

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
AUSTIN DIVISION

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CLERK US DISTRICT COURT
WESTERN DISTRICT OF TEXAS

BY

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OCA – GREATER HOUSTON, et al.,

Plaintiffs,

v.

STATE OF TEXAS, et al.,

Defendants.

CIVIL ACTION NO. 1:15-cv-00679-RP

AMENDED COMPLAINT

Plaintiffs, OCA – Greater Houston and Mallika Das (“Plaintiffs”), provide this amended complaint to explicitly include Williamson County as a party and to provide the allegations set forth below against Defendants State of Texas, Carlos Cascos, in his official capacity as Texas Secretary of State and Chief Election Officer, Williamson County, and Williamson County Elections Department (“Defendants”):

INTRODUCTION AND OVERVIEW

1. This is an action to enforce the Voting Rights Act.
2. Section 208 of the Voting Rights Act of 1965 (“VRA”), as amended (codified as 42 U.S.C. § 1973aa-6), guarantees “any voter who requires assistance to vote by reason of . . . inability to read or write may be given assistance by a person of the voter’s choice other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.”
3. Texas Election Code Section 61.033 conflicts with the provisions of the Voting Rights Act by prohibiting voters with an inability to read or write English from receiving assistance by a person of the voter’s choice. To the contrary, Section 61.033 only permits voters to use interpreters that are registered voters in the same county as the voter.

4. This action seeks injunctive relief directing Defendants and all persons acting in concert with them not to deny voters who qualify for assistance under Section 208 an interpreter of their choice based on the interpreter's county of residence.

JURISDICTION AND VENUE

5. This Court has jurisdiction over Plaintiffs' claim under 28 U.S.C. §§ 1331 and 1343(a)(4).

6. Venue for this action is proper in the district in which the claim arose pursuant to 28 U.S.C. §§ 1391(b)(2) and 124(d)(1), the United States District Court for the Western District of Texas, Austin Division.

PARTIES AND STANDING

7. Plaintiff Mallika Das is a registered voter residing in Round Rock, Texas. She is limited English proficient ("LEP").

8. Ms. Das was harmed by Defendants' conduct in violation of Section 208, which prevented her from using her son, Saurabh Das, as an interpreter to assist her in voting on October 31, 2014.

9. Plaintiff Organization of Chinese Americans ("OCA") – Greater Houston is a not-for-profit membership organization, founded in 1979. OCA – Greater Houston is dedicated to the national organization's mission of advocating for and protecting and advancing the rights of Chinese Americans and Asian Pacific Americans. As part of its mission, OCA – Greater Houston promotes civic participation among Asian Americans, including advocating voter registration and educating its members about the voting process. OCA – Greater Houston has approximately 100 members in its chapter, many of whom are limited English proficient.

10. OCA was also harmed by Defendants' conduct, and will continue to be harmed, unless such conduct is remedied. Many of OCA – Greater Houston's members will not be able to effectively or fully participate in the election process without access to interpreters of their choice. Furthermore, the unlawful restriction on interpreters of voters' choice has already required and will require OCA – Greater Houston to expend its limited funds and other resources to educate its members and other Asian American voters on how to vote—including instructions on requirements for interpreters of voters' choice—as well as provide other assistance in connection with upcoming elections. These efforts would be unnecessary, and the expenses not incurred, if the Defendants were to comply with their legal obligations in accordance with Section 208 of the VRA. Members of OCA are also harmed by having their choice of an interpreter under Section 208 limited based on the interpreter's county of residence.

11. Defendant State of Texas is one of the states of the United States of America.

12. Defendant State of Texas caused Plaintiffs' harm set forth above at least by instructing county and local election officials to enforce Section 61.033 of the Texas Election Code, which impermissibly operates to deny voters an interpreter of their choice based on the interpreter's county of registration, and therefore conflicts with Section 208.

13. Defendant Carlos Cascos is the Texas Secretary of State. The Secretary of State serves as the Chief Election Officer of Texas and is responsible for administering the Texas Election Code. *See* Tex. Elec. Code Ann. § 31.001, 31.003 and 31.004. He is sued here for declaratory and injunctive relief in his official capacity.

14. Defendant Cascos caused Plaintiffs' harm set forth above by failing to instruct voting officials to comply with their legal obligations under Section 208. For example, instructions to enforce rules in violation of Section 208 are set forth repeatedly on the Secretary of State's

Elections Division website under “voters with special needs.”¹ This website of the Secretary of State’s office unambiguously instructs voting officials to only permit interpreters that are registered within their own county to assist voters. *See* attached Exhibit 1. Yet another section of the Secretary of State’s website² publicizes a Handbook for Election Judges and Clerks that further instructs election officials to violate Section 208 with regard to the choice of interpreters. This Handbook promulgated by the Secretary of State is conspicuously marked on its cover as for use by “All Political Subdivisions” in the State of Texas in 2014 (*see* attached Exhibit 2), and is listed on the website as having been sent via email to “County Clerks, Elections Administrators, Cities, Schools and Other Political Subdivisions.” Notably, the Handbook includes a section on “Using English and Interpreters.” *Id.* at pg. 34. This section expressly instructs Texas voting officials to only allow interpreters that are “a registered voter of the county.” *Id.*

15. Defendant Williamson County is a political subdivision of the State of Texas, and is subject to the laws of Texas and the Voting Rights Act.

16. Defendant Williamson County caused Plaintiffs’ harm set forth above by directing its poll workers to restrict the voter’s choice of assisting interpreter to other voters in the same county. Indeed, the Williamson County Elections Department website³ provides a Poll Worker Training Guide expressly stating that “[i]f the assistant is an interpreter, the interpreter must be a registered voter of the voter’s county.” Attached Exhibit 3 at 3-23. Upon information and belief, this Training Guide is representative of the policy and/or custom of the Williamson County Elections Department directed and/or promulgated by the Elections Administrator, the election official of Williamson County.

¹ <http://www.votetexas.gov/voters-with-special-needs/> (accessed September 14, 2015).

² <http://sos.state.tx.us/elections/onlinepollworker.shtml> (accessed September 14, 2015).

³ <http://www.wilco.org/CountyDepartments/Elections/Pollworkers/tabid/597/language/en-US/Default.aspx> (accessed September 14, 2015).

17. At all times, all Defendants acted under color of state law.

RELEVANT LAW

18. 42 U.S.C. §1973aa-6 (Section 208 of the VRA) provides: “Any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter’s choice, other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.”

19. Under Texas law, two separate provisions in the Texas Election Code govern a voter’s right to select an assistant of their choice for language interpretation when casting her ballot at the polling site.

20. Under Texas Election Code § 64.0321, a voter may use an “assistor” of the voter’s choice to help the voter understand and complete the ballot if the voter cannot read the language in which the ballot is written. Relevant parts of the language of this provision substantially mirror Section 208 of the VRA.

21. Under Texas Election Code § 61.034, an “interpreter” of the voter’s choice helps the voter understand and complete the ballot if a voter cannot comprehend the language in which the ballot is printed. There is no equivalent distinction in Section 208.

22. Texas Election Code § 61.033 states that “[t]o be eligible to serve as an interpreter, a person must be a registered voter of the county in which the voter needing the interpreter resides.” No same-county voter registration requirement is applicable when determining eligibility to serve as an “assistor”. No such requirement exists in Section 208 of the VRA.

23. As noted above, this requirement that interpreters be registered voters in the same county as the voter is reinforced and repeated in the Secretary of State’s Elections Division website under “voters with special needs.” The website states that those who cannot speak English may

select a person registered within their own county to assist in communicating with election officials. *See* Exhibit 1.

FACTS

24. On October 31, 2014, Plaintiff Mallika Das attempted to vote with the assistance of her son, Saurabh Das, at the JB and Hallie Jester Annex located at 1801 E Old Settlers Boulevard in Round Rock. Ms. Das had voted previously in 2012 in Williamson County without the aid of her son and found it difficult due to her limited English proficiency.

25. Upon arrival, Saurabh introduced himself to the poll worker as his mother's interpreter. The poll worker asked Saurabh to clarify whether he intended to accompany his mother as her "assistor" or "interpreter."

26. Saurabh stated that he intended to interpret for his mother, reasonably believing that the service he was to provide would be to assist his mother by interpreting the English ballot for his LEP mother.

27. The poll official then asked whether Saurabh was a registered voter in Williamson County. Saurabh was registered in neighboring Travis County and responded accordingly.

28. In accordance with the Training Guide, the poll worker stated that in order to be an "interpreter," Saurabh must be a registered voter in Williamson County and refused to allow him to assist his mother.

29. Ms. Das then entered the poll site without Saurabh. Ultimately, Ms. Das was unable to vote properly for all of the electoral races since she was unable to sufficiently comprehend the ballot.

FIRST CAUSE OF ACTION
(VIOLATION OF 42 U.S.C. §1973aa-6)

30. Plaintiffs restate and incorporate herein by reference the allegations in the paragraphs above.

31. Section 208 of the VRA provides that “[a]ny voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter’s choice, other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.” 42 U.S.C. §1973aa-6.

32. Under Section 208, a voter who is unable to read or write possesses the right to choose any person regardless of their place of voter registration to assist them at the poll site.

33. In violation of Section 208, Defendants and their employees and agents failed to allow Ms. Das the person of her choice to assist her by interpreting the ballot for her.

34. Defendants’ failure to allow eligible voters to receive necessary assistance from any person of their choice, other than their employers or union officials, as described herein, is a violation of Section 208 and harms Plaintiffs.

SECOND CAUSE OF ACTION
(VIOLATION OF 42 U.S.C. § 1983)

35. Plaintiffs restate and incorporate herein the allegations in the paragraphs above.

36. Section 208 of the VRA provides that “[a]ny voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter’s choice, other than the voter’s employer or agent of that employer or officer or agent of the voter’s union.” 42 U.S.C. §1973aa-6.

37. A voter under Section 208 possesses the right to choose any person regardless of their place of registration to assist them at the poll site.

38. In violation of Section 208, Defendants and their employees and agents failed to allow Ms. Das the person of her choice to assist her by interpreting the ballot for her.

39. Defendants' failure to allow eligible voters to receive necessary assistance from any person of their choice, other than their employers or union officials, as described herein, is a violation of Section 208.

40. By depriving Plaintiffs of rights and privileges under Section 208 of the VRA under the color of Texas Election Code § 61.034, Defendants Carlos Cascos, in his official capacity as Texas Secretary of State and Chief Election Officer, and Williamson County, Williamson County Elections Department have violated and are liable under 42 U.S.C. §1983.

PRAYER FOR RELIEF

WHEREFORE, Plaintiffs, OCA – Greater Houston and Mallika Das, pray that this Court:

- a. Issue a declaratory judgment declaring that Texas Election Code § 61.033 violates and is inconsistent with the provisions of Section 208 of the Voting Rights Act, 42 U.S.C. § 1973aa-6;
- b. Enjoin Defendants, their employees, agents, and successors in office, and all persons acting in concert with them, from engaging in any act or practice that denies the rights secured by Section 208 of the Voting Rights Act, 42 U.S.C. § 1973aa-6;
- c. Require Defendants to develop and implement a remedial plan to ensure that voters are permitted assistance from persons of their choice when they cast their ballots, in compliance with Section 208 of the Voting Rights Act, 42 U.S.C. § 1973aa-6.
- d. Award Plaintiffs their attorneys' fees and costs under 42 U.S.C. §1973l(e);
- e. Award Plaintiffs their attorneys' fees and costs under 42 U.S.C. §1988; and,

- f. Award Plaintiffs such other and further relief at law and equity as the Court deems just and proper.

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Dated: September 21, 2015

Respectfully submitted,

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CERTIFICATE OF SERVICE

The undersigned hereby certifies that the foregoing document was filed traditionally in compliance with Local Rule CV-5(a)(2) on all counsel of record and was served on counsel of record via electronic mail on September 21, 2015.

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EXHIBIT 1

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Don't have a photo identification for voting? Election Identification Certificates are available from your local DPS office.

Voters With Special Needs

Services Available to Voters with Special Needs in Texas

Voter Registration

- People with disabilities have the right to register to vote so long as they are eligible, which means they:
 - Are citizens of the United States;
 - Are at least 17 years and 10 months old at time of registration (but to vote, they must be 18 years of age by Election Day);
 - Have not been finally convicted of a felony, or if they have been convicted, have completed all of their punishment, including any term of incarceration, parole, supervision, probation, or have received a pardon;
 - Note: Deferred adjudication is not a final felony conviction.
 - Have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.
- Individuals who have legal guardians may be eligible to register, depending on whether the court took away their right to vote. All guardianship orders issued after September 1, 2007 must state whether the individual can vote.
- People with disabilities can receive assistance registering to vote from any state agency that provides services to persons with disabilities or from any person they choose.

Accessible Voting Systems

- On September 1, 1999, Texas became the first state to require that all new voting systems be accessible to voters with disabilities and provide a practical and effective means for voters with disabilities to cast a secret ballot.
- In every federal election (and most nonfederal elections), each polling place will offer at least one type of accessible voting equipment or Direct Record Electronic ("DRE") device. This equipment allows voters with disabilities to vote directly on the system or assist them in marking the paper ballot. Depending on the type of system, voters with disabilities may use headphones or other assistive devices to help them vote independently and secretly.
- In certain nonfederal elections held in counties with a population of less than 20,000, accessible machines may not be available at every polling place. To determine if accessible machines will be available or to request an accommodation, contact the early voting clerk of the county or political subdivision holding the election at least 21 days before the election.

All Polling Places in Texas Must be Accessible

Polling places should support voters, not hinder them. When you go to the polls in Texas, you can expect:

- Your polling place will meet strict accessibility standards, including:

- A location on the ground floor that can be entered from the street or via an elevator with doors that open at least 36 inches
- Doors, entrances, and exits used to enter or leave the polling place that are at least 32 inches wide
- Any curb next to the main entrance to the polling place must have curb-cuts or temporary non-slip ramps
- Stairs necessary to enter or leave the polling place must have handrails on each side and a non-slip ramp.
- Removal of all barriers such as gravel, automatically closing gates, closed doors without lever-type handles, or any other barrier that impedes the path of the physically disabled to the voting station.
- Voting systems that are accessible to voters with physical disabilities and can accommodate no vision, low vision, no hearing, low hearing, limited manual dexterity, limited reach, limited strength, no mobility, low mobility, or any combination of the foregoing (except the combination of no hearing and no vision)
- Each polling place will offer at least one type of accessible voting equipment or Direct Record Electronic ("DRE") device. This equipment allows voters with disabilities to vote directly on the system or assist them in marking the paper ballot. Depending on the type of system, voters with disabilities may use headphones or other assistive devices to help them vote independently and secretly.

Voters May Receive Assistance at the Polls

Tell the election official if you are a voter who needs help to vote. You do not have to provide proof of your disability. Voters are entitled to receive assistance if they:

- Cannot read or write; or
- Have a physical disability that prevents them from reading or marking the ballot.

Voters may be assisted by:

- Any person the voter chooses who is not an election worker;
- Two election workers on Election Day; or
- One election worker during early voting.

Voters **MAY NOT** be assisted by:

- Their employer;
- An agent of their employer; or
- An officer or agent of their union.

The person assisting the voter must read him or her the entire ballot, unless the voter asks to have only parts of the ballot read. The person assisting the voter must take an oath that he or she will not try to influence the voter's vote and will mark the ballot as the voter directs. If the voter chooses to be assisted by polling place officials, poll watchers and election inspectors may observe the voting process, but if the voter asks to be assisted by a person the voter chooses, no one else may watch him or her vote.

It is illegal for a person assisting the voter to:

- Try to influence the voter's vote;
- Mark the voter's ballot in a way other than the way they have asked; or
- Tell anyone how the voter voted.

Voters May Use Interpreters at the Polls

Voters who cannot speak English, or who communicate only with sign language, may use an interpreter to help them communicate with election officials. The voter may select any registered voter from his or her county to be their interpreter. If the voter cannot read the languages on the ballot, the interpreter may also assist by translating the language on the ballot for the voter in the voting booth. (See assistance section above for more details.) If the voter is deaf and does not have a sign language interpreter who can accompany them to help

communicate with the poll worker or read the ballot, the voter should contact his or her local election officials before the election and request assistance.

Curbside Voting

If a voter is physically unable to enter the polling place, he or she may ask that an election officer bring a ballot to the entrance of the polling place or to a car at parked at the curbside. After the voter marks the ballot, they will give it to the election officer, who will put it in the ballot box. Or, at the voter's request, a companion may hand the voter a ballot and deposit it for him or her.

TIP FOR VOTER WITH DISABILITY: If you plan to go alone to vote curbside, it is wise to call ahead so election officials will expect you. Generally speaking, you may vote curbside during the early voting period (the 17th day before Election Day until the 4th day before Election Day) or on Election Day. For a May uniform election date or resulting runoff election, the early voting period is the 12th day before Election Day until the 4th day before Election Day.

Voters May Vote Early, Either in Person or by Mail

Voters who vote during the early voting period may vote at any early voting site in the political subdivision that is holding the election. Alternatively, if a voter will be 65 years of age or older on Election Day, has a disability, or will be outside the county during early voting hours and on Election Day, the voter can apply to vote by mail. Simply submit a completed and signed Application for a Ballot by Mail any time from the 60th to the 9th day before Election Day to the proper county early voting clerk. Please note that for an election held on a Tuesday, the deadline moves to the 11th day before Election Day because the 9th day falls on a weekend. Applications for a Ballot by Mail may also be submitted in person at the main early voting polling location, as long as early voting by personal appearance is NOT taking place. For further information on voting early in person or by mail, including information on assistance in requesting, marking, or mailing a ballot by mail, please read our pamphlet titled "[Early Voting in Texas](#)." [Get your application here.](#)

For additional information, contact:

Secretary of State

Elections Division

P.O. Box 12060

Austin, Texas 78711-2060

512.463.5650 or 1.800.252.VOTE (8683)

Fax 512.475.2811, TTY 7.1.1

County Election Officials

For a list of county election officials, see the [Secretary of State's website](#)

Disability Rights Texas

Voting Rights Project for Voters with Disabilities

2222 West Braker Lane

Austin, TX 78758

1-888-796-VOTE (8683) (V/TTY)

Fax: 512-323-0902

<http://www.disabilityrightstx.org/contact/>

Coalition of Texans with Disabilities

316 W. 12th Street, Suite 405

Austin, Texas 78701

Phone: (512) 478-3366

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Published by the Elections Division of the Secretary of State's office. This pamphlet is available in Spanish, large print, audiotape, or computer disc upon request.

(Este folleto está disponible en Español, tipo de imprenta más grande, cinta magnética para audio, o disco para computadora. Para conseguir una de estas versiones por favor llame sin cargo a la oficina del Secretario de Estado al 1.800.252.VOTE (8683)).

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Qualifying Voters on Election Day

Handbook for Election

Judges and Clerks

2014

**FOR USE IN GENERAL, PRIMARY, AND
OTHER ELECTIONS BY
ALL POLITICAL SUBDIVISIONS**



Issued by
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INTRODUCTION

The Elections Division of the Secretary of State's Office has prepared this handbook for use on election day by election judges and clerks serving in precinct polling places. This handbook contains a thorough outline of polling place procedures for all elections. It incorporates changes in election laws through the regular session of the 83rd Texas Legislature (2013), as well as highlights the changes made by Senate Bill 14, 82nd Texas Legislature (2011), which was implemented following the United States Supreme Court decision in *Shelby County, Alabama v. Holder*, No. 12-96, 2013 WL 3184629 (U.S.) (U.S. Jun. 25, 2013).

The handbook starts at the beginning of election day and covers voter qualification and assistance, as well as the basics for closing the polling place. Throughout the handbook, references are made to the appropriate section in the Texas Election Code or the Texas Administrative Code, unless otherwise indicated. Information in *italics* relates to primary elections.

The Elections Division of the Secretary of State's Office is open during the hours that the polls are open for voting on all uniform election dates. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1-800-252-2216 or (512) 463-5650.

Please visit us at our Internet home page for additional election information at <http://www.sos.state.tx.us>.

The Office of the Secretary of State does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

CHAPTER 1
THINGS TO DO BEFORE THE POLLS OPEN

SECTION A. PREPARE THE POLLING PLACE

The election judges and clerks will need to complete the following tasks prior to opening the polls:

1. Oaths: The presiding judge administers the Oath of Election Officer and the Oath of Assistance to himself or herself and to the clerks. [Secs. 62.003, 64.034]
“I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election.”

“I swear (or affirm) that I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to answering the voter’s questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter’s ballot as the voter directs; and I am not the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs.”
2. Identification: The presiding judge and clerks must wear a form of identification, prescribed by the Secretary of State, while on duty which indicates the person’s name and title or position as an election officer. The presiding judge should issue such identification following administration of the oath. If there are no name tags in your election kit, you may make your own. (State and federal election inspectors, peace officers assigned to the polling place, and poll watchers accepted for service at the polling place are also required to wear name tags.) [Secs. 33.051(f), 61.010(b), 62.003(c)]
3. Hours and Work Assignments: The judge reviews work schedules and assignments with the clerks. [Sec. 32.072] The presiding judge may allow some clerks to end their service at the polling place before the polls close (i.e., work in shifts), but may not allow clerks to leave the polling place after the counting of ballots has begun, except for temporary absences. [Sec. 32.073] Additionally, the presiding judge may allow some clerks to begin their service at the polling place later than 7:00 a.m. on election day. [Sec. 32.072(b)] The presiding judge may permit temporary absences for meals or other necessary activities. [Sec. 32.073(a)] The judge must treat clerks uniformly in designating their working hours and duties and in regulating temporary absences. [Secs. 32.072(c), 32.073(c)]
4. Prepare List of Registered Voters: The list of registered voters, if not already annotated, must be marked by the election judge before voting begins on election day to indicate voters whose names appear on the precinct early voting list. [Sec. 62.014(b)]

If a registration correction list is provided, an election officer must change the list of registered voters to make it conform to the registration correction list. [Sec. 62.014(a)]

NOTE: *In a primary election, a second list of registered voters is provided at the polling place and must also be marked to indicate who voted, including those whose names appear on the precinct early voting list. This second list is given to the precinct chair after the polls close and is used to qualify precinct convention participants. [Sec. 172.1141]*

House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1114 of the Texas Election Code and, practically speaking, the second list may not be used to qualify precinct convention participants if the precinct convention has already occurred. You will be given instructions at a later time concerning the second list and procedures to be followed if a voter participated in a political party's convention prior to the primary election, but wishes to vote in the other political party's primary election.

