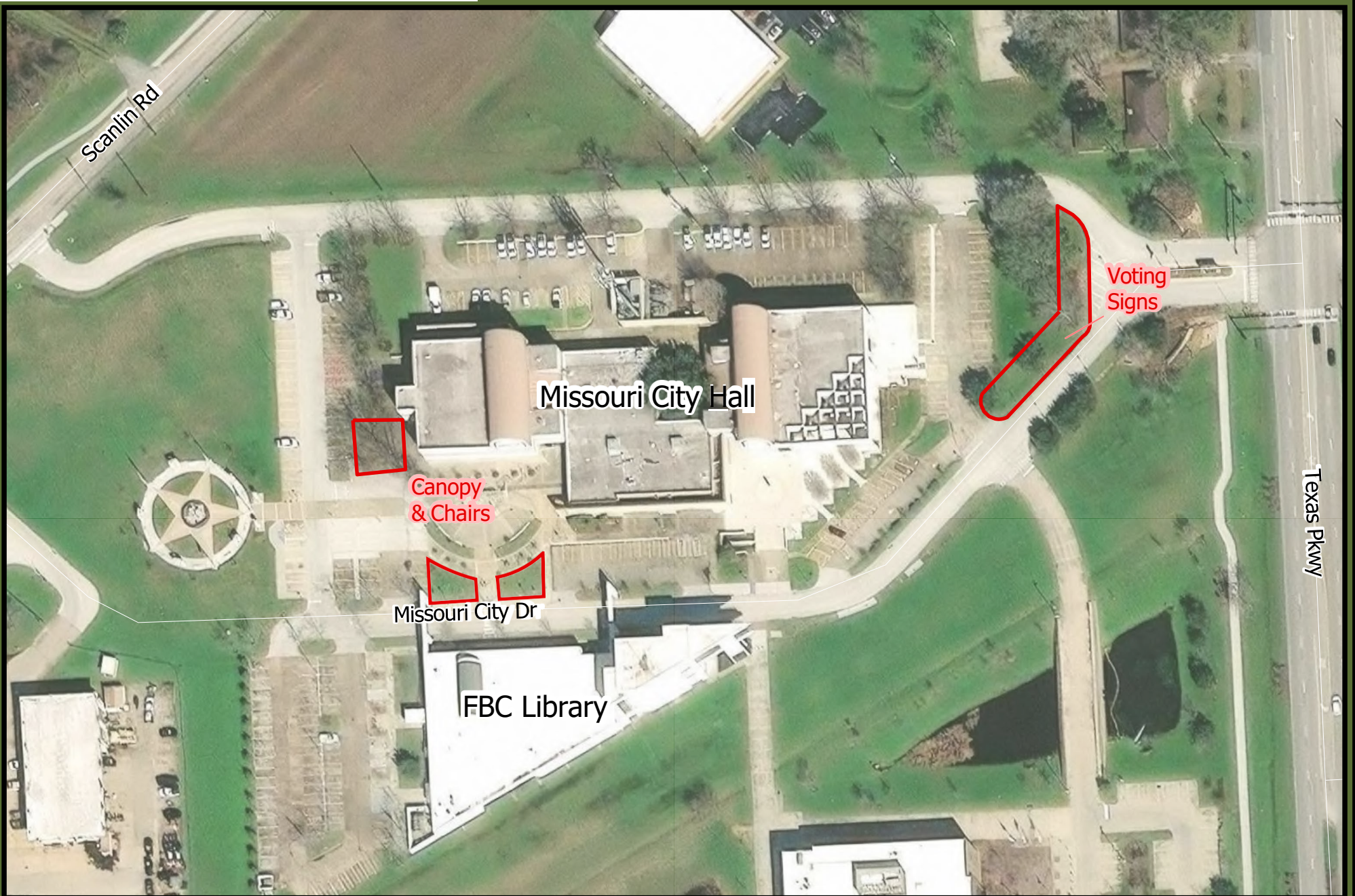
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4. When a City-owned building is being used as a polling location campaign signs must adhere to the following parameters:
  - a. Candidate Signs
    - i. Each candidate may erect one (1) political sign;
    - ii. Maximum size: 18 inches by 24 inches;
    - iii. Signs must be placed on wire stakes only, staked no deeper than six (6) inches into the ground;
    - iv. Signs may not exceed five (5) feet above natural grade;
    - v. Signs must be unlighted and contain no moving parts;
    - vi. Wooden or steel stakes are prohibited;
  - b. Proposition Signs
    - i. Proposition signs must comply with the same size, placement, and material requirements applicable to candidate signs.
    - ii. One (1) sign per group for each proposition appearing on the ballot is permitted.
5. Location and Placement
  - a. Political signs at City Hall may be placed on the island in front of City Hall, located south of the landscaped area as depicted on the attached map.
  - b. Political signs at the Recreation and Tennis Center may be placed as depicted on the attached map.
  - c. When facing the landscaped island, signs must be placed to the left of the landscaped area.
  - d. Political signs at other City-owned buildings used as polling locations must be placed only in areas permitted by state law.
6. Timetable for Placement and Removal
  - a. Signs may be placed no earlier than thirty (30) days prior to the start of early voting.
  - b. All signs must be removed within three (3) days following Election Day.
  - c. Any sign placed in violation of this policy may be removed by City staff and held until retrieved by the candidate or group and may be disposed of after the election unless retrieved by the owner by the third day after Election Day.
7. During the voting period, the City of Missouri City shall manage City-owned and City-controlled property used as a polling location to ensure public safety, maintain accessibility, and support the continued operation of City facilities. Reasonable, restrictions may be applied as necessary to prevent disruption, protect access, and address operational needs consistent with state law.
  - a. Access and Safety
    - i. Electioneering activities must not interfere with ADA accessibility, pedestrian or vehicular traffic, emergency response access, or the normal use of sidewalks by patrons, City employees, and staff.
    - ii. Electioneering is prohibited in any area deemed unsafe by the Fire Marshal or designee.
    - iii. At the discretion of the City Manager or designee, electioneering may be restricted at certain pedestrian or vehicular access points to prevent disruption of City operations.
  - b. Canopies and Seating for Electioneering
    - i. One canopy and one chair per candidate/proposition is permitted, provided that such canopy does not exceed 10 feet by 10 feet.
    - ii. The placement of chairs and canopies for electioneering purposes within designated areas is permitted on a first-come, first-served basis, subject to space availability and compliance with this policy.
    - iii. Canopies and chairs may only be placed in the lawn area as depicted on the attached map and in accordance with state law distance requirements adjacent to the polling place between the hours of 6:30 a.m. and 7:30 p.m. during the voting period. When