NOTE: If you are using an **e-pollbook**, it is unlikely that you will need to update the list with voters who voted early or a registration correction list. Follow the instructions provided to you by the authority conducting the election regarding the use of the e-pollbook.

5. Setup Polling Place: The election workers need to physically arrange the polling place.

1) Arrange Tables, Chairs and Voting Area

- Place table(s) and chairs near the entrance to the polling place for the clerks who will be accepting the voters.
- Establish a voting area.
 - Voting booths that provide voters privacy while voting must be provided at all polling places. Voting booths must meet the regulatory specifications for voting booths, or have been approved for use by the Secretary of State. [Sec. 51.032; 1 T.A.C. § 81.70]
 - Arrange the voting booths in such a way that they are in view of the election officers, watchers, and persons waiting to vote but are separated from voters who are waiting to vote. They must be arranged to prevent access to the voting area through any entrance other than the one designated. [Sec. 62.004]
 - Make sure voting area is adequately lighted. [Sec. 62.004(3)]
 - If used, place indelible markers (makes marks that cannot easily be removed or erased) in each voting booth where voters will be preparing their ballots. [Sec. 62.015]
 - Establish an area convenient to the voting booths, in view of election officers, for placement of the locked ballot box (Ballot Box No. 1) in which voters will deposit their voted ballots, if using paper or optical scan ballots. [Sec. 62.006]

- Establish an area for counting ballots (if applicable).
 - This area should be in a separate room from the voting area, or removed from the voting area as much as possible, so that individuals counting ballots cannot be heard nor the voted ballots seen by voters.

2) Prepare the Table(s) for Accepting and Qualifying Voters

- Place the following election forms and supplies on each table:
 - Lists of registered voters, including supplemental and correction lists, or a revised original list. [Secs. 18.001, 18.002, 18.003, 18.004]
 - Registration omissions list. [Sec. 63.006(b)(2)]
 - Combination form (combination of two or more forms below denoted by an “*”). [Sec. 63.004]
 - Poll list.* [Sec. 63.003]
 - Signature roster.* [Sec. 63.002]
 - Affidavits.
 - Voter with Required Documentation Who is Not on List. [Sec. 63.006]*
 - Affidavit of Voter Without Required Identification (part of Provisional Ballot Affidavit Envelope). [Sec. 63.011(b)]
 - Voter’s Similar Name Affidavit. [Sec. 63.001(c)]*
 - Provisional Ballot Affidavit Envelope. [Sec. 63.011]
 - List of Provisional Voters. [1 T.A.C. §§ 81.172—81.176]
 - Polling Place ID Receipt (the Polling Place ID Receipt may have been combined with the Notice to Provisional Voter into a single form). [1 T.A.C. §§ 81.172—81.176]
 - Notice to Provisional Voter (may have been combined with the Polling Place ID Receipt). [1 T.A.C. §§ 81.172—81.176]
 - Secrecy Envelopes for Provisional Ballots. [1 T.A.C. §§ 81.172—81.176]
 - Statement of Residence. [Secs. 11.004, 63.0011] Voter signs this statement if the voter has moved within the county to another election precinct in the same county. The voter may vote a full county ballot in the election precinct of former residence, regardless of how long ago the voter moved, if the voter still resides in each political subdivision for which the voter offers to vote. See Chapter 2, Situation 3 “Voter Has Moved” for further information.
 - The "voted" stamp and ink pad used for stamping the list of registered voters. While it is not necessary that the election officers use a “voted” stamp and ink pad, they must make a notation on the list of registered voters that a person has voted. [Sec. 63.001]

NOTE: *In a primary election, the presiding judge is given two lists of registered voters. The second list is given to the precinct chair after the polls are closed and is used to qualify participants in the precinct convention. The election judge of a primary election must make a notation next to the voter's name on the second list of registered voters, as well as the list that is returned to the voter registrar. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions*

may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.

- *The party affiliation stamp for stamping voter registration certificates in a primary election. [Sec. 162.004(b)]*
- *Certificates of party affiliation in a primary election for those voters who do not have a voter registration certificate. [Sec. 162.004(c)]*

NOTE: *Because voters are no longer required to have their certificates, only their valid form of photo identification, you may be issuing a large number of party affiliation certificates.*

- Official ballots. An election officer must arrange a supply of numbered ballots, all face down, and out of numerical order. [Sec. 62.009(a), (b)]
- Provisional ballots. An election officer must set aside a sufficient number of provisional ballots and stamp or write on the back of each ballot "provisional" next to the presiding judge's signature. [1 T.A.C. §§ 81.172—81.176]
- Provisional stamp. [1 T.A.C. §§ 81.172—81.176]
- Register of spoiled ballots. [Sec. 64.007(c)]
- Request to cancel application to vote by mail. [Sec. 84.032]
- *Envelope No. 5. In a primary election, it is addressed to the County Chair.*

NOTE: More than one qualifying table may be set up by dividing the list of registered voters into sections of the alphabet, for example, A-G and H-Z.

3) Post Distance Markers, Sample Ballots, Instructions and Notices

- Post distance markers 100 feet in each direction from all entrances through which voters may enter the building in which the polling place is located. [Secs. 61.003(a), 62.010(a)] Distance marker must include in large letters, "DISTANCE MARKER. NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE ENTRANCE TO THE POLLING PLACE."

NOTE: Election officers (or appointed peace officers) may not enforce the electioneering or loitering statutes OUTSIDE the 100 ft. distance marker. [Sec. 32.075]

- Post the voter information poster and other instruction posters (if any) in each voting station and in one or more locations in the polling place where they can be read by persons waiting to vote. [Secs. 62.011, 62.0112, 62.0115]
- Post the list of declared write-in candidates for (*the primary election for the office of precinct chair and county chair*), the November general election, city council officer elections, independent and common school district trustee elections, special elections for state representative and state senator, and other elections required by law. The list of declared write-in candidates must be posted next to the voter information poster in each voting station and in the polling place where it can be read by persons waiting to

vote. [Secs. 62.011, 62.0115, 144.006, 146.031(d), 146.054, 146.055, 146.082, 171.0231 Texas Election Code; Secs. 11.056(c), 11.304, 130.081, 130.0825, Texas Education Code; Sec. 285.131, Texas Health and Safety Code; Secs. 326.0431 & 326.0432, Texas Local Government Code; Secs. 36.059, 49.101, 63.0945, Texas Water Code]

NOTE: *In a primary election, write-in voting is not permitted except for the party offices of county chair and precinct chair. A write-in vote may not be counted unless the name appears on the list of write-in candidates. If no candidate filed for the office of precinct chair or county chair, then that office is not printed on the ballot. [Secs. 171.0231, 172.112]*

If only one candidate files for precinct chair (for the ballot or as a write-in) the election for that office is not held, and the county chair shall prepare a sign notifying voters that the candidate will be declared elected to the office at the time of the local canvass. An election officer shall post the sign in one or more locations in the polling place. [Sec. 171.0221]

- A voter complaint poster, which contains contact information for state and local election officers, must be posted in the polling place. [Secs. 62.011, 62.0112, 62.0115]
- *Post the party sign over the entrance to the polling place in a primary election.*

NOTE: If a polling place is used to hold an election for more than one political party, then the sign used to indicate the location of a polling place for a primary election or runoff primary election must either not contain the name of, or symbol representing, any political party that is holding an election at the polling place, OR must contain each name of, or each symbol representing, a political party that is holding an election at the polling place. [Sec. 172.127]

- Post the required sample ballots in easily observed locations within the polling place. [Sec. 62.012]
- Place Notice of Prohibition of Certain Devices in locations throughout polling place where it can be read by persons waiting to vote. The use of wireless communications devices (e.g. cell phones) and recording devices (e.g. cameras) is prohibited in a polling place. [Sec. 62.0111]

NOTE: There is an exception to the prohibition against wireless devices in the polling place for an election officer conducting the officer's official duties, for the use of election equipment necessary to conduct the election, or for a person employed at the location in which a polling place is located while the person is acting in the course of the person's employment. [Sec. 61.014]

- No election material may be posted at a polling place, including the area within a 100 feet radius of an outside door through which a voter may enter the building where the polling place is located, unless it is required or allowed by law. [Sec. 62.013]
- No person other than an election judge or clerk may post materials in a polling place or within 100 feet radius of the entrance to the polling place. [Sec. 62.013]

- A notice of the number of voters who have voted must be posted at an outside door to the polling place every two hours, beginning at 9:30 a.m. and running through 5:30 p.m., on a form prescribed by the Secretary of State, unless that form is unavailable. [Sec. 61.007]
- *For the general primary election, a notice of the time and place of the precinct convention must be posted at each door through which a voter may enter the polling place. [Sec. 172.1111]*

NOTE: *House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1111 of the Texas Election Code, but, practically speaking, there may be no notice to be posted.*

- Post Notice of Acceptable Identification on the outside door of the polling place. The notice must be in the form prescribed by the Secretary of State.

4) Open and Inspect All Ballot Boxes

If regular paper ballots are used in the election, open and inspect all ballot boxes to ensure that they are empty. If optical scan ballots are being used, the ballot boxes used for delivering the ballots to a central counting station or the precinct ballot counters that count the ballots at the precinct will be pre-locked and pre-sealed before delivery to the polling place. [Secs. 62.005, 127.061, 127.065]

- Make sure that each ballot box is empty.
- Make sure that each ballot box has a working lock and a key that opens the lock, unless pre-locked, pre-sealed boxes or precinct ballot counters are used. [Secs. 51.034(a), 127.065]

5) Prepare Official Ballots (Paper and Optical Scan)

If paper or optical scan ballots are used in the election:

- Record the total number of ballots received on the "Register of Official Ballots" form. [Sec. 65.013]
- Inspect the official ballots to see that they are properly printed and numbered. [Sec. 65.013]
 - Remove any ballot that is not numbered or that is otherwise defectively-printed. [Sec. 62.007]
 - Count the defective and/or unnumbered ballots and enter this number on the Register of Official Ballots form. [Sec. 65.013(b)(2)]
 - Place defective and/or unnumbered ballots in Ballot Box No. 4 (or other designated container). [Sec. 62.007(b)]
 - Place Ballot Box No. 4 (or other designated container) in a protected place near the clerks at the qualifying table so that any mutilated ballot returned by a voter for a new ballot can be easily deposited in this ballot box.

NOTE: Ballot Box No. 4 (or other designated container) is used for delivering defectively-printed, spoiled, or unused ballots. [Sec. 66.026]

- Place the presiding judge's full name on the back of each ballot. [Sec. 62.008]
 - If a stamp of the judge's signature is provided, a clerk may stamp the back of each ballot with this signature stamp. An election clerk may not forge the signature of the judge. [Sec. 62.008(b)]
 - Ballots may be signed or stamped as needed throughout the day. Unsigned paper or optical scan ballots may not be made available for selection by voters. [Sec. 62.008(c)]
- Mix the signed or stamped ballots so that they are not in numerical order. [Sec. 62.009(a)]
- Place the mixed ballots face down on the acceptance table(s). [Sec. 62.009(b)]
- Set aside a sufficient number of official ballots and stamp or write on each ballot "Provisional" next to the judge's signature. Also, set aside a sufficient number of "Notice to Provisional Voter" and "Polling Place ID Receipt" forms. Alongside these provisional ballots, keep a sufficient number of Provisional Ballot Affidavit Envelopes.

SPECIAL EMERGENCY BALLOT NOTE: If, before the last voter has voted, the supply of official ballots is exhausted, destroyed, or lost, or if the presiding judge determines that the official ballots are erroneously-printed so that they may not be used in the election, the presiding judge should immediately contact the authority responsible for distributing the supplies for the election and obtain additional official ballots for use at the polling place. If official ballots are unavailable, the presiding judge must create emergency ballots himself or herself. The makeshift ballots must contain all of the offices and/or propositions to be voted on, must be numbered consecutively with unique numbers, and must be designed in the same format as the official ballot. [Sec. 52.001(b)] The judge may make copies of sample ballots after blocking out the words "Sample Ballot," number the copies, and provide these copies for voters to mark ballots. It is recommended that the judge indicate, in a memorandum attached to the Register of Official Ballots, if he or she has provided or been provided with ballots other than those initially supplied to the polling place, set forth the circumstances necessitating their use, and record the numbers of the ballots.

6) **Place Ballot Boxes**

Place the remaining ballot boxes, if paper or precinct optical scan ballots are used in the election.

- Lock Ballot Box No. 1 and place it in the area established for depositing voted ballots. [Sec. 62.006]
- Place Ballot Box No. 2 in a protected place which is in public view and convenient for the interchange with Ballot Box No. 1. [Sec. 65.003]
 - Ballot Boxes Nos. 1 and 2 are used on a rotating basis for the deposit of ballots by the voters.

- Each time the ballot boxes are changed, make sure the ballot box replacing the ballot box containing the voted ballots is empty and locked before it is put into place for use by voters.

7) **Place DRE Voting Machines and/or Precinct Ballot Counters**

For elections using direct recording electronic voting machines (“DREs”) or precinct ballot counters, follow the instructions from the authority conducting the election concerning the placement of DREs and any associated procedures. But at a minimum, you must follow these procedures:

- The presiding judge shall verify and document the serial numbers of the equipment delivered to the polling site.
- Look for evidence of tampering.
- Verify that the Public Count is “0” on each applicable device.
- Check the accuracy of the date and time on applicable equipment.
- Confirm that all units are open for voting.
- At a minimum, print one zero tape from each applicable device (DREs and precinct ballot counters).
- The presiding judge, an election clerk, and not more than two poll watchers, if one or more watchers are present, shall sign the zero tape.
- The zero tapes must be placed in a secure location to be returned with the election materials.

8) **Secure Polling Place**

The presiding judge must secure the polling place if it is left unattended at any time after the preparation for voting begins. [Sec. 62.001(b)]

SECTION B. POLL WATCHERS

1. Appointee of Poll Watchers: A candidate on the ballot, a campaign treasurer of a specific-purpose political action committee in an election on a measure, or a political party in the November general election may appoint up to two watchers per polling place. A write-in candidate whose name appears on the list of declared write-in candidates may also appoint poll watchers, and a group of registered voters may appoint a watcher for an undeclared write-in candidate for elections where declaration is not required. [Secs. 33.002 - 33.005]
2. Acceptance and Qualification: A watcher who presents himself or herself at any time on election day with a certificate of appointment must be accepted for service unless the person is ineligible to serve or the number of appointees to which the appointing authority is entitled has already been accepted. [Secs. 33.051, 33.052] To be eligible to serve as a poll watcher, a person must:
 - 1) be a registered voter of the territory (e.g., city, school district) covered by the election and of the county for November general elections, *primary elections*, or other countywide elections; [Sec. 33.031]

- 2) not be a candidate for public office in an election held on the day the watcher seeks to serve; [Sec. 33.032]
 - 3) not hold an elective public office; [Sec. 33.033]
 - 4) not be an employee of an election judge or clerk serving at the same polling place; [Sec. 33.035]
 - 5) not been finally convicted of an offense in connection with conduct directly attributable to an election; [Sec. 33.035] and
 - 6) not be related within the second degree of consanguinity or affinity (as determined by Tex. Govt. Code, Chapter 573, Subchapter B, Secs. 573.022 - 573.025) to an election judge or clerk serving at that polling place. A watcher may be related to the candidate the watcher is representing. [Sec. 33.033]
3. Certificate of Appointment: The poll watcher must present his or her poll watcher's certificate of appointment to the presiding judge when he or she reports for service. [Sec. 33.051(a)]
- 1) The certificate must be in writing and must include the following: [Sec. 33.006]
 - Name, residence address, and voter registration number of the poll watcher;
 - The election and the number of the precinct where the poll watcher is to serve;
 - The signature of the person(s) making the appointment;
 - The signature of the poll watcher;
 - An indication of the capacity in which the appointing authority is acting;
 - In an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents; and
 - An affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device.

NOTE: A poll watcher may not use wireless communication devices (e.g. cell phones) in a polling place. [Sec. 61.014] A poll watcher may not be accepted for service if he or she possesses any mechanical or electronic means of recording images or sound unless the poll watcher disables or deactivates the device. The presiding judge may inquire whether a watcher has possession of any prohibited recording device before accepting the watcher for service. [Sec. 33.051(c)]
 - 2) The presiding judge must require the poll watcher to countersign his or her signature on the certificate of appointment and compare and verify the signatures. [Sec. 33.051(b)] The completion of the affidavit in front of the presiding election judge serves as the counter signature.
- NOTE:** It is not necessary to notarize a certificate of appointment.
- 3) The presiding judge must keep the certificate of appointment in Envelope No. 2 for return to the custodian of election records after the election. [Sec. 66.023(7)]
 - 4) If a watcher is not accepted for service, the presiding judge must return the certificate of appointment to the watcher with a signed statement of the reason for the rejection. [Sec. 33.051(e)]

4. Identification: **NEW LAW** (SB 160, 83rd Legislative Session, 2013). A poll watcher must wear a form of identification prescribed by the Secretary of State and provided by the presiding judge or other election officer. [Sec. 33.051(f)]

5. Service, Duties, and Privileges of Poll Watchers

- 1) A watcher may not leave the polling place while the polls are open and be readmitted unless the watcher has served for five continuous hours. If the watcher has served for five continuous hours and is present when ballots are counted, the watcher may not leave and return until the counting is complete. [Sec. 33.052]

EXCEPTION: If a poll watcher leaves the polling place in order to use a wireless communication device AND promptly returns, he or she is considered to have served continuously as that term is used for calculating their continuous 5 hours, which allows them to come and go. [Sec. 33.052(b)]

- 2) A watcher must be permitted to observe all election activities performed by the election judge and clerks and to inspect the returns and other records prepared by the election judge and clerks. [Sec. 33.056]
- A watcher is entitled to sit or stand conveniently near the election officers conducting the observed activity. [Sec. 33.056(a)]
 - A watcher is entitled to sit or stand near any member of the counting team to verify that the ballots are read correctly and/or that they are tallied correctly. [Sec. 33.056(b)]
 - A watcher may make written notes while on duty. However, if the watcher leaves the polling place while the polls are open, he or she may be required to leave his or her written notes with another person selected by the watcher, who is on duty at the polling place. [Sec. 33.056(d)]
- 3) A watcher may not talk with the judge, clerks, or voters regarding the election while it is in progress, except to point out to an election judge and/or clerk any observed irregularity or violation of the law. [Sec. 33.058]
- If a watcher points out to an election clerk an occurrence that the watcher believes to be irregular and the clerk refers the watcher to the presiding judge, the watcher may not discuss the matter further with the clerk unless the presiding judge invites the discussion. [Sec. 33.058]
- 4) A watcher who asks to accompany the election officer who delivers election records must be permitted to do so. [Sec. 33.060(a)]
- If the delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that the watcher may keep the delivery vehicle in sight. [Sec. 33.060(b)]
- 5) A watcher is not permitted to converse with any voter, or communicate with or signal to any voter in any manner regarding the election. [Sec. 33.058(a)]
- 6) A watcher may not watch a voter vote except when a voter is being assisted by election officers. A watcher may not watch a voter vote if the voter is being assisted by a person other than an election officer. [Sec. 33.057]

- 7) Preventing a watcher from observing any activity the watcher is entitled to observe is a Class A misdemeanor. [Sec. 33.061]

SECTION C. ELECTION INSPECTORS

1. Inspectors are appointed by the Secretary of State and are responsible to the Secretary of State. [Sec. 34.001]
2. An inspector must wear an identifying name tag or badge while on duty at a polling place. [Sec. 61.010(b)]
3. Inspectors must be permitted to observe all election activities performed by the election judges and clerks. [Sec. 34.002]
4. Inspectors are not required to be at the polling place when the polls open or remain in the polling place until the polls close.
5. Inspectors are not required to take an oath administered by the election judge.
6. Inspectors will have identification cards issued by the Secretary of State. The presiding judge should request identification from the inspector. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling place. Please note that the SOS inspector will be wearing a name tag that will also serve as their identification card.
7. Federal observers may also be appointed under 42 U.S.C.A. § 1973f. These observers will produce appropriate identification. Federal observers must also wear a name badge.

CHAPTER 2 QUALIFYING THE VOTER

PROCESSING THE VOTER

Open the doors to the polling place at 7:00 a.m. and direct voters to the voter acceptance table. [Sec. 41.031] Then follow these basic steps which apply for all voters. [Secs. 63.001, 63.0011]

1. Ask Voter to Provide Acceptable Form of Identification or Permanent Exemption: An election officer at the acceptance table should ask the voter to present an acceptable form of identification. [Sec. 63.001(b)]

The acceptable forms of identification are:

- 1) Texas Driver License issued by the Department of Public Safety ("DPS");
NOTE: This form of ID should not be used if "Limited Term" or "Temporary Visitor" appears on the face of the card as this indicates the person is not a U.S. Citizen.
- 2) Texas Election Identification Certificate issued by DPS;
- 3) Texas Personal Identification Card issued by DPS;
NOTE: This form of ID should not be used if "Limited Term" or "Temporary Visitor" appears on the face of the card as this indicates the person is not a U.S. Citizen.
- 4) Texas Concealed Handgun License issued by DPS;
- 5) United States Military Identification Card containing the person's photograph;
- 6) United States Citizenship Certificate/Certificate of Naturalization containing the person's photograph; or
- 7) United States Passport.
NOTE: A "passport card" which is also issued by the U.S. Department of State, is acceptable.

Permanent Disability Exemption: If the voter presents the voter's current voter registration certificate that has a notation of an "(E)" after the VUID number, it is not necessary for the voter to have one of seven forms of identification listed above. The notation means the voter is exempt from showing one of the seven forms of identification because the voter is disabled and has applied for and received a disability exemption from the voter registrar in accordance with the Texas Election Code.

NOTE: If the voter does not have an acceptable form of identification, or does not present the voter's current voter registration certificate with an "E" notation, then the voter may not vote a regular ballot, but must vote a provisional ballot. [Secs. 63.001(g) & (h), 63.0101, 63.011] However, no later than six calendar days after election day, the voter may present an acceptable form of identification to the voter registrar, which will "cure" the voter's failure to provide an acceptable form of identification at the polling place. You must notify the voter of his or her right to vote provisionally in accordance with the procedures prescribed in Situation 6.

NOTE: With the exception of the United States Citizenship Certificate, the acceptable form of identification must be current or have expired no more than 60 days before being presented for voter qualification at the polling place.

NOTE: If the presiding judge reasonably determines that the voter is not the person whose photo appears on the acceptable form of identification presented by the voter, the presiding judge will follow the procedure prescribed in Situation 6.

NOTE: The authority conducting the election may authorize an election officer to access electronically readable information on a driver's license or personal identification card for proof of identification when determining whether a voter shall be accepted for voting. [Sec. 63.0102]

2. Located Voter on List of Registered Voters: When presented with an acceptable form of identification or the voter's current voter registration certificate with an "E" notation, the election officer checks the list of registered voters for:
 - 1) the voter's name;
 - 2) the voter's registration status; and
 - 3) any special annotations.

NOTE: The two annotations are "S" for suspense and a "voted" annotation if the voter has voted early. Because the acceptable form of identification or the voter's current voter registration certificate with an "E" notation satisfies the requirement for presenting identification formerly required by an "ID" notation, you may disregard any "ID" notation in the official list of registered voters.

3. Compare Voter's Name: If the voter's name on the official list of registered voters does not exactly match the name as it appears on the acceptable form of identification, follow the procedure prescribed in Situation 2.
4. Ask Voter if their Residence Address has Changed: After determining that the voter is registered, the voter must be asked if the residence address on the list of registered voters has changed. An "S" notation by a voter's name means that the voter may have moved. If the voter has moved within the county, or is on the S-list, the voter must sign the Statement of Residence before being permitted to vote. A voter who has moved within the county must vote in his or her former precinct of residence, according to his or her "old" registration address.

NOTE: If the election is conducted for a city, school district, or other local political subdivision, in addition to residing in the county, the voter must still reside in the city, school district, or other local political subdivision in order to be eligible to vote.

5. At this point, determine which of the situations below applies to the voter and follow the steps outlined after the particular situation to process the voter.

SITUATION 1. The Ideal Voter

In the ideal voter scenario, the voter presents their acceptable form of identification listed on page 13 or has a notation of an "(E)" after the VUID number on their voter registration certificate. [Secs. 63.001, 63.0101]

Further, the identification provided by the voter will be current or not have expired more than 60 days before the voter is presenting it at the polling place.

The voter will be located in the precinct's list of registered voters, and the name found on the list of registered voters will match exactly to the name listed on the voter's identification.

After verifying the voter's identification, the voter is asked if the voter's residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county. [Sec. 63.0011] In an ideal voter situation, the voter's address will be current and the voter will not have changed residence within the county.

NOTE: Some voters may not have their addresses on the list of registered voters due to their participation in an address confidentiality program. Nevertheless, election judges should continue to ask whether or not the voter has moved from the address at which the voter is registered to vote. If the voter's registration address is omitted due to participation in an address confidentiality program, you must ask the voter if the residence address listed on the voter's acceptable form of identification is current and whether the voter has changed residence within the county.

At this point, the voter should be checked-in by following these steps:

1. Stamp "voted" or place some other notation next to the voter's name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]

In a primary election, stamp "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close. [Sec. 172.1141] However, House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1114 of the Texas Election Code and, practically speaking, the second list may not be used to qualify precinct convention participants if the precinct convention has already occurred. You will be given instructions at a later time concerning the second list and procedures to be followed if a voter participated in a political party's convention prior to the primary election, but wishes to vote in the other political party's primary election.

2. *In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary or participated in a convention of the opposite party. If a voter attempts to vote in a runoff primary of a different party than the*

one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the combination form; election officers are advised to note on the combination form that the Affidavit of Non-Participation form was used. [Sec. 162.014]

3. Have the voter sign the signature roster (or combination form). [Sec. 63.002(b)] If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or combination form). [Sec. 63.002(c)]
4. Legibly enter the name of the voter on the poll list (or combination form). [Sec. 63.003(c)]
 - The voter is required to sign his or her voter registration certificate in the appropriate place upon receipt. [Sec. 15.003]
 - If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 - *Stamp the voter's voter registration certificate with the party affiliation in a primary election. Otherwise, give voter a certificate of party affiliation. [Sec. 162.004(b)]*

NOTE: *Because voters are no longer required to present their voter registration certificates (except to show a disability exemption), only their acceptable form of identification, there may be an increase in the issuance of party affiliation certificates.*

NOTE: *The party affiliation certificate is not required to be issued to a voter in a runoff primary unless he or she requests it. [Sec. 162.004(c)]*

5. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
6. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

**SITUATION 2. Voter's Name on Acceptable
Form of Identification Does Not Match Voter's
Name on List of Registered Voters**

The voter presents an acceptable form of identification listed on page 13 or has a notation of an "(E)" after the VUID number on their voter registration certificate). [Secs. 63.001, 63.0101]

If the voter's name on the precinct's list of registered voters is not identical to the voter's name as it appears on the voter's identification, the election officer will determine, under standards adopted by the Secretary of State, if the names are "substantially similar." If the names are substantially similar, the voter shall be accepted for voting. The voter must submit an affidavit, which is part of the combination form, stating that the voter is the person on the list of registered voters.

A voter's name on the presented identification form is considered substantially similar to the name on the official list of registered voters and a voter's name on the official list of registered voters is considered substantially similar to the name on the presented identification form if one or more of the circumstances in paragraphs (1) - (4) of this subsection are present. In determining whether one or more of those circumstances are present, election workers should consider whether information on the presented identification form matches elements of the voter's information on the official list of registered voters such as the voter's residence address or date of birth, which may be strong indicators that the name on the presented identification form is substantially similar to the name on the official list of registered voters and vice versa if:

1. Slightly Different: The name on the presented identification form is slightly different from one or more of the name fields on the official list of registered voters or one or more of the name fields on the official list of registered voters is slightly different from the name on the presented identification form;
2. Customary Variation: The name on the presented identification form or on the official list of registered voters is a customary variation of the formal name such as, for illustrative purposes only, Bill for William, or Beto for Alberto, that is on the document or list that must match, as the case may be;
3. Initial, Middle Name or Former Name: The voter's name on the presented identification form contains an initial, a middle name, or a former name that is not on the official list of registered voters or the official list of registered voters contains an initial, a middle name, or a former name that is not on the presented identification form; or
4. Different Field: A first name, middle name, former name, or initial of the voter's name that occupies a different field on the presented identification form than a first name, middle name, former name, or initial of the voter's name on the official list of registered voters.

If the reviewing election worker makes a determination that the voter's name on the presented identification form and the official list of registered voters are substantially similar, the voter shall be accepted for voting if the voter submits the "Similar Name Affidavit," which he or she does by initialing the correct location on the combination form, prescribed by the Secretary of State stating that the voter offering the presented identification form is the same person on the official list of registered voters.

If the reviewing election worker makes a determination that the voter's names on the presented identification form and the official list of registered voters are not substantially similar, the voter shall be offered a provisional ballot. The voter shall be processed as a provisional voter in accordance with the provisional voter process established under Texas law (Situation 6), at the time of voting.

After verifying the identity of the voter, follow these steps:

1. Ask the voter if the voter's residence address on the precinct list of registered voters is current and whether the voter has changed residence within the county; if changed, have voter complete a statement of residence form. [Sec. 63.0011]
2. Stamp "voted" or place some other notation next to the voter's name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]
3. *In a primary election, stamp "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close. [Sec. 172.1141] However, House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1114 of the Texas Election Code and, practically speaking, the second list may not be used to qualify precinct convention participants if the precinct convention has already occurred. You will be given instructions at a later time concerning the second list and procedures to be followed if a voter participated in a political party's convention prior to the primary election, but wishes to vote in the other political party's primary election.*
4. *In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary or participated in a convention of the opposite party. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the combination form; election*

officers are advised to note on the combination form that the Affidavit of Non-Participation form was used. [Sec. 162.014]

5. Have the voter sign the signature roster (or combination form). [Sec. 63.002(b)]
 6. If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or combination form). [Sec. 63.002(c)]
 7. Legibly enter the name of the voter on the poll list (or combination form). [Sec. 63.003(c)]
 8. If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 9. *Stamp the voter's registration certificate, if available, with the party affiliation in a primary election. [Sec. 162.004(b)]*
- NOTE:** *Because voters are no longer required to present their voter registration certificates (except to show a disability exemption), only their acceptable form of identification, there may be an increase in the issuance of party affiliation certificates.*
- NOTE:** *The party affiliation certificate is not required to be issued to a voter in a runoff primary unless he or she requests it. [Sec. 162.004(c)]*
10. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
 11. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

SITUATION 3.
Voter Has Moved

The voter presents an acceptable form of identification listed on page 13 or has a notation of an “(E)” after the VUID number on the voter’s registration certificate, and the voter’s name appears on the precinct’s list of registered voters. [Secs. 63.001, 63.0101]

The election officer determines under standards adopted by the Secretary of State that the voter’s name on the acceptable form of identification presented by the voter either exactly matches or is substantially similar to the name on the official list of registered voters. In the latter case, the officer will follow the procedures outlined in Situation 2 above relating to the voter submitting an affidavit, which is part of the combination form, stating that the voter is the person on the list of registered voters.

In this situation, the voter has changed his or her residence to a different precinct. Even if the voter has moved within an apartment complex, his or her precinct may have changed, so be sure to ask for the voter’s full address. If you don’t know whether the voter’s new address is within the same precinct or within the same county, call the voter registrar to determine a voter’s proper precinct or county. [Sec. 63.0011]

If the voter has moved or has an “S” notation next to his or her name, follow one of the three solutions below:

1. **Moved To Another Precinct Within County** (Voter shows up to vote in old precinct): The voter’s name and address are on the list of registered voters, but the voter says that he or she has moved within the county or is on the S-list and is no longer a resident of the precinct. [Sec. 11.004]

He or she may vote a full ballot in this precinct if:

- 1) He or she completes and signs a Statement of Residence; and
- 2) The voter’s present residence is in the territory of the political subdivision holding the election.

NOTE: A registered voter who changes his or her residence to another election precinct within the same county may vote a full ballot in his or her former precinct, if otherwise qualified, regardless of how long ago the voter moved, as long as voter lives in the same political subdivision conducting the election. *In primary elections* and the November election for state and county officers, the voter must still reside in the county.

2. **Moved From Another Precinct Within County** (Voter shows up to vote in new precinct): The voter says he or she is a resident of the precinct, but he or she did not transfer his or her voter registration to the new precinct of residence by the 30th day before the election. Further, the voter’s name is not on the list of registered voters, and the voter does not present a current voter registration certificate which shows the voter registered to vote in the precinct.

- 1) The presiding judge should direct the voter to vote in his or her previous precinct if the voter is registered to vote there. If polling location information is available from a computer at the polling place, the election officer shall provide that information to assist voters in finding his or her correct polling place.
 - 2) If the voter declines to go to the correct precinct, the election judge must inform the voter of his or her right to cast a provisional ballot. (Follow the procedures for provisional voters in Situation 6.)
3. Moved to Another County: A voter who has moved from one county to another may NOT vote on election day in the county of his or her new residence, unless the voter has an effective registration in the new county. If the voter insists on voting in their new county of residence on election day, the election judge must inform the voter of the voter's right to cast a provisional ballot.

NOTE: A voter who has moved from one county to another may, under some circumstances, be eligible to vote a limited ballot in the new county of residence before his or her registration in the new county is effective, but voting under this procedure may only be done by personal appearance or by mail during the early-voting-in-person period. The voter must be a registered voter in his or her county of former residence or was registered in the former county of residence when the voter applied to register in the new county of residence. [Sec. 112.001, et seq.]

If the election officer determines that a voter has qualified to vote in the precinct where the voter has presented himself or herself, follow the standard procedures for processing the voter:

1. Stamp "voted" or place some other notation next to the voter's name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]
2. *In a primary election, stamp "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close. [Sec. 172.1141]. However, House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1114 of the Texas Election Code and, practically speaking, the second list may not be used to qualify precinct convention participants if the precinct convention has already occurred. You will be given instructions at a later time concerning the second list and procedures to be followed if a voter participated in a political party's convention prior to the primary election, but wishes to vote in the other political party's primary election.*
3. *In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary or participated in a convention of the opposite party. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the*

same voting year. (The voting year is January 1 through December 31.) If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the combination form; election officers are advised to note on the combination form that the Affidavit of Non-Participation form was used. [Sec. 162.014]

4. Have the voter sign the signature roster (or combination form). [Sec. 63.002(b)]
5. If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or combination form). [Sec. 63.002(c)]
6. Legibly enter the name of the voter on the poll list (or combination form). [Sec. 63.003(c)]
7. If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
8. *Stamp the voter's registration certificate, if available, with the party affiliation in a primary election. [Sec. 162.004(b))]*

NOTE: *Because voters are no longer required to present their voter registration certificates (except to show a disability exemption), only their acceptable form of identification, there may be an increase in the issuance of party affiliation certificates.*

NOTE: *The party affiliation certificate is not required to be issued to a voter in a runoff primary unless he or she requests it. [Sec. 162.004(c)]*

9. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
10. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

SITUATION 4.
Voter with Acceptable Form of Identification, but
Voter's Name Not on List of Registered Voters
(Section 63.006)

The voter presents an acceptable form of identification listed on page 13 (or has a notation of an "(E)" after the VUID number on the voter's voter registration certificate), **BUT** the voter's name does **not** appear on the precinct's list of registered voters. [Sec. 63.001] A voter who presents an acceptable form of identification, but whose name is not on the precinct list of registered voters, shall be accepted for voting if the voter also presents a voter registration certificate indicating that the voter is currently registered either:

1. in the precinct in which the voter is offering to vote; or
2. in a different precinct in the same county as the precinct in which the voter is offering to vote, and the voter executes an affidavit stating that the voter:
 - 1) is a resident of the precinct in which the voter is offering to vote or is otherwise entitled by law to vote in that precinct;
 - 2) was a resident of the precinct in which the voter is offering to vote at the time the information on the voter's residence address was last provided to the voter registrar;
 - 3) did not deliberately provide false information to secure registration in a precinct in which the voter does not reside; and
 - 4) is voting only once in the election.

Check the box labeled "Not on List 63.006" on the same line as the voter's name and address on the combination form (or on the poll list) and indicate there that the voter was accepted under Section 63.006. The election officer shall also enter the voter's name on the registration omissions list. [Sec. 63.006(a), (b)].

At this point, the election officer should follow the standard procedures for processing the voter:

1. Stamp "voted" or place some other notation next to the voter's name on the list of registered voters to indicate that the voter has been accepted for voting. [Sec. 63.001(e)]
2. *In a primary election, stamp "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close. [Sec. 172.1141] However, House Bill 3102 (2013) amended Section 174.022 of the Texas Election Code to provide that precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party. At the time this handbook is being published, it is unknown what the date, time, and place of precinct conventions for either political party will be. House Bill 3102 did not amend Section 172.1114 of the Texas Election Code and, practically speaking, the second list may not be used to qualify precinct convention participants if the precinct convention has already occurred. You will be given instructions at a later time concerning the second list and procedures to be followed if a voter participated in a political party's convention prior to the primary election, but wishes to vote in the other political party's primary election.*

3. *In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary or participated in a convention of the opposite party. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention. A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year. (The voting year is January 1 through December 31.) If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete the Affidavit of Non-Participation and Affiliation form indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. [Sec. 172.125] The Affidavit of Non-Participation and Affiliation form is a separate form not included on the combination form; election officers are advised to note on the combination form that the Affidavit of Non-Participation form was used. [Sec. 162.014]*
 4. Have the voter sign the signature roster (or combination form). [Sec. 63.002(b)]
 5. If the voter cannot sign his or her name, an election officer shall enter the voter's name with a notation of the reason for the voter's inability to sign the roster (or combination form). [Sec. 63.002(c)]
 6. Legibly enter the name of the voter on the poll list (or combination form). [Sec. 63.003(c)]
 7. If a combination form is not used, the names on the poll list must be entered in the same order as the names on the signature roster. [Sec. 63.003(c)]
 8. *Stamp the voter's registration certificate, if available, with the party affiliation in a primary election. [Sec. 162.004(b)]]*
- NOTE:** *Because voters are no longer required to present their voter registration certificates (except to show a disability exemption), only their acceptable form of identification, there may be an increase in the issuance of party affiliation certificates.*
- NOTE:** *The party affiliation certificate is not required to be issued to a voter in a runoff primary unless he or she requests it. [Sec. 162.004(c)]*
9. Return the acceptable form of identification presented by the voter and the voter's voter registration certificate, if presented, to the voter. [Sec. 63.001(f)]
 10. Have the voter pick up a ballot, if applicable, or issue the voter an activation code, etc. for the accessible voting equipment and direct the voter to the voting area. [Sec. 64.001]

**SITUATION 5. Voter Without Certificate and
Not on List of Registered Voters**

A voter whose name is not on the list of registered voters for the precinct in which the voter is offering to vote, and who does not present a voter registration certificate when offering to vote, as set forth in Situation 4 above, shall be accepted for provisional voting if:

1. the voter executes an affidavit stating that the person is a registered voter in the precinct in which the person seeks to vote; and
2. is eligible to vote in the election. [Sec. 63.009]

Follow the procedures for provisional voter in Situation 6 below.

**Situation 6.
Provisional Voter**

1. At all elections, the following individuals are eligible to vote a provisional ballot:
 - 1) A voter who does not provide an acceptable form of identification described by Section 63.0101 of the Texas Election Code (the "Code"), regardless of whether the voter presents a valid voter registration certificate; or
 - 2) A voter whose name on the acceptable form of identification listed on page 13 is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the election precinct list of registered voters; or
 - 3) A voter who presented an acceptable form of identification as described by Section 63.0101 of the Code but whose identity cannot be verified by the identification presented; or
 - 4) A voter who has received a disability exemption under 13.002(i) of the Code, but does not have or otherwise fails to present the voter's voter registration certificate at the polling place indicating such exemption; or
 - 5) Under section 63.009 of the Code (Situation 5), a voter who claims to be properly registered and eligible to vote at the election precinct where the voter presents himself or herself to vote, but whose name does not appear on the precinct list of registered voters and who does not present a voter registration certificate indicating that the voter is currently registered (as described in Section 63.006 of the Texas Election Code); or
 - 6) A voter who has applied for a ballot by mail, but has not yet cancelled the mail ballot application with the early voting clerk at the main early voting location or cancelled the mail application by returning the ballot to be voted by mail to the election judge at the voter's election day precinct polling place; or

- 7) A voter who votes during the polling hours that are extended by a state or federal court; or
 - 8) A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered; or
 - 9) A voter who is on the election precinct list of registered voters, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote; or
 - 10) Other: _____ (with an explanation). [Sec. 63.011; 1 T.A.C. §§81.172—81.176]
2. If a voter is eligible to cast a provisional ballot under the provisions set forth above, the election judge shall immediately inform the voter of this right.
 3. The election judge must request the voter who will be voting provisionally to present an acceptable form of identification listed on page 13 to vote a provisional ballot.
 4. If the provisional voter has no acceptable form of identification, the voter must still be permitted to vote a provisional ballot, but the election judge will advise the voter that in order to have the provisional ballot accepted, the voter must present an acceptable form of identification to the voter registrar no later than the 6th day after the election date, or, alternatively, complete an exemption form in the presence of the voter registrar no later than the 6th day after the election date.
 5. The election judge shall also advise the provisional voter that in order to have the voter's provisional ballot accepted, the provisional voter must be voting in the election precinct to which the voter is assigned. It is recommended that election officers make every effort to direct a voter to the polling place for the election precinct to which the voter is assigned. The election judge should familiarize himself or herself with the procedures and policies of the voter registrar on election day for confirming a voter's correct election precinct. However, the election officer may not accept from the voter registrar a determination that the voter is a registered voter of the county.
 6. Prior to casting a provisional ballot, the election judge shall advise the provisional voter to complete and sign a Provisional Ballot Affidavit Envelope. The Provisional Ballot Affidavit Envelope shall state that the provisional voter is a registered voter in the election precinct in which the voter seeks to vote and eligible to vote in the election. In order to vote a provisional ballot, a provisional voter must sign the Provisional Ballot Affidavit Envelope, and the election judge shall make this clear to the provisional voter.
 7. The election judge shall complete the appropriate judge's portion of the reverse side of the Provisional Ballot Affidavit Envelope, including checking the appropriate box, "yes" or "no," as to whether the voter presented a valid and acceptable form of identification. The election judge shall check the reason for which the voter voted provisionally on the Provisional Ballot Affidavit Envelope, and shall then sign the Provisional Ballot Affidavit Envelope. The reasons are:

- 1) Failed to present acceptable form of identification or voter certificate with exemption;
 - 2) Voter not on list of registered voters;
 - 3) Voter not on list, registered in another precinct;
 - 4) Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application;
 - 5) Voting after 7:00 p.m. due to court order;
 - 6) Voter on list, but registered residence address outside the _____ political subdivision; or
 - 7) Other _____ (Please explain).
8. After the provisional voter completes the Provisional Ballot Affidavit Envelope and the election judge completes the judge's portion of the reverse side of the Envelope, the election judge shall enter the provisional voter's name on the List of Provisional Voters form. The List of Provisional Voters form contains a box to indicate whether or not the voter submitted an acceptable form of identification, and the election judge shall mark the appropriate box.
 9. The election judge shall add the name of the provisional voter to the poll list or combination form and check the column "Provisional".
 10. The election judge shall have the provisional voter sign the regular signature roster or combination form in the appropriate place.
 11. If provisional voting is being conducted with paper or optical scan ballots, the election judge shall direct the provisional voter to choose a ballot from a disarranged (random numerical order) supply of stack of pre-designated "provisional" ballots that are separate from regular ballots. The election judge shall inform the provisional voter that, after voting the provisional ballot, the voter must place the ballot in the provided secrecy envelope and that the ballot in the secrecy envelope must be placed inside the Provisional Ballot Affidavit Envelope and the Envelope sealed in order to have the voter's provisional ballot accepted.