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- designated areas reach capacity, no additional chairs or canopies shall be permitted.
- iv. Canopies and chairs must not impede vehicular or pedestrian traffic. The City may limit or prohibit the placement of chairs and canopies as necessary to prevent congestion, maintain safety and accessibility, or address disputes or disruptive behavior.
- c. Prohibited Items and Activities
  - i. Vehicles may not be parked on City property for the purpose of displaying electioneering materials.
  - ii. All other structures, including but not limited to booths and tables, are prohibited.
  - iii. Electioneering on driveways is prohibited.
- d. Prohibited Attachments - Except as provided by this Administrative Procedure, electioneering signs, literature, or materials may not be fastened to, hung from, placed on, or otherwise attached to any of the following on City-owned or City-controlled property used as a polling location pursuant to Section 13 of the City of Missouri City Zoning Ordinance:
  - i. Any building;
  - ii. Any tree, shrub, or landscaped area; or
  - iii. Any pole, fence, or other City improvement
- 8. Candidates and electioneering groups are responsible for removing all discarded electioneering materials and literature that litter City property.
- 9. All City employees are authorized to enforce this policy. Violations of this policy may result in removal of electioneering materials and enforcement actions consistent with state law and City ordinances. The City reserves the authority to remove noncompliant materials without prior notice when necessary to address safety concerns, maintain accessibility, or ensure compliance with applicable laws and regulations.

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Map By:  
GIS Division  
February 2026



## City Hall Voting Areas

Legend

 Voting Areas

0 100 200 300 Feet


*Geographic Coordinate System North American Datum 1983 (NAD83)*  
The information on this map is provided and maintained by various agencies, including county departments, municipal governments, state and federal agencies. The map is designed to serve as a secondary representation of real property found within this jurisdiction, and is compiled from the recorded deeds, plats, and other public records, which are primary sources for this public information. The data layers do not take the place of a legal survey or other primary source documentation. The City and its vendors assume no legal responsibility for the information on this map.



Map By:  
GIS Division  
February 2026



## Recreation Center Voting Areas

Legend  
 Voting  
Areas

0 50 100 150 Feet

Geographic Coordinate System North American Datum 1983 (NAD83)  
The information on this map is provided and maintained by various agencies, including county departments, municipal governments, state and federal agencies. The map is designed to serve as a secondary representation of real property found within this jurisdiction, and is compiled from the recorded deeds, plats, and other public records, which are primary sources for this public information. The data layers do not take the place of a legal survey or other primary source documentation. The City and its vendors assume no legal responsibility for the information on this map.