If provisional voting is being conducted on DRE voting machines, the election judge shall prepare the DRE voting machine for provisional voting in accordance with instructions provided by the general custodian of election records, which may include the instructions of the vendor of the system. The election judge shall inform the provisional voter of the procedures to be followed after voting the provisional ballot on the DRE voting machine.
 12. After the provisional paper or optical scan ballot has been voted, the provisional voter shall:
 - 3) Seal the provisional ballot in a secrecy envelope;

- 4) Seal the secrecy envelope inside the Provisional Ballot Affidavit Envelope; and
- 5) Deposit the Provisional Ballot Affidavit Envelope in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place.

To vote provisionally on a DRE voting machine, the provisional voter, as directed by the election judge, shall either:

- 1) Sign the "stub;" seal the "stub" in a secrecy envelope; seal the secrecy envelope inside the Provisional Ballot Affidavit Envelope; access the ballot on the DRE voting machine using the access code printed along with the "stub;" vote the ballot on the DRE voting machine; and deposit the Provisional Ballot Affidavit Envelope (containing the signed "stub") in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place; or
 - 2) Be provided by the election judge with a random number from a preset list for provisional ballots on the DRE voting machine enabling the provisional voter to access the provisional ballot on the machine. The election judge shall place a sticker with that number on the Provisional Ballot Affidavit Envelope in the blank labeled "Ballot Number if Using DRE." Nothing is placed inside the Provisional Ballot Affidavit Envelope. The provisional voter will deposit the Provisional Ballot Affidavit Envelope in the secure container for completed Provisional Ballot Affidavit Envelopes provided at the polling place.
13. Either before the provisional voter votes or at the time the voter is depositing the Provisional Ballot Affidavit Envelope in the ballot box or other secure receptacle, the election judge shall inform the provisional voter that the voter will receive notice in the mail about whether the voter's provisional ballot was counted. The election judge shall also immediately provide to the provisional voter a written Notice to Provisional Voter form which will inform the voter of this fact in writing, along with information that explains the Provisional Ballot Affidavit Envelope will be used by the voter registrar to register the voter or update the voter's registration, as applicable.
14. In addition to the information stated in # 13 (above), The Notice to Provisional Voter form for voters that voted provisional due to a lack of acceptable photo identification described by Section 63.0101 must also contain the following information:
- 1) List of acceptable forms of identification, as well as the forms for available exemptions;
 - 2) The procedure for presenting identification to the voter registrar, executing an affidavit for a temporary exemption in the presence of the voter registrar, and applying for a permanent disability exemption, not later than the sixth day after the election date;
 - 3) A map showing the location of the voter registrar for purposes of presenting acceptable forms of identification as well as seeking exemptions to the identification requirements; and

- 4) A place for the election official to enter the voter's name, voter unique identifier (VUID) number (if available) and the precinct polling place at which the provisional ballot was voted.
15. Election judges may use two separate Notice to Provisional forms. There may be one form for provisional voters that did not have an acceptable ID as described by Section 63.0101 (requirements described in # 13 above) and one form for all other provisional voters (requirements described in # 13 and # 14 above). However, election judges may use a combined notice for all provisional voters. Please consult with the authority conducting the election (ex: County Clerk, Election Administrator, City Secretary, etc.) for instructions on whether to use a combined Notice to Provisional Voter form or a separate Notice to Provisional Voter form for each group.

**SITUATION 7.
Early Voting Cancellation**

1. If a voter whose name appears on the precinct list of early voters who had been sent an early voting ballot by mail presents himself or herself for voting at the polling place, the election officer may allow the voter to vote a provisional ballot, but only if the voter executes the affidavit of provisional voter, contained on the Provisional Ballot Affidavit Envelope, swearing that he or she is registered to vote and has not already voted early by mail.
2. The voter may also cancel his or her application to vote by mail at the polling place and vote a regular ballot if the voter surrenders his or her mail ballot to the presiding judge. [Sec. 84.032]
 - To cancel an application to vote by mail at the polling place, the voter must complete the "Request to Cancel Application to Vote by Mail" and surrender his or her mail ballot to the election officer. The presiding election judge must review the request and write "CANCELLED" on the returned ballot. The judge should place the cancelled ballot and the request in the envelope for cancelled applications. If the voter's request to cancel does not comply, the election judge must state on the request the reason it was denied and place the request in the envelope for requests of cancelled applications. The judge must then deposit the envelope in Ballot Box No. 4 or other designated container prior to delivering the box to the general custodian of election records.
 - If the voter insists he or she did not apply, receive, or vote a ballot by mail and insists on voting at the polling place, the election judge must inform the voter of the voter's right to vote a provisional ballot. (See Situation 6.)
3. The voter may also cancel his or her application to vote by mail at the polling place and vote a regular ballot by going to the early voting clerk's office to cancel the voter's application if he or she requested an application but does not have the actual ballot to surrender to the presiding election judge.

SITUATION 8.

Early Voting – Notice of Defective Delivery

If a voter whose name appears on the precinct list of early voters who had been sent an early voting ballot by mail presents himself or herself for voting at the polling place, the election officer may allow the voter to vote a regular ballot if the voter presents a **“Notice of Defective Delivery.”** This form indicates that the voter attempted to vote by mail and the mail ballot was rejected because it was delivered to the early voting clerk improperly. If the voter presents you with this Notice, you should qualify the voter and allow him or her to vote in the normal manner. The Notice itself is placed in Envelope No. 2 and returned to the general custodian of election records. [Sec. 86.006(h)]

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CHAPTER 3 VOTING

The voter must be allowed to cast his or her vote in a voting booth that provides privacy for him or her while marking his or her ballot. [Sec. 51.032]

SECTION A. PERSONS ALLOWED INSIDE THE POLLING PLACE

1. Election judges and clerks. [Secs. 32.071, 32.072]
2. Poll watchers and inspectors. [Secs. 33.052, 34.002]
3. Peace officers summoned or appointed by the presiding judge to preserve order. In order to be appointed as a special peace officer at a polling place by a presiding judge, one must be licensed as a peace officer by the Texas Commission on Law Enforcement. [Sec. 32.075]
4. Persons admitted to vote. [Sec. 63.001]
5. Children under 18 years old who are accompanying a parent who is admitted to vote. [Sec. 64.002(b)]
6. Persons admitted to provide assistance to or to interpret for a voter who is entitled to assistance or to an interpreter. [Secs. 61.032, 64.032(c), and 42 U.S.C.A. § 1973aa-6.]
7. Secretary of State and Staff. [Sec. 34.004]
8. Federal Observers. [Voting Rights Act, 42 U.S.C.A., Sec. 1973(f)]
9. Persons accompanying a disabled voter (curbside voting). [Sec. 64.009]
10. Election staff people delivering necessary supplies. [Sec. 51.004]
11. Sheriff delivering election supplies at the request of the county election officer. [Sec. 51.009]
12. Persons approved to assist with electronic voting equipment. [Secs. 125.004, 125.006]
13. Emergency personnel, if needed.
14. Student participating in student election. [Sec. 276.007]
15. Officers specially appointed to assist in running student elections. [Sec. 276.007]
16. Voting system technicians. [Sec. 125.010]
17. *In a primary election, the county chair of a political party conducting a primary election, during the voting period as necessary to perform administrative functions related to conduct of the election.* [Sec. 172.1113]

NOTE: No one may be permitted to be inside the polling place unless specifically authorized by law. [Sec. 61.001] Election officers (other than the precinct election judge and clerks), party officials, or members of the media are not permitted to be in the polling place unless they are voting or fall into one of the other groups of persons listed above, who are permitted to be in the polling place. Loitering within 100 feet of an outside door through which a voter may enter during the voting period is prohibited. [Sec. 61.003]

It is a Class C misdemeanor for a **candidate** to be present in a polling place during early voting or on election day, unless the candidate is voting, assisting a voter, or conducting official business within the building in which the polling place is located. If the candidate is not in the building for one of these reasons, the candidate will not violate the section if he or she is not engaged in campaign activity, and are not within plain view or hearing of persons waiting to vote or persons voting. [Sec. 61.001]

SECTION B. GENERAL INSTRUCTIONS TO A VOTER

1. Any voter may ask any election officer for information on voting procedures within the polling place or on how to prepare the ballot. [Sec. 61.009]
2. The voter should be cautioned that the use of any other voting equipment and/or markers not provided by the election officers may render his or her ballot invalid, except when write-in votes are permitted.
3. Election officers should provide required information in such a way as not to suggest by word, sign, or gesture how the voter should vote. A person commits a Class B misdemeanor offense if he or she knowingly suggests to a voter how to vote. [Sec. 61.008]
4. Poll watchers and inspectors may observe any instructions given by election officers. [Secs. 33.056(a), 34.002(a)]

SECTION C. RENDERING ASSISTANCE TO A VOTER

1. Voters who are eligible for assistance.
 - 1) Any voter who is physically unable to mark his or her ballot. [Sec. 64.031; 42 U.S.C.A. § 1973aa-6]
 - 2) Any voter who cannot read the languages on the ballot. [Sec. 64.031; 42 U.S.C.A. § 1973aa-6]
2. Definition of Assistance. [Sec. 64.0321]
 - 1) Reading the ballot to the voter;
 - 2) Directing the voter to read the ballot;
 - 3) Marking the voter's ballot as directed by the voter; or
 - 4) Directing the voter to mark the ballot.
3. Manner of rendering assistance.
 - 1) A voter entitled to assistance may choose any person as his or her assistant except the voter's employer, or agent of that employer, or officer or agent of the voter's union. [Sec. 64.032(c); 42 U.S.C.A. § 1973aa-6] Such person must be permitted to serve as an assistant regardless of:
 - The fact that that person has already assisted another voter;
 - The residence of that person;
 - The citizenship of that person;
 - The voter registration status of that person; or
 - The age of that person.
 - 2) No other person except for the person rendering assistance is permitted to be present while the voter prepares his or her ballot. [Secs. 33.057(b), 34.002(b), 64.002, 64.032]
 - 3) The person who is to provide assistance must first take an oath of assistance administered by one of the election officers. [Sec. 64.034]

"I swear (or affirm) that I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; [and] I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs."
 - 4) The name and address of the person rendering assistance must be entered next to the voter's name on the poll list. However, the name and address of election officers assisting voters do not have to be recorded on the poll list. [Sec. 64.032(d)]

- 5) An election officer must ask the voter if he or she wants to have the entire ballot read, and if he or she does, the officer must instruct the person who is rendering assistance to read the entire ballot to the voter. [Sec. 64.033(b)]
- 6) A voter who is eligible for assistance but who does not choose a person to assist him or her may receive assistance from two election officers. [Sec. 64.032(a)]

- Election officers must be administered an oath of assistance before rendering assistance. Election officers only have to take the oath once, and it can be administered along with the oaths of election officers at the beginning of the day. [Sec. 64.034]

"I swear (or affirm) that I will not suggest, by word, sign, or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; [and] I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs."

- When two election officers assist a voter, the entire ballot must be read to the voter unless the voter tells the officers that he or she desires to vote only on certain offices or measures. [Sec. 64.033(a)]
 - Poll watchers and inspectors can observe the assistance rendered by election officers, and a poll watcher may inspect the ballot before it is deposited in the ballot box to determine if it was prepared in accordance with the voter's wishes. [Secs. 33.057(a), 34.002]
 - If the election is a November general election, each election officer providing assistance must be of a different political party unless there are not two or more officers serving the polling place aligned with different parties. [Sec. 64.032(b)]
- NOTE:** It is recommended that one of the two election officers rendering assistance be the presiding judge.

4. Curbside voting.

- 1) If a voter is physically unable to enter the polling place without assistance or likelihood of injury to his or her health, one election officer may deliver a ballot to the voter at the entrance or curb of the polling place. [Sec. 64.009(a)]
 - Poll watchers and inspectors must be allowed to accompany the election officer. [Secs. 33.056(a), 34.002(a)]
 - The voter must be qualified by the election officer before the voter can receive the ballot. [Sec. 64.009(b) and (c)]
 - If using a DRE system, the election officer will deliver the DRE voting machine to the voter rather than a ballot.
 - Once the voter has marked his or her ballot, the election officer deposits the ballot for the voter. [Sec. 64.009(c)]

NOTE: On the voter's request, a person accompanying the voter to the polling place must be permitted to select the voter's ballot and to deposit the ballot in the ballot box after the voter has voted. [Sec. 64.009(d)]
- 2) If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in marking his or her ballot:
 - Two election officers may assist the voter; [Sec. 64.032(a)] or

- The voter may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officer or agent of the voter's union. [Sec. 64.032(c); 42 U.S.C.A. 1973aa-6]
- Make sure to allow the curbside voter the same privacy as a voter at the voting booth.

SECTION D. USING ENGLISH AND INTERPRETERS

1. All election officers, while on duty at the polling place, must use English, except when helping a voter who does not understand English. Whenever English is not used either by a voter or by an election officer, any other election officer or a poll watcher, upon request, must receive an English translation of anything spoken. [Secs. 61.031, 61.036]
2. If a voter cannot communicate in English, an election officer may communicate with the voter in a language the officer and the voter understand. [Sec. 61.031(b)]
3. An interpreter may be used when the voter and the election officer(s) attending to the voter cannot speak the same language. [Sec. 61.032]
 - 1) The voter may select an interpreter who must be a registered voter of the county. [Sec. 61.033] An interpreter may interpret for any number of voters. For each voter, the interpreter must take the oath of interpreter. [Sec. 61.035]
 - 2) The interpreter may be a person provided by the authority conducting the election. However, even if an interpreter is provided, a voter may use an interpreter of his or her own choosing. [Sec. 61.032]
4. If no interpreter is available at the polling place, the authority responsible for appointing the election judges may have appointed an interpreter to serve at a central location to provide assistance for Spanish-speaking voters and voters speaking any other languages required by the federal government based on the most recent federal census. [Sec. 272.009]

NOTE: *In a primary election, the county chairs of each party holding the primary shall each appoint their own interpreter to serve at a central location. [Sec. 272.009(b)]*

SECTION E. MISCELLANEOUS PROVISIONS

Written Communication

Written communications may be used by voters inside the polling place. Election officers must periodically check each voting station and common areas of the polling place for sample ballots or other written materials pertaining to the election that may have been discarded by previous voters. [Sec. 61.011]

Electioneering and Loitering

It is unlawful for any person to electioneer or loiter within the boundary established by the distance markers. An offense is a Class C misdemeanor. [Secs. 61.003] Neither election officers nor peace officers may enforce electioneering or loitering statutes outside the 100 ft. distance marker. [Sec. 32.075]

1. It is the duty of the presiding judge to prevent unlawful electioneering or loitering. [Sec. 32.075(a)]
2. A special peace officer may be appointed by the presiding judge to preserve order. In order to be appointed as a special peace officer at a polling place by a presiding judge, one must be licensed as a peace officer by the Texas Commission on Law Enforcement. [Sec. 32.075]

3. Approval of the appointment of the special peace officer by the presiding officer of the local canvassing authority is needed before this officer can enforce electioneering and loitering laws. [Sec. 32.075(b)]

NOTE: Exit polling without electioneering is permissible outside the polling place but within the distance markers. However, the judge has discretion to tell persons conducting exit polls to go beyond the distance markers if their activities are disruptive to voters.

A candidate seeking petition signatures may not do so within the 100 ft. distance marker.

4. Election judges, clerks, state or federal election inspectors, peace officers, and poll watchers must wear name tags or official badges, as applicable, **while on duty** to indicate the person's name and title or position. [Secs. 31.051(f), 61.010(b)] The tags should be in your election kit. If you do not have tags, you may create your own, but they must comply with the form prescribed by the Secretary of State.

Except for the individuals listed above, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party appearing on the ballot, or to the conduct of the election, in the polling place or within 100 feet of any outside door through which a voter may enter the building in which the polling place is located. Therefore, election judges and clerks, federal and state inspectors, peace officers, and poll watchers are the only persons allowed to wear a badge. Wearing an unauthorized name tag or badge within the polling area is a Class C misdemeanor. [Sec. 61.010]

Revealing Information

1. No one connected with the conduct of the election may reveal any of the following information while the polls are open:
 - The names of voters who have or have not voted in the election. [Sec. 61.007(a)(4)]
 - The number of votes cast that have been received by individual candidates and/or for or against propositions. [Sec. 61.007(a)(1)]
 - A candidate's position relative to other candidate's in the tabulation of the votes or whether a measure is passing or failing. [Sec. 61.007(a)(2) and (3)]
 - Unlawfully revealing the above information is a Class A misdemeanor.
2. Election judges must post information about the number of voters who have voted at two-hour intervals beginning at 9:30 a.m. and running through 5:30 p.m. Post the notice next to the entrance to the polling place. [Sec. 61.007(c)]

Influencing a Voter

1. No one connected with the conduct of the election may indicate by sign, symbol, word, or writing to any voter how he or she should or should not vote. [Sec. 61.008] This includes:
 - interpreters;
 - assistants; [Sec. 64.034]
 - poll watchers; and [Sec. 33.058(a)]
 - inspectors.
2. An offense under this section is a Class B misdemeanor. [Sec. 61.008(b)]

Unlawful Use of a Sound Amplification Device

It is unlawful for a person to use any sound amplification device (e.g., loudspeaker) for political speech or electioneering within 1,000 feet of the polling place. [Sec. 61.004]

Use of Cell Phones and Other Wireless Communication Devices

1. The use of wireless communication devices (e.g., cell phones) are prohibited in the polling place, except as used by polling place officials and persons employed in the building where the polling place is located. A poll watcher must swear by affidavit that he or she either does not possess a device capable of recording images or sound or that the watcher will disable or deactivate the device while serving as a watcher, and prohibits the watcher from serving until he or she has done so. [Secs. 33.051, 61.014]
2. The election judge must post a notice of the prohibition against use of wireless and recording devices where voters are waiting to vote. [Sec. 62.0111]
3. A poll watcher is considered to have served continuously if the watcher leaves the polling place for the purpose of using a wireless communication device prohibited from use in the polling place and promptly returns. [Secs. 33.052(b), 62.011]

SECTION F. CASTING THE BALLOT

1. A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an election officer and exchange it for a new ballot. [Sec. 64.007(a)]
NOTE: A voter may spoil up to 2 ballots and vote a third ballot. [Sec. 64.007(b)]
2. The election officer shall put the name of the voter and the ballot number on the register of spoiled ballots, indicate on the ballot it is spoiled, and place the spoiled ballot in Ballot Box No. 4.
3. After the voter has prepared his or her ballot, the voter folds the ballot in such a way that the back of the ballot, which contains the presiding judge's signature, is exposed and deposits the folded ballot into the ballot box provided for the deposit of voted ballots and leaves the polling place. [Sec. 64.008]
NOTE: When optical scan ballots are used, the ballots should not be folded as folding the ballots make it difficult for the tabulator to read the voter's marks.

CHAPTER 4

EXAMINING, PREPARING, AND COUNTING VOTED BALLOTS

1. The procedures you follow at your precinct for managing ballots and preparing and distributing records will depend on how and where ballots are counted as follows:
 - Optical Scan Tabulator at the polling place;
 - Optical Scan Tabulator at the central counting station, regional substation, or at the appropriate authority, as applicable;
 - Hand-count at the precinct; and/or
 - DRE or other accessible voting equipment at the precinct.
2. Each voter will mark a paper ballot by hand or by using an electronic ballot marker and then place it in either an optical scan tabulator or a ballot box, depending on your precinct and jurisdiction. Alternatively, voters may vote directly on a DRE machine.
3. The Optical Scan Tabulator at the precinct electronically reads each vote on each paper ballot as it is fed into the machine. The tabulator provides a total of votes for each candidate and measure on the ballot.

SECTION A. PROCEDURES FOR COUNTING OPTICAL SCAN BALLOTS, INCLUDING WRITE-IN BALLOTS, AT POLLING PLACE USING PRECINCT BALLOT COUNTERS

1. After the polls close, the election judge must close the precinct ballot counter machine and secure it so that no additional ballots may be deposited.
2. The election judge must produce 2 copies of the election returns from the machine, which keeps a total of the votes cast for each candidate and measure on the ballot.
3. After the returns have been produced, the election judge must secure the machine with lock and seal.
4. If votes are accumulated at a central counting station, the election judge must remove the memory card (or other device which stores the election totals) from the machine, document the breaking of the seal to remove the memory card and place one copy of the returns, along with the memory card into the appropriate envelope (or other container designated by the authority conducting the election); we recommend documentation of these events by at least two election officers. The election judge must seal the envelope and sign across the seal. One election officer and at least one poll watcher, if applicable, must sign the envelope.
 - 1) The counted ballots must first be reviewed for irregularly-marked ballots after tabulation. If the election officers discover more than one irregularly-marked ballot that the tabulator could not accurately tabulate, then the election officers must separate all the irregularly-marked ballots from the others, and bring all the ballots to the central counting station, where the irregularly-marked ballots must be duplicated. The duplicated ballots must then be substituted for the original ballots and automatically counted with the rest of the ballots at the central counting station.
 - 2) If one ballot has been irregularly-marked, then that ballot must be placed in an envelope prescribed by the Secretary of State and delivered to the central counting station. The election officers at central count must examine this irregularly-marked ballot and make adjustments to the totals certified by the precinct election judge to indicate the intent of the voter. The election results for this precinct are then manually entered into the election processing system. The envelope containing the irregularly-marked ballot must be placed in the ballot box with the regularly-marked ballots and preserved for the preservation period. [Sec. 127.157]

3) Below are examples of irregularly-marked ballots:

| Candidates for | <input type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|--------------------------------------|------------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Second Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Third Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Fourth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input type="checkbox"/> Candidate | | | | |
| Seventh Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Example 1. Illustration of the scratch method.
(The asterisks indicate the candidates for whom the ballot is counted.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|---|---|-------------------------------------|
| First Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Second Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Third Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Fifth Office | <input checked="" type="checkbox"/> Candidate | | <input checked="" type="checkbox"/> Candidate | | |
| Sixth Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | |
| Seventh Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Eighth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Example 2. Illustration of lack of knowledge of intent of voter.
(No portion of this ballot is counted.)

| Candidates for | <input type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|--|
| First Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> |
| Second Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | <input type="checkbox"/> |
| Third Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | * <input checked="" type="checkbox"/> <i>Joe Doe</i> |
| Fourth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input checked="" type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input checked="" type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Etc. | | | | | |

Example 3. Illustration of voter voting straight party but casts individual votes in the other party column and for a declared write-in.
(The asterisks indicate the candidates for whom the ballot is counted)

| Candidates for | <input type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|---|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | * <input type="checkbox"/> <u>Joe Doe</u> |
| Second Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | | <input type="checkbox"/> _____ |
| Third Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | <input type="checkbox"/> _____ |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Fifth Office | <input type="checkbox"/> Candidate | | | | |
| Sixth Office | <input type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Etc. | | | | | |

Example 4. Illustration of voter failing to mark an "X" in the write-in box. The write-in vote may be counted if the presiding judge can determine intent of voter. (The asterisks indicate the candidates for whom the ballot is counted)

5. Manually Counting Precinct Count Optical Scan Ballots (if instructed to count ballots taken from precinct counter and/or to count write-in votes; note this is not very typical)

- 1) If the tabulating equipment is not working properly and if the presiding judge concludes that it will not be possible to use a precinct ballot counter, the election officers must either manually count all voted ballots or deliver the ballots for tabulation at a central counting station. At the direction of the authority conducting the election, write-in voting may be counted at the polling place. The rules for manually counting ballots are listed below:
- 2) If the counting officers have not taken the oath administered to election judges and clerks, they must do so before counting voted ballots. (See oath on page 2.)
- 3) Three original tally lists are required. [Sec. 65.004] These tally lists should be completely filled out, which includes the following:
 - names and offices of candidates; and/or
 - date;
 - propositions;
 - precinct number;
 - type of election;
 - name of presiding judge; and
 - signature of the person keeping the tally list.
- 4) Before the counting begins, the ballot box or other designated container should be inspected to ensure that it is empty. It should then be locked and remain locked (except as authorized by the presiding judge) and within view of the counting officers. [Sec. 62.005]
- 5) If a ballot is not counted because two or more marked ballots were folded together or because the judge determines the ballot was not provided to the voter at the polling place, an election officer must indicate on the back of the ballot the reason for not counting it. [Sec. 65.010(e)]

NOTE: If you have a marked ballot folded along with a blank ballot, you should still count the marked ballot. The voter may have unintentionally picked up two ballots, but only voted one.
- 6) The officer designated as the reader should remove the ballots from the ballot box. [Sec. 65.005]
- 7) The reader must read and distinctly announce, to the officers keeping the tally lists, each name of a candidate or proposition for which there is a vote. [Sec. 65.005(a)]

- The failure of a voter to mark his or her ballot in strict conformity with the law does not invalidate the ballot. [Sec. 65.009]
- The failure of a voter to vote a full ballot does not invalidate the ballot. [Sec. 65.009]
- A ballot shall be counted on all races and propositions where the intent of the voter is clearly ascertainable, except where the law expressly prohibits the counting of the ballot. [Sec. 65.009]
- If a provisional ballot is found outside a provisional ballot affidavit envelope, the ballot shall not be counted. [Sec. 65.005(d)]
- An individual vote is not counted if:
 - The intent of the voter cannot be determined. [Sec. 65.009]
 - The voter marked more than one candidate for one race, except in municipal, school board, or other political subdivision elections where it is possible to vote for more than one candidate in the same race. [Sec. 65.011]
 - The voter voted for more candidates than the number of persons to be elected to an office in a municipal, school board, or other political subdivision election where he or she was entitled to vote for more than one candidate in the same race. [Sec. 65.011]
 - The voter used a sticker or rubber stamp with the name of a write-in candidate printed or written on it. [Sec. 65.008(b)]
 - *The election is the primary election for the office of precinct chair or county chair, a November general election, city council officer elections, an independent and common school district trustee election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the list of declared write-in candidates. [Secs. 144.006, 146.031(d), 146.054, 146.055, 146.082, 171.0231 Texas Election Code; Secs. 11.056(c), 11.304, 130.081, 130.0825, Texas Education Code; Sec. 285.131, Texas Health and Safety Code; Secs. 326.0431 & 326.0432, Texas Local Government Code; Secs. 36.059, 49.101, 63.0945, Texas Water Code]*
 - *The election is a primary and the voter writes in a vote for a candidate for public office; only write-in votes for declared candidates for party officer of county chair and precinct chair may be counted. [Sec. 172.112]*
 - The election is a runoff election and the vote is a write-in. [Sec. 146.002]
 - The voter did not vote for both the presidential and vice-presidential candidate of the same party, except when the voter writes in the name of a declared write-in presidential candidate the vote shall be counted even if the name of the corresponding vice-presidential candidate is not written in. [Sec. 192.037]
- A ballot is not counted if:
 - The intent of the voter cannot be determined for any races or propositions on the ballot. [Sec. 65.009]
 - Two or more marked ballots are folded together. [Sec. 65.010]
 - The ballot is not numbered and the presiding judge determines that the ballot was not provided at the polling place. [Sec. 65.010]
 - The ballot was not deposited in the ballot box. [Sec. 65.010]

Failure to mark a ballot in strict conformity with this code does not invalidate the ballot. A vote shall be counted if the voter's intent is clearly ascertainable unless other law prohibits counting the vote. [Sec. 65.009]

8) As each vote is read, a tally mark is made by the corresponding name or number on the tally sheets. [Sec. 65.005(a)]

9) The tally lists should be compared periodically and any errors or discrepancies corrected. [Sec. 65.005(b)]

10) When the reader has completely read and announced all votes on the ballot, he or she deposits the ballot in the ballot box or other designated container. [Sec. 65.012(a)]

11) Any voted ballot not counted is deposited in the ballot box or other designated container. [Sec. 65.012(b)]

NOTE: The presiding judge or the counting clerk(s) must make a note on the back of any voted ballot not counted indicating why that ballot was not counted. [Sec. 65.010(c)]

12) Tallying straight ticket votes.

- Count a straight ticket ballot by tallying the party receiving the vote instead of tallying each party's candidate. [Sec. 65.007(b)]
- A straight ticket ballot is one where the voter marks a party with the intent that all candidates of the party will receive his or her vote. [Sec. 1.005(20)]

SECTION B. PRE-LOCKED, PRE-SEALED BALLOT BOX PROCEDURES FOR OPTICAL SCAN BALLOTS COUNTED AT A CENTRAL COUNTING STATION [Sec. 127.061]

1. Locked ballot box(es) are not opened at the polling place for any reason. [Secs. 127.066(c), 127.068(a)]
2. The voters deposit their ballots directly into ballot boxes. It may be necessary to shake the box to allow the ballots to settle to the bottom.
3. After the polls close, insert the ballots attached to form labeled "Spoiled or Mutilated" into the ballot box through the ballot box slot. The ballot box should remain locked.
4. Seal the ballot box slot with a paper seal. The presiding judge, election clerk, and two poll watchers of opposing interests, if present, sign the seal. [Sec. 127.066(b)] If the box is designed so that a wire hasp seal is needed to seal the ballot box, the serial number must also be included on the ballot and seal certificate.
5. Deliver the ballot boxes as directed to the central counting station, or regional substation, where ballots will be examined and counted.
6. The examination and processing of ballots takes place at the central counting station rather than at the polling place. [Sec. 127.069]
7. The authority conducting the election may provide by order, resolution, or other official action that the processing of optical scan ballots will begin while the polls are open for voting on election day and may have the ballot boxes containing voted ballots delivered to the central counting station at stated intervals during the day or at one time after the polls close. Otherwise, deliver all boxes at one time after the polls close. [Sec. 127.124]

SECTION C. PRELIMINARY COUNTING PROCEDURE FOR HAND COUNTED PAPER BALLOTS

1. The presiding judge may tell the counting officers to start counting ballots if it is after 8:00 a.m. and there are more than 10 ballots in the box containing voted ballots. [Sec. 65.002(a), (b)]

- 1) If the counting of ballots has not yet started, it must start at 7:00 p.m. or when the polls close, whichever is later, and continue without interruption until all ballots are counted. [Sec. 65.002(c)]
- 2) Each counting team must consist of at least two people. [Sec. 65.001]
NOTE: You may keep track of the number of ballots cast by noting on the poll list when Ballot Boxes No. 1 and No. 2 are interchanged.
2. If the counting officers have not taken the oath administered to election judges and clerks, they must do so before counting voted ballots. [Sec. 62.003(b)] (See oath of election officers in Chapter 1 or in Section 62.003 of the Texas Election Code.)
3. Three original tally lists are required. [Sec. 65.004] These tally lists should be completely filled out and include the following:
 - names and offices of candidates; and/or
 - propositions;
 - date;
 - precinct number;
 - type of election;
 - name of presiding judge; and
 - signature of the person keeping the tally list.
4. Before the counting begins, Ballot Box No. 3 should be inspected to ensure that it is empty. It should then be locked and remain locked (except as authorized by the presiding judge) and within view of the counting officers.
5. No marks should be made on any ballot by an election officer, except that if a ballot is not counted, an election officer must indicate on the back of the ballot the reason for not counting it. [Sec. 65.010(c)]

SECTION D. THE COUNTING PROCEDURE FOR PAPER BALLOTS

1. The counting officers should open the ballot box containing voted ballots as soon as it is received.
2. Provisional ballot envelopes, if any, must be separated from the ballots and placed in Ballot Box No. 4. [1 T.A.C. §§ 81.172-81.174, 81.176]
3. The officer designated as the reader should remove the ballots from the ballot box. [Sec. 65.005]
4. The reader must read and distinctly announce, to the officers keeping the tally lists, each name of a candidate or proposition for which there is a vote. [Sec. 65.005]
5. Failure to mark a ballot in strict conformity with the Texas Election Code does not invalidate the ballot. A vote shall be counted if the voter's intent is clearly ascertainable unless other law prohibits counting the vote. [Sec. 65.009]
6. As each vote is read, a tally mark is made by the corresponding name or number on the tally lists. [Sec. 65.005]
7. The tally lists should be compared periodically and any errors or discrepancies corrected. [Sec. 65.005(b)]
8. When the reader has completely read and announced all the votes on the ballot, he or she deposits the ballot in Ballot Box No. 3. [Sec. 65.012(a)]
9. Any voted ballot that is not counted is also deposited in Ballot Box No. 3 with an indication on the back of the ballot as to the reason. [Sec. 65.012(b)]

SECTION E. RULES FOR COUNTING PAPER BALLOTS

(See generally Chapter 65 and Sections 64.003-64.006.)

1. The voter should mark his or her ballot by placing an "X" or other mark in the square beside each candidate, proposition, or party column for which he or she wishes to vote (See Figure 1). [Sec. 64.003]

| | | | | | |
|---|--|--|--|--|--|
| <i>(Primary Election Ballot)</i> For Governor <input type="checkbox"/> Candidate A <input type="checkbox"/> Candidate B <input checked="" type="checkbox"/> Candidate C | | | | | |
|---|--|--|--|--|--|

| | | | | | |
|---------------------------|--------------------------------------|--------------------------------------|---|--------------------------------------|-----------------------------------|
| (General Election Ballot) | | | | | |
| Candidates for Governor | <input type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> Independent | <input type="checkbox"/> Write-In |
| | <input type="checkbox"/> Candidate A | <input type="checkbox"/> Candidate B | <input checked="" type="checkbox"/> Candidate C | | |

Figure 1. Illustrations of marked ballots.
(The asterisks indicate the candidates for whom the ballot is counted.)

2. Election officers may not refuse to count a ballot because the voter marked his or her ballot by scratching out the names of candidates for whom, or the statement of propositions for which he or she did not want to vote (See Figure 2.) [Sec. 65.009(b)]

| Candidates for | <input type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> Independent | <input type="checkbox"/> Write-In |
|----------------|---|---|---|---|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Fourth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input type="checkbox"/> Candidate | | | | |
| Seventh Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 2. Illustration of the scratch method.
(The asterisks indicate the candidates for whom the ballot is counted.)

3. In the general election, if a ballot indicates a straight-party vote and a vote for an opponent of one or more of that party's nominees, a vote shall be counted for that opponent and for each of the party's other nominees whether or not any of those nominees have received individual votes. [Sec. 65.007(c)] (See Figures 3 and 4.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> Independent | <input type="checkbox"/> Write-In |
|----------------|---|---|---|--------------------------------------|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | <input checked="" type="checkbox"/> Candidate | | | | |
| Sixth Office | <input checked="" type="checkbox"/> Candidate | | | | |
| Seventh Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 3. Illustration of ballot with one party square marked and individual candidates marked in one or more other columns.
(The asterisks indicate the candidates for whom the ballot is counted.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> Independent | <input type="checkbox"/> Write-In |
|----------------|---|---|------------------------------------|---|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | <input checked="" type="checkbox"/> Candidate | | | | |
| Sixth Office | <input checked="" type="checkbox"/> Candidate | | | | |
| Seventh Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 4. Illustration of Guideline No. 1.
One party square marked and individual candidates marked in both that column and one or more other columns.
(The asterisks indicate the candidates for whom the ballot is counted.)

Guideline No. 1. Where both the party square and individual candidates are marked in the same party column, and individual candidates are marked in some other column, the election officer must count a vote for all the party's candidates except for those whose opponents in other columns received individual votes, in which case the votes for the individuals in the other columns are counted.

Note: Individual marks always override the straight party mark. Individual marks are counted in lieu of straight party marks. In both Figures 3 & 4, individual tally marks are made for candidates rather than making a tally mark for the party.

4. Ballots not marked in conformity with the law.

- 1) A vote must be counted if the intent of the voter is clearly ascertainable. [Sec. 65.009(c)] (See Figure 5.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | * <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | * <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Fourth Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | <input type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input checked="" type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 5. Illustration of Guideline No. 2.

**Two party squares marked and individual candidates also marked in one or more columns.
(The asterisks indicate the candidates for whom the ballot is counted.)**

Guideline No. 2. Where more than one party square is marked, those votes may not be tallied, and the ballot may be counted only for candidates individually marked, if any. (If there are no candidates individually marked, no portion of the ballot is counted.) [Sec. 65.007(d)]

- 2) An entire ballot cannot be voided if the intent of the voter can be determined for any one race or proposition on the ballot. [Sec. 65.009(c)]
- 3) An individual vote is not counted in the following situations (see next two pages also):
- An individual vote is not counted if the intent of the voter cannot be determined. [Sec. 65.009(c)]
 - An individual vote is not counted if the voter marked more than one candidate for one race.
In municipal, school board, or other political subdivision elections where it is possible to vote for more than one candidate in the same race, a ballot may not be counted if a voter has marked more candidates than are to be elected. [Sec. 65.011] A ballot is not invalid if the voter has marked fewer candidates than the number to be elected. [Sec. 65.009]

VOTE FOR NONE, ONE, TWO, OR THREE

- ☒ Candidate
- ☒ Candidate
- ☐ Candidate
- ☐ Candidate
- ☒ Candidate
- ☒ Candidate

Figure 6. Illustration of over-voting; voter has voted for more candidates than are to be elected. (No portion of this ballot is counted.)

VOTE FOR NONE, ONE, TWO, OR THREE

- *☒ Candidate
- ☐ Candidate
- *☒ Candidate
- ☐ Candidate
- ☐ Candidate
- ☐ Candidate

Figure 7. Illustration of under-voting, by which voter has voted for fewer candidates than are to be elected. (A vote is counted for each candidate receiving a vote.)

- An individual vote is not counted if:
 - The voter used a sticker or rubber stamp with the name of a write-in candidate printed or written on it. [Sec. 65.008(b)]
 - *The election is the primary election for the office of precinct chair or county chair, a November general election, city council officer elections, an independent or common school district trustee election, hospital district election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the list of declared write-in candidates. [Secs. 144.006, 146.031(d), 146.054, 146.055, 146.082, 171.0231 Texas Election Code; Secs. 11.056(c), 11.304, 130.081, 130.0825, Texas Education Code; Sec. 285.131, Texas Health and Safety Code; Secs. 326.0431 & 326.0432, Texas Local Government Code; Secs. 36.059, 49.101, 63.0945, Texas Water Code]*
 - *The election is a primary and the voter writes in a vote for a candidate for public office; only write-in votes for declared candidates for party officer of county chair and precinct chair may be counted. See Section d., (3) Write-in Votes below. [Sec. 172.112]*
 - The election is a runoff election and a voter writes in any candidate's name; no write-in votes may be counted at a runoff election. [Sec. 146.002]
 - The voter voted for the presidential candidate of one party and the vice-presidential candidate of another party or voted for the presidential or vice-presidential candidate of one party and wrote in the name of a candidate he or she desires to vote for instead of that candidate's running mate. [Sec. 192.037]

4) A ballot is not counted in the following situations:

- A ballot is not counted if the intent of the voter cannot be determined. [Sec. 65.009] (See Figure 9.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|---|---|--|
| First Office | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> <i>Joe Doe</i> |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Fifth Office | <input checked="" type="checkbox"/> Candidate | | <input checked="" type="checkbox"/> Candidate | | |
| Sixth Office | <input type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | |
| Seventh Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Eighth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

**Figure 8. Illustration of lack of knowledge of intent of voter.
(No portion of this ballot is counted.)**

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Second Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Third Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> _____ |
| Fourth Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | <input type="checkbox"/> Candidate | | | | |
| Sixth Office | <input type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

**Figure 9. Illustration of Guideline No. 3.
Two party squares marked and no individual candidates marked.
(No portion of this ballot is counted.)**

Guideline No. 3. Where more than one party square is marked, there is a contradiction as to party markings, and no portion of the ballot is counted. **Note: This will not impact other elections listed separately on the same ballot.**

- A ballot is not counted if two or more marked ballots are folded together in a manner that indicates they were folded together when deposited in the ballot box by the voter. [Sec. 65.010(a)(2)]

NOTE: If you have a marked ballot folded along with a blank ballot, you should still count the marked ballot. The voter may have unintentionally picked up two ballots, but only voted one.

- A ballot is not counted if the ballot is not numbered or not signed by the judge and the judge determines the ballot was not provided at the polling place. A ballot that is unnumbered or unsigned may be counted if the judge determines that it was provided at the polling place. [Sec. 65.010(a)(1) and (b)]
- If a marked ballot is found in a location other than inside the ballot box, the entire ballot may not be counted. The election judge must make a notation on the back of the ballot as to the reason it was not counted. This ballot is then placed in Ballot Box No. 3 with other ballots that have been counted. [Sec. 65.010(a)(4)]

- A provisional ballot is not counted if it is found by an election worker in the ballot box and it is not sealed in the provisional voter affidavit envelope. [T.A.C. §§ 81.172-81.174, 81.176]
- 5) Tallying straight-party vote (See Figures 10, 11 and 12.)
- Count a straight-party vote by tallying for the party receiving the vote instead of tallying for each party candidate(s). [Sec. 65.007(b)] However, if a ballot indicates a straight-party vote and a vote for an opponent of one or more of that party's nominees, a vote shall be tallied for the opponent and for each of the party's other nominees whether or not any of those nominees have received individual votes (See Figures 3 and 4). [Sec. 65.007(c)] Do not tally a straight-party vote in this situation.
 - A straight-party vote is one where the voter marks a party with the intent that all candidates of this party will receive his or her vote. [Sec. 64.004]

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|------------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Second Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Third Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Fourth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input type="checkbox"/> Candidate | | | | |
| Seventh Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 10. Casting a straight-party vote by marking the party square.
(The asterisks indicate the candidates for whom the ballot is counted.)

| Candidates for | <input type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|------------------------------------|---|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Second Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Third Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Fourth Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | | |
| Fifth Office | <input type="checkbox"/> Candidate | | | | |
| Sixth Office | <input type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 11. Casting a straight-party vote by marking individual squares of all nominees of a party.
(The asterisks indicate the candidates for whom the ballot is counted.)

| Candidates for | <input checked="" type="checkbox"/> PARTY A | <input type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|------------------------------------|------------------------------------|--------------------------------------|-----------------------------------|
| First Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Second Office | * <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Third Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | <input type="checkbox"/> |
| Fourth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input type="checkbox"/> Candidate | | | | |
| Seventh Office | * <input checked="" type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | |
| Eighth Office | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> Candidate | |
| Etc. | | | | | |

Figure 12. Illustration of Guideline 4.

**One party square marked and individual candidates in the party's column also marked.
(The asterisks indicate the candidates for whom the ballot is counted.)**

Guideline No. 4. Where only one party square is marked, and names of any or all of that party's nominees are marked individually, but no candidate outside that party is marked, the ballot must be counted as a vote for all nominees of that party whose square is marked. But do not count double the votes. This is often referred to as an "emphasis vote." Make a tally mark for the party.

- Write-in Votes.
 - *In the primary election for the office of precinct or county chair, a November general election, city council officer elections, an independent or common school district trustee election, hospital district election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the list of declared write-in candidates, the vote is not counted. [Secs. 144.006, 146.031(d), 146.054, 146.055, 146.082, 171.0231 Texas Election Code; Secs. 11.056(c), 11.304, 130.081, 130.0825, Texas Education Code; Sec. 285.131, Texas Health and Safety Code; Secs. 326.0431 & 326.0432, Texas Local Government Code; Secs. 36.059, 49.101, 63.0945, Texas Water Code]*
 - *In a primary election, only count write-ins for declared write-in candidates for party offices, i.e., precinct and county chair. [Sec. 172.112]*
 - *If only one candidate files for precinct chair (for the ballot or as a write-in), the election for that office is not held and the county chair shall prepare a sign notifying voters that the candidate will be declared elected to the office at the time of the local canvass. An election officer shall post the sign in one or more locations in the polling place. [Sec. 171.0221]*
 - *In a runoff election, no write-ins are counted. [Sec. 146.002]*
 - *The first time a name is read, enter it on the tally list and also make a tally mark by the name. Each subsequent time the name is read, make a tally mark by the name. [Sec. 65.005(a)]*
 - *In all elections other than those listed in subsection (a) above, all write-ins are counted. [Sec. 146.001]*

| Candidates for | <input type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|--|
| First Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | <input type="checkbox"/> |
| Second Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | <input type="checkbox"/> |
| Third Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | | * <input checked="" type="checkbox"/> <u>Joe Doe</u> |
| Fourth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Fifth Office | * <input checked="" type="checkbox"/> Candidate | | | | |
| Sixth Office | * <input checked="" type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Etc. | | | | | |

Figure 13. Casting a write-in vote. Illustration of Guideline 5.
(The asterisks indicate the candidates for whom the ballot is counted.)

Guideline No. 5. Where voter marks straight party but votes for a declared write-in, the write-in vote is counted.

| Candidates for | <input type="checkbox"/> PARTY A | <input checked="" type="checkbox"/> PARTY B | <input type="checkbox"/> PARTY C | <input type="checkbox"/> INDEPENDENT | <input type="checkbox"/> WRITE-IN |
|----------------|---|---|------------------------------------|--------------------------------------|---|
| First Office | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | <input type="checkbox"/> Candidate | | * <input type="checkbox"/> <u>Joe Doe</u> |
| Second Office | <input type="checkbox"/> Candidate | * <input checked="" type="checkbox"/> Candidate | | | <input type="checkbox"/> |
| Third Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | <input type="checkbox"/> |
| Fourth Office | <input checked="" type="checkbox"/> Candidate | <input checked="" type="checkbox"/> Candidate | | | |
| Fifth Office | <input type="checkbox"/> Candidate | | | | |
| Sixth Office | <input type="checkbox"/> Candidate | | | | |
| Seventh Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Eighth Office | <input type="checkbox"/> Candidate | * <input type="checkbox"/> Candidate | | | |
| Etc. | | | | | |

Figure 14. Casting a write-in vote. Illustration of Guideline 6.
(The asterisks indicate the candidates for whom the ballot is counted.)

Guideline No. 6. Where voter fails to properly mark an "X" in the write-in box, the write-in vote may be counted if the voter has written in the name of the declared write-in candidate for elections where declarations are required or name of person in elections where they are not required and the presiding judge can determine the intent of the voter. [Secs. 52.070(e), 65.009]

A ballot voted where the voter only marked an "X" in the write-in square and did not write-in the name of a declared write-in candidate should not be counted.\

SECTION F. USING DRE EQUIPMENT AT THE POLLING PLACE

Closing the polls that use electronic voting devices is different than closing polls that use paper ballots, and you will be provided detailed instructions for use of the equipment by the authority conducting the election. Below are some general guidelines that should be followed, along with the detailed instructions provided locally:

1. Perform the action necessary on each voting device to officially close the polls, so no more votes can be recorded;
2. Verify and document the public count on each voting device, and any other applicable device;
3. Verify that the public count(s) equal the number of voters who signed the roster;

4. Print a minimum of 2 copies of the election results. (Note: during early voting, *do not* print out the precinct results tape.);
5. The presiding judge, an election clerk, and not more than 2 poll watchers, if one or more are present, must sign the election results;
6. Follow the instructions of the authority conducting the election, but if directed to do so, remove the memory card, or other device which stores the election totals, from the accessible voting device, and document breaking of the seal to remove the memory card (we recommend this be documented by two election officers);
7. Place copies of the election results as instructed by the authority conducting the election;
8. If applicable, place the memory card in a secure container as instructed by the authority conducting the election;
9. Disconnect the electronic voting equipment;
10. Disassemble the voting equipment, if instructed by the authority conducting the election;
11. Complete the paperwork;
12. Secure the equipment and other election materials from any unauthorized access;
13. The authority conducting the election will provide detailed instructions on how, when, and where to return the voting system equipment and supplies.

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CHAPTER 5

CLOSING AND SECURING THE POLLING PLACE

NOTE: At the end of Election Day, the various forms that came out of the Election Kit (or other supply bag provided by the local authority) at the beginning of the day must be distributed to appropriate authorities in particular envelopes (5) and ballot boxes (Nos. 3 & 4). Leftover forms go back into the Election Kit (or other supply bag provided by the local authority). Signage can be taken down and placed in Ballot Box No. 4 (or other container if there is no Ballot Box No. 4). The local authority conducting the election will provide detailed instructions to supplement the procedures provided in this Chapter.

SECTION A. CLOSING THE POLLING PLACE

1. Officially close and lock the door to the polling place at 7:00 p.m. [Sec. 41.031(a)]
2. If people are waiting in line to vote at 7:00 p.m., they must be allowed an opportunity to present themselves for voting. [Sec. 41.032]
 - 1) Have all the people enter the polling place, if possible, and lock the door.
 - 2) If it is not possible to get all of the people waiting in line into the polling place, position an election officer after the last person in line at 7:00 p.m., or
 - 3) Distribute numbered identification cards, tokens, etc. to people waiting in line at the time for official closing of the polls. [Sec. 41.032(b)]

3. After the polling place is officially closed and the last person has voted, the presiding judge may from time to time make an unofficial announcement of the total number of votes counted for each candidate and/or for or against each proposition in the order that they appear on the ballot. [Sec. 65.015(a)]

NOTE: The authority conducting the election may require or prohibit such announcements. [Sec. 65.015(b)] Unofficial election results must be released by the central counting station as soon as they are available after the polls close, but the presiding judge of the central counting station, in cooperation with the county election officer (the county clerk, elections administrator, or tax assessor collector, as appropriate to the county), may choose to withhold the release of vote totals until the last voter has voted. [Sec. 127.1311]

4. *After the polls close in the general primary election, the presiding judge delivers the second list of registered voters to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*
5. The election records are placed in the appropriate envelopes or containers as prescribed below depending on the type of voting method used: precinct optical scan/accessible voting equipment (e.g., DRE), precinct counter/tabulator, central counting optical scan, and hand counted paper ballots.

NOTE: If an electronic pollbook is used, and is not capable of generating the number of copies of forms needed as described below, and no photocopy machine is available at the polling place, the general custodian of election records shall establish the procedures to make the necessary copies described below.

6. The presiding judge must deliver Envelope No. 1 to the presiding officer of the local canvassing authority. If that officer is unavailable, the envelope shall be delivered to the general custodian of election records for delivery to the presiding officer before the time set for the local canvass of the election. [Sec. 66.051(a)]

7. The presiding judge shall deliver Envelope No. 2, Ballot Box No. 3, and Ballot Box No. 4 and its key in person to the general custodian of records. [Sec. 66.051(b)]
8. The presiding judge shall retain Envelope No. 3. [Sec. 66.051(c)]
9. The presiding judge must deliver Envelope No. 4 to the Voter Registrar, or if that officer is unavailable, to the general custodian of election records for later delivery to the Voter Registrar. [Sec. 66.051(d)]
10. The presiding judge must deliver the keys for Ballot Box No. 3 or other secured container, to:
 - 1) The sheriff for an election ordered by the governor or a county authority or for a *primary election*. [Sec. 66.060(a)(1)]

NOTE: In a year in which the office of sheriff appears on the ballot, the key is delivered to the county judge, unless the office of county judge is also on the ballot, in which case the key is delivered to the county auditor, or to a member of the commissioners court who is not on the ballot and who is appointed by the court, if the county does not have a county auditor. [Sec. 66.060(a)(1)]
 - 2) The chief of police or city marshal for an election ordered by a city authority. [Sec. 66.060(a)(2)]
 - 3) The constable of the justice precinct in which the governing body's office is located, or if the constable's office is vacant, to the sheriff of the county for an election ordered by a political subdivision other than a county or city. [Sec. 66.060(a)(3)]
11. Time.
 - 1) Records must be delivered to the appropriate authority immediately after the precinct returns are completed. [Sec. 66.053(a)]
 - 2) When counting at the precinct level, if the judge determines that the ballots will not be counted in time to permit delivery of the records by 2:00 a.m. of the day following the election, he or she must notify the general custodian of election records by telephone between midnight of election day and 1:00 a.m. of the following day of:
 - The total number of voters voting as indicated by the poll list;
 - The vote totals tallied for each candidate and for and against each measure at the time of notification;
 - Total number of provisional votes; and
 - The expected time of finishing the count. [Sec. 66.053(b)]
 - 3) In every election, the precinct election records must be delivered to the appropriate authorities not later than 24 hours after the polls close. [Sec. 66.053(c)]
12. Poll watchers may accompany election officers delivering election records. If delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that the watcher is able to keep the delivery vehicle in sight. [Sec. 33.060]
13. Records must be delivered to the appropriate authorities immediately after the precinct returns are completed and in any case not later than 24 hours after the polls close. [Sec. 66.053(c)]

SECTION B. DISTRIBUTION OF ELECTION RECORDS WHEN OPTICAL SCAN BALLOTS ARE TABULATED AT POLLING PLACE OR DRES ARE USED

1. Copies of poll lists.
 - 1) There must be three copies of the poll list (four copies of combination form, if used). [Secs. 63.003(b), 66.0241(4)]

2. Five envelopes for distribution of election records are furnished with the supplies. [Sec. 66.003(a)] *(The fifth envelope is for the Statement of Compensation and is delivered to the county chair, along with Envelope No. 1.)*
 - 1) Envelope No. 1 addressed to the presiding officer of the local canvassing authority. [Secs. 66.003(b)(1), 67.002]
 - County judge (general election or election held by the county).
 - *County chair (primary election).*
 - Mayor (municipal election).
 - Presiding officer of the governing board (other elections).
 - 2) Envelope No. 2 is addressed to the general custodian of election records. [Secs. 66.001, 66.003(b)(2)]
 - County election officer (county clerk, elections administrator or tax assessor collector as appropriate to the county) (general election, election held by the county, or *primary election*).
 - City clerk or secretary (municipal election).
 - The secretary of the governing board, or if none, the presiding officer of the governing board, or as designated (other elections).
 - 3) Envelope No. 3 is addressed to the presiding judge. [Sec. 66.003(b)(3)]
 - 4) Envelope No. 4 is addressed to the Voter Registrar. [Sec. 66.003(b)(4)]
 - 5) *Envelope No. 5 is addressed to the County Chair.*
 - 6) Envelope containing cancellation requests is addressed to the general custodian of election records. [Secs. 66.026, 66.051(b)]
3. The records of the election must be distributed as follows:
 - 1) Contents of Envelope No. 1: [Sec. 66.022]
 - Printout of results tape(s).
 - 2) Contents of Envelope No. 2: [Sec. 66.023]
 - Printout of results tape(s);
 - The original of the poll list (or combination form);
 - Original of List of Provisional Voters; [T.A.C. §§ 81.172-81.174, 81.176]
 - The signature roster (or combination form);
 - The precinct early voting list;
 - Any certificates of appointment of poll watchers;
 - Original copy of Statement of Compensation (in some circumstances); [Sec. 32.094]

NOTE: The presiding judge must follow the instructions of the authority responsible for delivering the election supplies with respect to the time by which and the authority to whom the Statement of Compensation is delivered. The time designated for delivery may not be later than 5:00 p.m. of the third day after election day. If the authority responsible for delivering the election supplies does not indicate to whom the Statement of Compensation should be returned, place it in Envelope No. 2 for return to the custodian of election records. The election judge may also keep a copy of the Statement of Compensation.

 - The notice of the number of voters who voted during the day;
 - Notice of Defective Delivery;
 - Oaths of Election Officers; and
 - Oaths of Assistance and Oaths of Interpreters.
 - 3) Contents of Envelope No. 3: [Sec. 66.024]
 - Printout of results tape(s);

- A copy of the poll list (or combination form);
 - Copy of List of Provisional Voters;
 - A copy of the ballot register;
 - A copy of the ballot and seal certificate; and
 - A copy of the Statement of Compensation.
- 4) Contents of Envelope No. 4: [Sec. 66.0241]
- Precinct list of registered voters and supplemental list, if any;
 - The registration correction list, if any;
 - Any Statements of Residence completed at the polling place; and
 - Copy of Combination Form, if used instead of individual affidavits;
- 5) Contents of Envelope No. 5:
- *Original of the Statement of Compensation in a Primary Election.*
- 6) Contents of Box (optical scan or emergency paper ballots for accessible equipment, if any): [Sec. 66.025]
- Voted ballots;
 - Provisional Ballots and provisional ballot envelopes;
NOTE: Provisional ballots may be stored in a separate container that meets the requirements of Section 51.034 of the Texas Election Code or has been approved by the Secretary of State.
 - A copy of the poll list (or combination form); and
NOTE: If the poll list is too large for the pre-locked, pre-sealed ballot box, it may be placed in another secure container if such placement has been approved by the Secretary of State. [Sec. 66.025]
 - The original of the ballot and seal certificate.
 - Memory Card or any other electronic data storage medium (unless it is too bulky to put through ballot slot or if instructed by authority conducting election to place in another secured container).
- 7) Contents of Ballot Box No. 4: [Sec. 66.026]
- Printout of results tape(s) (Note: the printout in Envelope #2 should be sufficient enough to avoid placing a set in Ballot Box No. 4; see authority conducting election for further direction);
 - The original of the ballot register;
 - Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes (unless directed otherwise by authority conducting the election);
 - The register of spoiled ballots;
 - Any spoiled ballots;
 - Any defectively-printed ballots;
 - Any envelope containing cancellation requests and cancelled ballots; and
 - Any other unused ballots.
- NOTE:** *For the general primary election, the second list of registered voters is given to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*

SECTION C. DISTRIBUTION OF ELECTION RECORDS WHEN BALLOTS ARE TABULATED AT CENTRAL COUNTING STATION

1. Copies of poll lists.
 - 1) There must be three copies of the poll list (four copies of combination form if used). [Sec. 63.003(b)]
2. Five envelopes for distribution of election records are furnished with the supplies. [Sec. 66.003(a)] *(The fifth envelope is for the Statement of Compensation and is delivered to the county chair, along with Envelope No. 1.)*
 - 1) Envelope No. 1 addressed to the presiding officer of the local canvassing authority. [Sec. 66.003(b)(1)]
 - County judge (general election or election held by the county).
 - *County chair (primary election).*
 - Mayor (municipal election).
 - Presiding officer of the governing board (other elections).
 - 2) Envelope No. 2 is addressed to the general custodian of election records. [Secs. 66.001, 66.003(b)(2)]
 - County clerk or county elections administrator (general election, election held by the county, or *primary election*).
 - City clerk or secretary (municipal election).
 - The secretary of the governing board, or if none, the presiding officer of the governing board, or as designated (other elections).
 - 3) Envelope No. 3 is addressed to the presiding judge. [Sec. 66.003(b)(3)]
 - 4) Envelope No. 4 is addressed to the Voter Registrar. [Sec. 66.003(b)(4)]
 - 5) *Envelope No. 5 is addressed to the County Chair.*
 - 6) Envelope containing cancellation requests is addressed to the general custodian of election records. [Secs. 66.026, 66.051(b)]
3. The records of the election must be distributed as follows:
 - 1) Contents of Envelope No. 1: [Sec. 66.022]
 - No records from election precinct since no votes are counted at the precinct.
 - 2) Contents of Envelope No. 2: [Sec. 66.023]
 - The original of the poll list;
 - Original of List of Provisional Voters; [T.A.C. §§ 81.172-81.174, 81.176]
 - The signature roster;
 - The precinct early voting list;
 - Any certificates of appointment of poll watchers;
 - Original copy of Statement of Compensation (in some circumstances); [Sec. 32.094]

NOTE: The presiding judge must follow the instructions of the authority responsible for delivering the election supplies with respect to the time by which and the authority to whom the Statement of Compensation is delivered. The time designated for delivery may not be later than 5:00 p.m. of the third day after election day. If the authority responsible for delivering the election supplies does not indicate to whom the Statement of Compensation should be returned, place it in Envelope No. 2 for return to the custodian of election records. The election judge may also keep a copy of the Statement of Compensation.

 - The notice of the number of voters who voted during the day;

- Notice of Defective Delivery;
 - Oaths of Election Officers; and
 - Oaths of Assistance and Oaths of Interpreters.
- 3) Contents of Envelope No. 3: [Sec. 66.024]
- A copy of the poll list;
 - Copy of List of Provisional Voters;
 - A copy of the ballot register;
 - A copy of the ballot and seal certificate; and
 - A copy of the Statement of Compensation.
- 4) Contents of Envelope No. 4: [Sec. 66.0241]
- Precinct list of registered voters and supplemental list, if any;
 - The registration correction list, if any;
 - Any Statements of Residence completed at the polling place; and
 - Copy of Combination Form, if used instead of individual affidavits.
- 5) Contents of Envelope No. 5:
- *Original of the Statement of Compensation in a Primary Election.*
- 6) Contents of Pre-locked, Pre-sealed Ballot Box: [Sec. 66.025]
- Voted ballots;
 - Provisional Ballots and Provisional Ballot Affidavit Envelopes;
NOTE: Provisional ballots may be stored in a separate container that meets the requirements of Section 51.034 of the Texas Election Code or has been approved by the Secretary of State.
 - A copy of the poll list; and
NOTE: If the poll list is too large for the pre-locked, pre-sealed ballot box, it may be placed in another secure container if such placement has been approved by the Secretary of State. [Sec. 66.025]
 - The original of the ballot and seal certificate.
 - Memory Card or any other electronic data storage medium (unless it is too bulky to put through ballot slot or if instructed by authority conducting election to place in another secured container).
- 7) Contents of Ballot Box No. 4: [Sec. 66.026]
- The original of the ballot register;
 - Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes (unless directed otherwise by authority conducting the election);
 - The register of spoiled ballots;
 - Any spoiled ballots;
 - Any defectively-printed ballots;
 - Any envelope containing cancellation requests and cancelled ballots; and
 - Any other unused ballots.
- NOTE:** *For the general primary election, the second list of registered voters is given to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*

4. The presiding judge must deliver Envelope No. 1, which will be empty, seal Envelope No. 2, seal the opening slot to Ballot Box No. 3, and lock Ballot Box 4 as soon as they are ready for distribution. [See generally, Chapter 66 of the Texas Election Code]
5. Delivery of Ballot Boxes.
 - 1) A certificate (seal certificate) stating the number of the seal to be placed on the pre-locked, pre-sealed ballot box and the number of voted ballots placed in the container must be made out in duplicate (2 copies), signed by the presiding judge, election clerk, and two poll watchers of opposing interest (if present). [Sec. 127.036]
 - Place the original of this certificate in the pre-sealed, pre-locked ballot box.
 - Retain the other copy of the certificate with the election records in Envelope No. 3.

NOTE: If pre-locked, pre-sealed ballot boxes are used, you must still complete the ballot and seal certificate. This form notifies the central counting station personnel of how many ballots were cast at the polling place. Therefore, if the machine ballot count is different from the number of ballots cast, central count personnel will be on notice that there may be a tabulating problem.
 - 2) Seal the slot of the pre-sealed, pre-locked ballot box. If the container is a ballot box with an opening through which voted ballots can be deposited, the opening must be sealed with a paper seal and signed by the presiding judge, an election officer, and two watchers of opposing interest (if present). [Sec. 127.036 (for prepared ballot boxes) and Sec. 127.066 (for sealed ballot boxes)] If the box is designed so that a wire hasp seal is needed to seal the ballot box, the serial number must also be included on the ballot and seal certificate.
 - 3) After the ballot container is sealed, two election officers must immediately deliver the ballot container to the central counting station.
 - Poll watchers may accompany election officers delivering ballot container(s). If delivery is made in a vehicle, an election officer complies with this section if the officer permits the watcher to follow in a different vehicle and drives in a manner that enables the watcher to keep the vehicle in sight. [Sec. 33.060]
 - Exchange the ballot box for a receipt signed by the presiding judge of the central counting station or his or her designee.
 - 4) Ballot Box No. 4 and its key are delivered to the general custodian of election records. [Sec. 66.051(b)]
6. The presiding judge retains Envelope No. 3. [Sec. 66.003(b)(3)]
7. *Envelope No. 5 is delivered to the county chair.*
8. *After the polls close in the general primary election, the presiding judge delivers the second list of registered voters to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*

SECTION D. MAKING OUT RETURNS AND DISTRIBUTION OF ELECTION RECORDS WHEN HAND COUNTED PAPER BALLOTS ARE USED

1. Making out the returns.
 - 1) After all ballots are counted, each tally list must be totaled and signed by the counting officer keeping it. If more than one officer has kept one particular list, each officer signs upon finishing. [Sec. 65.005(c)]
 - 2) Total each tally list to obtain the total number of votes cast for each candidate and/or for or against each proposition.
 - 3) The presiding judge must make out and sign all copies of the returns. [Sec. 65.014(c)]
2. Distribution of election returns, poll lists, and tally lists.
 - 1) There must be four copies of the returns. [Sec. 65.014(c)]
 - 2) There must be three copies of the poll list (or four copies of the combination form). [Sec. 63.003(b)]
 - 3) There must be three originals of the tally list. [Sec. 65.005]
3. Four envelopes for distribution of election records are furnished with the supplies. [Sec. 66.003(a)] (*Five in a primary election. The fifth envelope is recommended for the Statement of Compensation and is delivered to the county chair with Envelope No. 1.*)
 - 1) Envelope No. 1 is addressed to the presiding officer of the local canvassing authority. [Sec. 66.003(b)(1)]
 - County judge (general election or election held by the county).
 - *County chair (primary election).*
 - Mayor (municipal election).
 - Presiding officer of the governing board (other elections).
 - 2) Envelope No. 2 is addressed to the general custodian of election records. [Secs. 66.001, 66.003(b)(2)]
 - County clerk or county elections administrator (general election, election held by the county, *primary election*).
 - City clerk or secretary (municipal election).
 - Secretary of the governing board, or if none, the presiding officer of the governing board (other elections).
 - 3) Envelope No. 3 is addressed to the presiding judge. [Sec. 66.003(b)(3)]
 - 4) Envelope No. 4 is addressed to the voter registrar. [Sec. 66.003(b)(4)]
 - 5) *Envelope No. 5 is addressed to the County Chair.*
4. The records of the election must be distributed as follows:
 - 1) Contents of Envelope No. 1. [Sec. 66.022]
 - The original of the election returns for the precinct.
 - One copy of the tally list.
 - 2) Contents of Envelope No. 2. [Sec. 66.023]
 - A copy of the precinct returns.
 - A copy of the tally list.
 - The original of the poll list (or combination form).
 - The original of the List of Provisional Voters.
 - The signature roster (or combination form).
 - The precinct early voting list.
 - Any certificates of appointment of poll watchers, if any.
 - Original Statement of Compensation (in some circumstances). [Sec. 32.094]

NOTE: The presiding judge must follow the instructions of the authority responsible for delivering the election supplies with respect to the time by which and the authority to whom the Statement of Compensation is delivered. The time designated for delivery of the statement of compensation may not be later than 5:00 p.m. of the third day after election day. If the authority responsible for delivering the election supplies does not indicate to whom the Statement of Compensation should be returned, place it in Envelope No. 2 for return to the custodian of election records. The election judge may also keep a copy of the Statement of Compensation.

- The notice of the number of voters who voted during the day.
 - Notice of Defective Delivery.
 - Oaths of Election Officers.
 - Oaths of Assistance and Oaths of Interpreters.
- 3) Contents of Envelope No. 3. [Sec. 66.024]
- A copy of the precinct returns.
 - A copy of the poll list (or combination form).
 - A copy of the ballot register.
 - A copy of the Statement of Compensation.
- 4) Contents of Envelope No. 4. [Sec. 66.0241]
- Precinct list of registered voters and supplemental list, if any;
 - The registration correction list, if any;
 - Any Statements of Residence completed at the polling place; and
 - Copy of Combination Form, if used instead of individual affidavits;
- 5) *Contents of Envelope No. 5.*
- *A copy of the Statement of Compensation in a Primary Election.*
- 6) Contents of Ballot Box No. 3. [Sec. 66.025]
- Voted ballots.
 - Original of Precinct Returns.
 - Cast ballots, regardless of counting decisions made.
 - A copy of the tally list.
 - A copy of the poll list (or combination form).
- NOTE:** If the poll list is too large for Ballot Box No. 3, it may be placed in another secure container if such placement has been approved by the Secretary of State. [Sec. 66.025]
- 7) Contents of Ballot Box No. 4. [Sec. 66.026]
- The original of the ballot register.
 - Voted provisional ballot affidavit envelopes.
 - The register of spoiled ballots.
 - Any spoiled ballots.
 - Any defectively-printed ballots.
 - Any envelope containing cancellation requests and cancelled ballots.
 - Any other unused ballots.
- 8) *At the general primary election, the second list of registered voters is given to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined*

by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.

5. Manner and time of delivery of records.

- 1) The presiding judge must deliver Envelope No. 1 in person to the presiding officer of the local canvassing authority, or if that officer is unavailable, to the general custodian of election records. [Sec. 66.051(a)]
- 2) The presiding judge must deliver in person Envelope No. 2, Ballot Box No. 3, and Ballot Box No. 4, with its key, to the general custodian of election records. [Sec. 66.051(b)]
- 3) The presiding judge retains Envelope No. 3. [Sec. 66.051(c)]
- 4) The presiding judge must deliver Envelope No. 4 in person to the voter registrar, or if that officer is unavailable, to the general custodian of election records for later delivery to the voter registrar. [Sec. 66.051(d)]
- 5) The judge delivers the key to Ballot Box No. 3 to:
 - The sheriff for an election ordered by the governor or a county authority or for a *primary election*, unless the sheriff is on the ballot, in which case the key is delivered to the county judge. If both the sheriff and the county judge are on the ballot, the key is delivered to the county auditor, or if the county does not have a county auditor, to a member of the commissioners court, designated by the court, who is not on the ballot. [Sec. 66.060(a)(1)]
 - The chief of police or city marshal for an election ordered by a city authority. [Sec. 66.060(a)(2)]
 - The constable of the justice precinct in which the governing body's office is located, or if the constable's office is vacant, to the sheriff of the county, for an election ordered by a political subdivision other than a county or city. [Sec. 66.060(a)(3)]
- 6) *Envelope No. 5 is delivered to the County Chair.*
- 7) *After the polls close in the general primary election, the presiding judge delivers the second list of registered voters to the precinct chair for use in qualifying precinct convention participants. [Sec. 172.1141] It should be noted that Section 174.022 of the Texas Election Code was amended by House Bill 3102 (2013) to provide that precinct conventions may not be held on primary election night, but on some other date as determined by rules of the state party. In such event, the presiding judge will be instructed of alternate delivery arrangements for the second list of registered voters.*

SECTION E. SECURING THE POLLING PLACE

1. Gather all forms, rubber stamp(s), stamp pad(s), and markers from the voter acceptance table(s) and place them in the box for election supplies. The presiding judge must follow the directions of the authority responsible for furnishing the supplies regarding their assembly and return. [Sec. 66.062(a) and (b)]
2. Complete the Register of Official Ballots and Register of Spoiled Ballots. [Sec. 65.013]
 - 1) Make sure the total number of ballots received for the polling place has been recorded.
 - 2) Enter the number of ballots provided to voters as indicated by the number of voters on the poll list.
 - 3) Collect and count the number of unused ballots.
 - 4) Enter the number of unused ballots on the Register of Official Ballots.

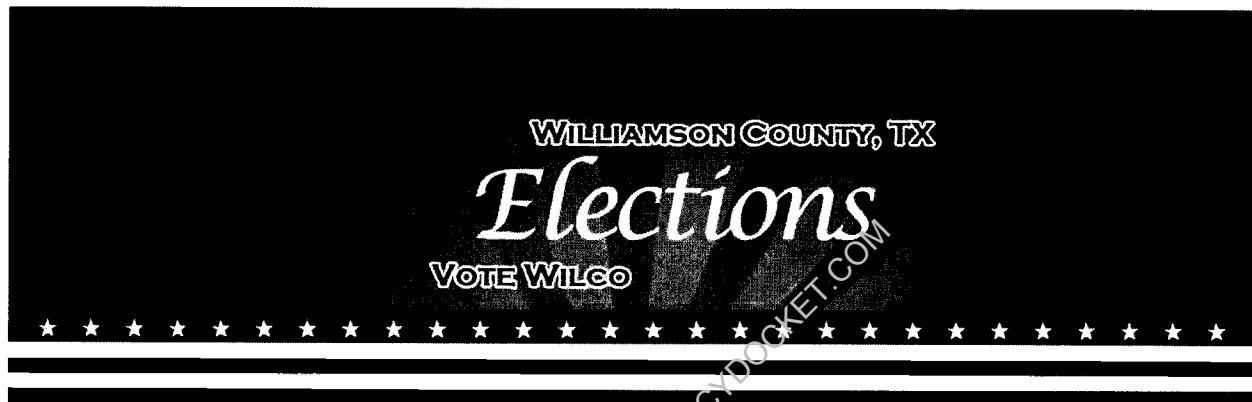
- 5) Count the number of spoiled and defectively-printed ballots in Ballot Box No. 4, and enter these numbers on the Register of Official Ballots.
 - 6) Enter the number of Provisional Ballots cast as shown on the List of Provisional Voters. [1 T.A.C. §§ 81.172—81.176]
 - 7) Place all unused ballots, spoiled and defective ballots, the original of the Register of Official Ballots, the Register of Spoiled Ballots, Requests to Cancel Application for Ballot by Mail, and unmarked ballots into Ballot Box No. 4. [Sec. 66.026]
3. Take down distance markers and sample ballots, gather instruction posters, voter information posters, voter complaint information poster, notice of acceptable identification, and lists of declared write-in candidates, if any, and all of notices posted, and place them in the box for unused election supplies. (Ballot Box No. 4.)
 4. *Take down the party sign (Primary Election) and place it in the box for unused election supplies.*
 5. Secure polling place for the night as directed by the local authority.

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EXHIBIT 3

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WILLIAMSON COUNTY ELECTIONS DEPARTMENT



POLL WORKER TRAINING GUIDE

**This book is the property of the Williamson County Elections Department.
You must return this book with your supplies. Please do not write in this book.**

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WELCOME

You are part of a select group of people who are gracious enough to service the elections process in Williamson County. Without you our election process would grind to a halt. We thank you for your help during Early Voting and/or on Election Day.

Working toward a successful election can be an exhilarating and exhausting experience with long hours and strict deadlines; it takes a serious commitment on your part. To ensure the integrity of each election, all election workers must be thorough, accurate, and attentive to the details involved in processing voters. Everyone makes mistakes, but please keep in mind that simple errors can undermine the election process. We are depending on you to be responsible and reliable.

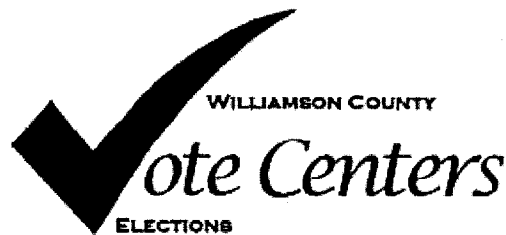
The integrity of the election is a joint endeavor between you as an elections official, and our office. We are here to train you to the best of our ability and to serve as a resource during Early Voting and on Election Day. Your goal is to apply the knowledge that you learn from us and to protect the integrity of the election process. The integrity of the process relies on your ability to qualify voters, provide the correct ballot to each voter, assist voters as needed, maintain accurate records throughout the day, and complete all forms at the end of the day. Voting should be a pleasant experience, free from distractions and intimidation; it is a community act, a privilege that we share. Voters are welcome in the polling place and should be made to feel welcome by you.

This information that some may consider small or insignificant steps in our processing is paramount to making sure that all elections are accurate and complete for all voters. In complying with the instructions, you will also be helping Elections Department personnel to rapidly and efficiently complete vote tabulations.

PLEASE READ THE TRAINING GUIDE CAREFULLY PRIOR TO THE ELECTION

Always call the Judges' Hotline at 512-943-3555 if you are unsure of a procedure or if you have any questions.

ELECTION DAY VOTE CENTERS



- All Williamson County voters may vote at any Williamson County Vote Center.
- The program eliminates county precinct polling places and establishes countywide polling places (vote centers) so that voters can go to any voting location on Election Day.
- Election Day Vote Centers will be open from 7:00 a.m. – 7:00 p.m.
- Each Vote Center is easily identifiable with its logo.
- Election Day Vote Centers are listed on the Williamson County website.
- The Early Voting supply kit has the list of Election Day Vote Centers.

IN OUR POLLING PLACES

We are guests in our polling locations. Please treat your polling place contact person with respect and kindness. Leave the polling area as clean as you found it.

Strive to work as a team. The voters are your customers and they should feel as if they have walked into a room of objective, non-partisan people dedicated to serving their needs.

Treat them as you would if you were running a small business. Foster an atmosphere that reflects well upon you and the Elections Department.

Remember to be professional. Resolve any differences that may arise in a fair manner.

Maintain a neutral environment. Avoid political topics. Do not attempt to influence a voter in any way. Do not discuss issues or candidates at the polling place. Do not speculate on the outcome of the election.

IMPORTANT PHONE NUMBERS – WILLIAMSON COUNTY

| | |
|----------------------------------|---------------------|
| Judges' Hotline | 512-943-3555 |
| Voter Registration | 512-943-1630 |
| Field Techs | 512-943-3555 |
| Emergencies | 911 |
| Police Departments | 311 |
| Williamson County Sheriff | 512-943-1300 |

IMPORTANT ADDRESSES – WILLIAMSON COUNTY ELECTIONS

Physical Address

301 SE Inner Loop, Suite 104
Georgetown, TX 78626

Mailing Address

P.O. Box 209
Georgetown, TX 78627

IMPORTANT INFORMATION – SURROUNDING COUNTIES

Travis County Elections Department (512) 238-8683 / (512) 854-9473
5501 Airport Blvd
Austin, TX 78751

Bell County Elections Department (254) 933-5774
411 E. Central Avenue
Belton, TX 76513

Burnet County Elections Department (512) 715-5288
550 E 2nd Avenue
Burnet, TX 78611

Milam County Elections Department (254) 697-2664
107 West Main
Cameron, TX 76520

DRESS CODE FOR WILLIAMSON COUNTY ELECTION WORKERS

As a Poll Worker, you are a representative of the Williamson County Elections Department. Please keep in mind you will be working long hours. We trust your judgment to know what is appropriate, but offer the following suggestions:

- You will want to dress comfortably, but be mindful of your position. As an elections official, please put yourself in the place of a voter and ask whether your clothing represents a responsible elections official.
- Business-casual attire, such as khaki pants and a polo shirt or a blouse and skirt/slacks.

ELECTRONIC DEVICES IN THE POLLING PLACE

Williamson County has provided postings for the polling place that state:

- "Please Turn Off Cell Phones"
- "Notice – Prohibition of Certain Devices Within 100 Feet of Voting Stations"

The postings were created for the following reasons:

1. Any voter's use of a personal wireless communication and recording devices is prohibited within 100 feet of voting stations including but not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders, as prescribed by the Texas Election Code.
2. Voters must put cell phones in silent mode.
3. Cell phones are only allowed if used by election officials and/or by persons employed in the building where the poll site is located.
4. Taking pictures inside a polling place is prohibited.

Please help us enforce this rule. If a voter has a concern about these rules, please call the Judges' Hotline so that he or she may talk with an Elections Department Official.

PEOPLE ALLOWED IN THE POLLING PLACE

Election Inspectors – The Secretary of State (SOS) may appoint Election Inspectors to observe the conduct of an election. Inspectors must be permitted to observe all election poll workers' activities. Inspectors are not required to take the Oath of Election Judges and Clerks. Inspectors will have identification cards issued by the SOS. Supervisors must require inspectors to show their badges. The SOS inspector will be wearing a name tag that will also serve as their identification card. Anyone purporting to be an inspector who cannot produce identification as an inspector should not be permitted in the polling place.

Children – Texas election law allows children under 18 to accompany their parents into a polling location.

Field Techs – Field Techs are deputies of the Elections Administrator who are allowed in the polling place to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Field Techs are an extension of the Elections Department. Poll workers should comply with their requests/directives, respect their time, and treat them as you would any other Elections Department official in your polling location. Field Techs are required to wear an identification badge.

Election Officials – Election Officials are allowed in the polling place to assist election workers with equipment, to check polling locations, and to help workers bring the location into full compliance with the law. Election Officials are required to wear an identification badge.

MEDIA IN THE POLLING PLACE

Media coverage is not allowed in the polling place. They must stay outside the 100 foot distance marker.

PROTESTERS

Protesters may appear at your polling place. Protesters must stay outside the 100 foot distance marker.

If they refuse to abide by the electioneering laws of the Secretary of State, you may call the local police department if you are in the city limits or the Williamson County Sheriff's Department if you are outside city limits.

POLL WATCHERS

Appointment of Watcher – Only an appointing authority may appoint a Poll Watcher. The appointing authority can be:

- A candidate on the ballot
- A campaign treasurer of a specific-purpose political action committee in an election on a measure
- A political party
- A declared write-in candidate
- Registered voters on behalf of an undeclared write-in candidate for elections where declaration is not required

Eligibility – The following are the eligibility requirements:

- Watcher must be a registered voter of the territory covered by the election
- Candidates are ineligible to serve as watchers
- Watcher must not hold an elective public office
- Watcher must not be an employee of an election judge or clerk serving at the same polling place
- Watcher must not be related within the second degree of blood or by marriage to an election judge or clerk serving at the polling place

Certificate of Appointment – The appointing authority must issue a Certificate of Appointment to the watcher. The certificate must:

- State the name, residence address, and voter registration certificate number of the watcher
- Identify the election for and the location at which the Watcher has been appointed to serve
- Be in writing and signed by the appointing authority and by the watcher
- Indicate the capacity in which the appointing authority is acting (i.e., candidate, political party, etc.)
- Include in an election on a measure, an identification of the measure (if more than one is to be voted on) and a statement of which side the appointee represents
- Include an affidavit executed by the poll watcher that the poll watcher will not have possession of any mechanical or electronic means of recording images or sound while serving as a watcher unless the poll watcher disables or deactivates the device

POLL WATCHERS – Continued

Presenting Certificate of Appointment – The Poll Watcher must present the Certificate of Appointment to the presiding judge the first time the watcher reports for service. The watcher must then countersign the certificate. The certificate is retained at the polling place until voting at the polling place is concluded. [Sec.33.051(d)].

Signature comparison – Supervisor/Judge must require the watcher to sign his or her name in their presence for signature comparison.

Statement of rejection – If the watcher is not accepted by the Supervisor/Judge, the Certificate shall be returned to the watcher with a signed statement of the reason for rejection.

Number of Watchers – During Early Voting, each appointing authority may appoint up to 7 watchers for each main or branch polling place. Up to 2 watchers appointed by the same authority may be on duty at the same polling place at the same time. On Election Day, each appointing authority may appoint up to 2 watchers for each vote center.

Hours of Service – During Early Voting, a watcher serving may be present at the polling place at any time it is open and until completion of the securing of any voting equipment used at the polling place that is required to be secured on the close of voting each day. The watcher may serve when the watcher chooses. On Election Day, a watcher at a vote center may begin service at any time after the judge arrives at the polling place and may remain at the polling place until the judge and the clerks complete their duties there. A watcher that serves for more than 5 continuous hours may serve at the polling place when the watcher chooses. A watcher is considered to have served continuously if the watcher leaves the polling place to use a wireless communication device prohibited from use in the polling place and the watcher promptly returns.

Observing general activity – A watcher is entitled to sit or stand conveniently near the election officials conducting the observed activity.

Inspection of records – A watcher must be permitted to observe all election activities performed by the poll workers and to inspect records prepared by election officials.

Written notes – A watcher is entitled to make written notes while on duty. If the watcher leaves the polling place, the Deputy or Judge may require the watcher to leave these notes at the polling place with another person on duty, selected by the watcher, until the watcher returns to duty.

Watcher may observe assistance of a voter by a poll worker – A watcher is entitled to be present at the voting station when a poll worker is assisting a voter. The watcher is entitled to examine the ballot before the VOTE button is pressed to determine whether it is prepared in accordance with the voter's wishes.

Watcher may not observe independent assistance of a voter – A watcher may not be present at the voting station when the voter is marking the ballot or being assisted by a person other than a poll worker.

POLL WATCHERS – Continued

Watcher may not converse with poll workers with exception – A watcher may not converse with the poll workers regarding the election, except to call attention to an election judge and/or clerk to an irregularity or violation of law. If a watcher points out to a clerk an irregularity and the clerk refers the watcher to the judge, the watcher may not discuss the matter further with the clerk unless the judge invites the discussion.

Watcher may not converse with voter – A watcher may not converse or communicate in any manner with the voter regarding the election.

Watcher must wear a form of ID prescribed the SOS – A watcher is required to wear an identification badge provided by the election officer upon being accepted for service.

ELECTIONEERING

Electioneering Prohibited – During the time a polling place is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an outside door through which a voter may enter the building or structure in which the early voting polling place is located.

Examples of Electioneering – Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets. Others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue.

Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100 foot legal boundary is considered electioneering.

1. Not allowed within 100 feet:

- a. Electioneering is prohibited within 100 feet of the entrance to the building where either Early Voting or Election Day voting is being conducted.
- b. Election Judges, Election Clerks, State or Federal Inspectors, Peace Officers and Poll Watchers must wear name tags or official badges while on duty in the polling place to indicate the person's name and title.
- c. Except for the individuals listed above, a person may not wear a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party appearing on the ballot, or to the conduct of the election.
- d. A person commits an offense if the person violates this prohibition. An offense under this section is a Class C misdemeanor.

ELECTIONEERING – Continued

- 2. Not allowed within 1,000 feet of the building in which a polling place is located.**

Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for the purpose of making a political speech, electioneering for or against any candidate, measure or political party must be more than 1,000 feet from the polling place.

- 3. Allowed within 100 feet (not considered electioneering):**

- a. Voters are permitted to bring written materials into the voting place to reference, but the voter must remove them from the voting booth. Election workers should periodically check each booth and the voting location for any campaign materials left behind and dispose of them immediately.
- b. Exit Polling, if not disruptive.

- 4. Allowed outside the 100 foot boundary:**

Electioneering is allowed outside the 100 feet as long as the people who are electioneering act in accordance with the Texas Election Code and the policies of the property where the voting is being conducted.

- 5. When someone is in violation of the electioneering law:**

- a. The presiding Election Supervisor or Judge has the responsibility to ensure safe, confidential voting in the polling place and may ask a disruptive person to leave. [TEC Sec.32.075].

Politely remind them of the Electioneering Law and ask them to conduct their electioneering beyond the 100-foot marker.

- b. If the person is a voter, he or she must be given the opportunity to vote before removal from the polling place.
- c. If the person will not stop, the Supervisor or Judge may summon a Peace Officer.
- d. Call the Judges' Hotline at 512-943-3555 immediately with any concerns.

- 6. Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.**

POLLING PLACE ACCESSIBILITY REQUIREMENTS

- If parking is available, one parking space must be van accessible and marked as disabled parking.
- The accessible parking spaces are closest to the polling area.
- All inaccessible doorways must have signs indicating the location of the nearest accessible entrance.
- Signs must be posted designating the path of travel (for disabled voters) to the voting area.
- Extra seating for disabled voters must be provided.
- Check to see that the accessible path of travel from the parking space to the polling machines is unobstructed by locked doors, furniture, etc.
- Move obstructions that block the path of travel – re-evaluate as the polling place becomes more crowded.
- Allow persons with visual impairments to take your arm when assisting them to a new location.
- Allow the voter with a disability to choose the accommodations he or she requires to vote (headphones, assistance from an election worker).
- When giving voter instructions, offer all voters the choice of an audio ballot on the ADA iVotronic.
- Orient individuals to voting devices or the iVotronics by giving detailed verbal instructions. Be patient. If voters continue to have difficulty, ask if they would like for you to “show” them using their hands. Be sure to release their hands periodically so they can “explore” the lay-out of the device.
- Assist persons with visual impairments in signing the Combination Form by placing a card or signature guide along the line.

CONVERSATION ETIQUETTE

- When speaking to a person with a disability look at and speak directly to that person rather than through a companion or sign language interpreter.
- Relax. Feel free to use accepted, common expressions such as “See you later,” or “Did you hear about that?”
- To get the attention of a person with a hearing impairment tap the person on the shoulder or wave your hand to get his or her attention; speak directly to the person without raising your voice; keep hands away from your mouth.
- Offer to shake hands. People with limited hand use or who wear an artificial limb can usually shake hands. (Shaking hands with the left hand is an acceptable greeting.)
- Identify yourself and others who may be with you when interacting with a person who is blind or visually impaired.
- Identify the person to whom you are speaking, especially when conversing in a group.
- Do not shout at a person with a hearing impairment. Shouting distorts sounds accepted through hearing aids and it inhibits lip reading.
- Wait until an offer of assistance is accepted, then listen to or ask for instructions on how to help. Ask questions of the individual you are assisting when you are unsure of what to do.
- Remember that service animals are working, and you should not interact with them as you would with a pet.
- Listen attentively when you’re talking with a person who has difficulty speaking. Be patient and wait for the person to finish; ask questions that require short answers; repeat what you have understood and allow the person to respond.
- To facilitate communication place yourself at eye level with a person who uses a wheelchair or crutches.

**Provided by the Texas Governor’s Committee of People with Disabilities
www.governor.state.tx.us*

ASSISTING A VOTER WHO IS DEAF OR HEARING IMPAIRED

DO:

- Stand still while you speak
- Face the person whenever you speak
- Speak slowly and clearly
- Use short sentences
- Speak normally
- Have good light on your face
- Take your time
- Ensure a quiet background
- Make sure your point is clear
- Place yourself at an easy distance
- Persevere!

DO NOT:

- Shout
- Mumble
- Talk too quickly
- Look the other way while speaking
- Move around while speaking
- Exaggerate your words
- Cover your mouth with your hands, papers, food, etc.
- Speak with your mouth full
- Place yourself too far or too close to the person
- Change the subject without warning
- Give Up!

EMERGENCIES IN THE POLLING PLACE

The Williamson County Elections Department has established plans for potential disasters that could take place during the election.

If your polling place is inaccessible or has lost power, you must establish a polling place outside but on the establishment's property.

The minimal requirements for outside voting are:

- Forms Box (complete set of ALL forms, including Provisional Ballots)
- VoteSafe Computers
- Combination Forms
- Early Voting – Emergency Red Ballot Bag, Orange Provisional Bag, iVotronic Screen and PEBs
- Cell Phone

The iVotronic and the VoteSafe Computer have battery resources in case of an emergency. If you have the time and resources, please use this equipment outside. An Elections Department representative will arrive as soon as possible to assist you and provide you with any additional support and supplies you need.

If you have a physical emergency (such as a fire alarm) in your polling place, your first priority is to ensure the safety of the elections staff and voters present in the building.

If you have time to secure election-related materials, please take:

- PEBs and Flashcards from the iVotronics and/or the iVotronics touchscreen if possible
- VoteSafe Computers
- Combination Forms
- Forms Box and Provisional Ballots
- Early Voting – Red Emergency Ballot Bag, Orange Provisional Ballot Bag
- Cell Phone

**DO NOT RISK YOUR LIFE OR THE LIVES OF YOUR CREW
FOR THE ITEMS ABOVE UNDER ANY CIRCUMSTANCES!**

ELECTRONIC VOTING SECURITY CONCERNS

You may encounter voters who ask questions or express distrust about electronic voting. Please remember the following things when addressing a voter with security concerns:

1. **Stay positive and professional.** Behaving defensively or in a confrontational manner will only focus more negative attention on the equipment. A voter with concerns is not criticizing you but rather the equipment that Williamson County is utilizing for voting.
2. **Listen to the voter's concerns**, but do not let the voter delay others from voting. A concerned voter just wants to express an opinion, and you are the most logical outlet. If you have voters waiting to vote, ask the voter to step aside for your conversation so that others may continue.
3. **Explain to the voter that:**
 - The iVotronics are not networked and do not have an operating system inside
 - They have only an AC power cord that connects them.
 - In addition, our election programming and tabulation computer system at the County is not networked. We have two stand-alone computers that are in a locked room. No one can hack into the system from the outside because the system is not on a network.
 - The iVotronics have redundant memory systems store data in several places.
 - We run internal as well as public logic and accuracy tests before we send the equipment into the field. In addition, we run another logic and accuracy test on Election Day and again after the results are complete. This ensures that the DREs are recording votes accurately and that the election night software is operating properly.
 - The equipment is certified by the federal government, as well as the State of Texas. It is also run through a battery of tests at independent labs that are certified by the government.
4. If nothing satisfies the voter, you can offer the voter a chance to talk with the Elections Administrator by calling the Elections Department (512-943-1630).
5. If the voter becomes disruptive, the Supervisor/Judge has the authority to have a peace officer remove the voter from the premises for causing disruption in the polling area.
6. Voters refusing to cast an electronic ballot may be offered a provisional ballot.

SIMPLE SPANISH PHRASES

| | |
|--|--|
| Welcome. | Bienvenido. |
| Do you speak English? | ¿Habla usted Inglés? |
| Do you need an interpreter? | ¿Necesita intérprete? |
| Please wait just a moment while I call the Call Center for help. | Por favor espere un momento mientras pido ayuda al Centro de Comunicaciones. |
| What is your current address? | ¿Cuál es su dirección actual? |
| Please fill out this form. | Por favor llene este formulario. |
| Please sign here. | Por favor firme aquí. |
| This is your precinct and ballot style. | Este es su precinto y la boleta que debe usar. |
| Please let me know if you have any questions. | Por favor dígame si tiene alguna pregunta. |
| Please ask any questions before hitting the red VOTE button. | Por favor haga sus preguntas antes de presionar el botón rojo que dice "VOTE" |
| Do you need assistance? | ¿Necesita ayuda? |
| Would you like an "I VOTED" sticker? | ¿Quiere su etiqueta que dice "YO VOTÉ?" |

SPANISH TRANSLATION OF COMMON ELECTION TERMS

| | |
|------------------------------------|---------------------------------------|
| ACCESS | acceso |
| ACCESSIBLE | accesible |
| ADDRESS | dirección |
| ADMINISTER | administrar |
| AFFIDAVIT | acta notarial |
| AGAINST | en contra de |
| ALTERNATE | alterno, suplente |
| AMENDMENT | enmienda |
| APPLY | aplicar, solicitar |
| APPLICATION FOR AN ABSENTEE BALLOT | aplicación para boleta de ausencia |
| ASSIST | asistir, ayudar |
| ASSISTANCE | asistencia, ayuda |
| ATTEST | dar fe |
| BALLOT | boleta |
| BALLOT BOX | caja de boleta |
| BALLOT ENVELOPE | sobre de boleta |
| BALLOT, LIMITED | boleta limitada |
| BALLOT, MARKED | boleta marcada |
| BALLOT, OFFICIAL | boleta oficial |
| BALLOT, PAPER | boleta de papel |
| BILINGUAL | bilingüe |
| BOARD | junta |
| BOARD OF EDUCATION | junta de educación |
| BOARD OF TRUSTEES | junta de regentes |
| BOND | bono |
| BOND ISSUE | emisión de bonos |
| BOOTH, VOTING | cabina electoral, casilla de votación |
| CANCELLATION | cancelación |
| CANDIDACY | candidatura |
| CANDIDATE | candidato |
| CAST A BALLOT | depositar un voto/una boleta |
| CERTIFY | certificar |
| CHIEF ELECTIONS OFFICER | jefe oficial de elecciones |
| CITY | ciudad |
| CITY ATTORNEY | procurador de la ciudad |
| CITY HALL | casa de ayuntamiento |
| CLERK | secretario(a) |
| CLERK, COUNTY | secretario(a) del condado |
| THE POLLING PLACE | secretario(a) del sitio de votación |
| COMMISSIONER | comisionado |
| COMPLETED | completo |
| CONGRESS | Congreso |
| CONGRESSMAN | representante del congreso |

SPANISH TRANSLATION OF COMMON ELECTION TERMS – Continued

| | |
|-------------------------------------|--|
| CONTEST (v) | contender |
| CONVENTION | convención |
| COPY | copia |
| CORRECT | correcto |
| COUNCIL | consejo |
| COUNCILMAN | concejal |
| COUNTERSIGN | refrendar |
| COUNTY | condado |
| COUNTY ATTORNEY | procurador del condado |
| COURT | tribunal, corte |
| COURTHOUSE | juzgado |
| CRIME | crimen |
| DATE | fecha |
| DEMOCRAT | demócrata |
| DEMOCRATIC PARTY | partido democrático |
| DIRECTOR | director |
| DIRECT RECORDING ELECTRONIC (DRE) | grabación electrónica directa |
| DISABLED | físicamente incapacitado(a) |
| DISTRICT | distrito (vea también el tipo de distrito) |
| DISTRICT, SINGLE-MEMBER | distrito uni-miembro |
| DISTRICT, MULTI-MEMBER | distrito multi-miembro |
| DISTRICT ATTORNEY | procurador del distrito |
| DISTRICT CLERK | Secretario/a del distrito |
| DISTRICT JUDGE | juez del distrito |
| DISTANCE MARKER | marcador de distancia |
| EARLY VOTING | votación adelantada |
| EARLY VOTING BY PERSONAL APPEARANCE | votación adelantada mediante acto de presencia |
| EARLY VOTING CLERK | Secretario/a de votación adelantada |
| ELECTION | elección |
| ELECTIONEER | "politiquear" |
| ELECTION INSPECTOR | inspector de elecciones |
| ELECTION RECORDS | documentos de elecciones |
| ELECTRONIC VOTING SYSTEM | sistema electrónico de votación |
| ELIGIBLE | (for public office) elegible, apto... (for a benefit) habilitado/a |
| EMERGENCY SERVICES DISTRICT | distrito de servicios de emergencia |
| ENVELOPE | sobre |
| FEDERAL | federal |
| FEDERAL ELECTION INSPECTORS | inspectores federales de elecciones |
| FILE(v) | inscribirse |
| FILES(n) | archivos |
| FIRST TIME VOTER | votante por primera vez |
| FOR (TO VOTE FOR) | (votar) a favor de |
| GENERAL ELECTION | elección general |

SPANISH TRANSLATION OF COMMON ELECTION TERMS – Continued

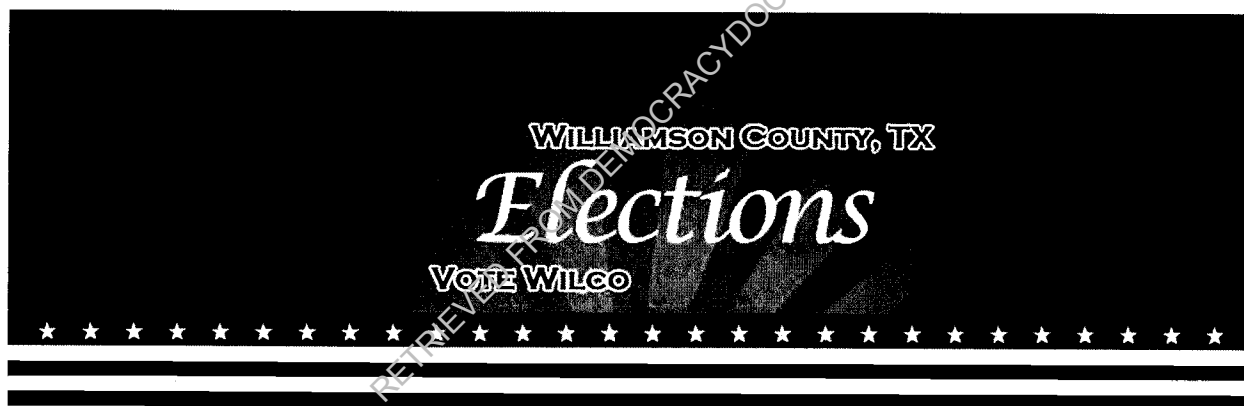
| | |
|----------------------------|--|
| GENERAL PRIMARY | elección general primaria |
| GOVERNOR | gobernador |
| GREETINGS | saludos |
| IDENTIFICATION | identificación |
| INELIGIBLE | ineligible |
| INSTRUCTION NOTE | nota de instrucción |
| INTERNET | Internet |
| ISSUE (n) | asunto, cuestión |
| JOINT | conjunto(a) |
| JUDGE | juez |
| LAW | ley |
| LEGAL | legal |
| LEGISLATION | legislación |
| LEGISLATURE | legislatura |
| LIEUTENANT GOVERNOR | gobernador teniente |
| LIST OF PROVISIONAL VOTERS | lista de votantes provisionales LIST |
| OF REGISTERED VOTERS | lista de votantes registrados |
| MAIL (v) | enviar por correo |
| MARKED BALLOT | boleta marcada |
| MAYOR | alcalde |
| NOTARY PUBLIC | oficial que autentifica firmas, notario lego |
| NOTICE | aviso |
| OATH | juramento |
| PAPER BALLOT | boleta de papel |
| PARTY (political) | partido |
| PARTY AFFILIATION | afiliación de partido |
| PHYSICAL DISABILITY | incapacidad física |
| POLITICAL SUBDIVISION | subdivision política |
| POLL | sitio de votación |
| POLL LIST | lista de votantes |
| POLLING PLACE | sitio de votación |
| POLL WATCHER | observador(a) de votación |
| PRECINCT | precinto |
| PRESIDING JUDGE | juez presidente |
| PRIMARY | primaria |
| PROPOSITION | proposición |
| PROVIDE | proveer, disponer |
| PROVISIONAL | provisional |
| PROVISIONAL BALLOT | boleta provisional |
| PROVISIONAL VOTER | votante provisional |
| PUBLIC | público |
| QUALIFIED | calificado, apto, capacitado(a) |
| QUESTION | cuestión |

SPANISH TRANSLATION OF COMMON ELECTION TERMS – Continued

| | |
|--------------------------|------------------------------|
| RACE | candidatura |
| RACE, UNCONTESTED | candidatura sin oposición |
| REGISTER | registrar |
| REGISTERED VOTERS | votantes registrados |
| REGISTRATION APPLICATION | aplicación para registro |
| REGISTRATION CERTIFICATE | certificado de registro |
| REPRESENTATIVE | representante |
| REPUBLICAN | Republicano |
| REPUBLICAN PARTY | Partido Republicano |
| RESIDENCE | residencia |
| RESIDENCE ADDRESS | dirección residencial |
| RESIDENT | residente |
| RUN-OFF ELECTION | segunda votación |
| SAMPLE BALLOT | boleta de muestra |
| SECRECY OF THE BALLOT | secreto de la boleta |
| SENATOR | senador |
| SIGNATURE | firma |
| SPECIAL ELECTION | elección especial |
| STATEWIDE OFFICES | cargos oficiales del estado |
| STRAIGHT TICKET | partido completo |
| SWORN STATEMENT | declaración jurada |
| TAX | impuesto |
| TEXAS ELECTION CODE | Código Electoral de Texas |
| TRUSTEE | fideicomisario, síndico |
| UNOPPOSED CANDIDATE | candidato sin oposición |
| UPDATE | actualizar, ponerse al día |
| VOTE | votar |
| VOTE ABSENTEE BY MAIL | votar en ausencia por correo |
| VOTER | votante |
| VOTING SYSTEM | sistema de votación |
| WEBSITE | sitio de Internet/Web |
| WRITE-IN VOTE | voto escrito |

POLL WORKER TRAINING GUIDE

OPENING THE POLLS EARLY VOTING



**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**

BEFORE EARLY VOTING BEGINS – SUPERVISOR DUTIES

1. Visit the polling site in order to accomplish the following:
 - a. Confirm that a representative of the polling location will open and close the facility each day, or arrange to be provided with a key.
 - b. Locate the room to be used for the election, restrooms, tables and chairs.
 - c. Locate the electrical outlets to be used for the voting equipment. You will need outlets for the iVotronics, the blue workstation, and your cell phone charger. Check to be sure electrical outlets are functional.
 - d. Confirm that the location is accessible to the elderly and to voters with disabilities.
 - e. Confirm that your cell phone is receiving a signal inside the building.
2. Call and confirm with all your poll workers where you will be meeting.
3. Provide poll workers with the address of the polling site and the location of the room where the election will be held.
4. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
 - a. The Supply Inventory is located in the lid of the white supply kit.
 - b. Check ALL of the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.
 - c. If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you as soon as possible.

THE DAY BEFORE – Continued

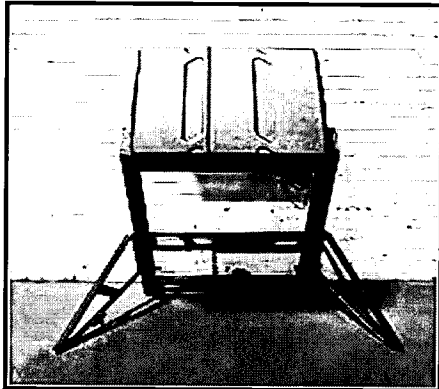
2. Verify/record seal and serial numbers:

The list of seal/serial numbers is the Early Voting seal log. It is a white, legal-sized sheet located in the forms folder.

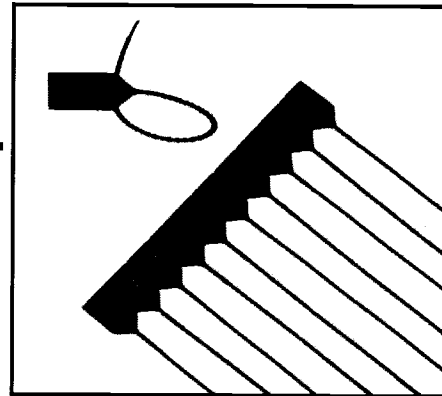
The following equipment seals and serial numbers which must be verified/recorded:

- a. Blue PEB bag
 - b. Blue flashcard bag
 - c. iVotronic screens
 - d. iVotronic doors
 - e. iVotronic flashcard doors
 - f. Orange provisional ballot bag
 - g. Red emergency ballot bag
 - h. Workstation (if applicable)
 - i. VoteSafe computers
3. Prepare your paperwork and name badges. Name badges should state the poll worker's name and position, (i.e. Election Supervisor or Election Clerk).
4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from check-in to the iVotronics. Also, set up the cardboard voting booth(s) for provisional voters.
5. If possible, set up the distance markers and post the required signs and materials located in the signs folder.

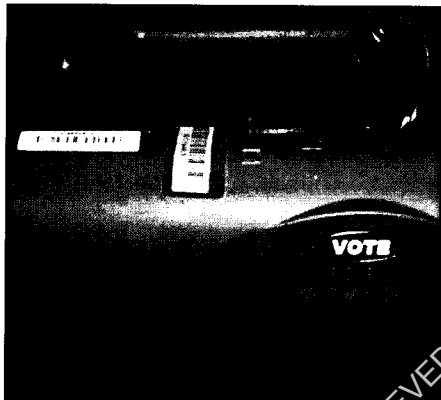
ELECTION EQUIPMENT SEALS



iVotronic Doors



Blue Plastic Seal



iVotronic Flashcard Door



Blue Sticky Seal



Security Bags



White Seal

OPENING THE POLLS: FIRST DAY

1. Arrive at the polling site no later than one hour before the polls open.
2. Refer to the Open Polls Checklist, found in the lid of your white supply kit.
Designate someone to begin the checklist process.
3. The Election Supervisor will verbally administer the Oath of Election Judges and Clerks to all poll workers, who will then each sign the oath. The oath is in the forms folder in the supply kit.
4. Set up voter check-in.

Polling Places WITH Workstations:

1. Workstation
 - a. VoteSafe computer, label printer, and bar code scanner
 - b. Valid forms of ID list
2. Voter check-in table
 - a. Combination forms
 - b. Williamson County training guide
 - c. Secretary of State Handbook for Judges and Clerks
 - d. Statement of Residence Cards
 - e. Registration Omissions List
 - f. Sample ballots
 - g. Pens

Polling Places WITHOUT Workstations:

1. Voter check-in table
 - a. VoteSafe computer, label printer, and bar code scanner
 - b. Combination forms
2. Auxiliary table
 - a. Valid forms of ID list
 - b. Williamson County training guide
 - c. Secretary of State Handbook for Judges and Clerks
 - d. Statement of Residence Cards
 - e. Registration Omissions List
 - f. Sample ballots
 - g. Pens
5. Set up the iVotronic voting machines:
 - a. Cut the iVotronic door seals
 - b. Unlock all iVotronics following operation instructions even if you think you might not need to use them all

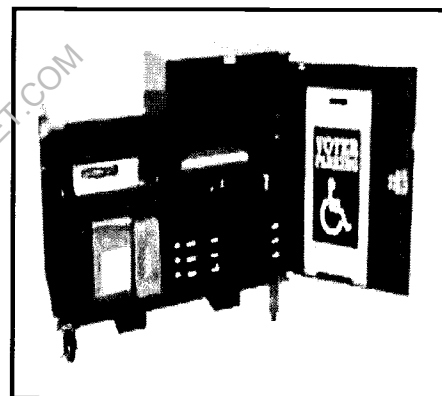
OPENING THE POLLS: FIRST DAY – Continued

6. Set up the ballot table with:
 - a. Green Activator PEBs
 - b. Pens
 - c. iVotronic Cancellation Log
7. Set up the cardboard voting booths for provisional voters.
8. If there is a Certified List of Write-ins, post this list in each provisional voting booth, inside the door of each iVotronic, and on a wall visible to voters.
9. Post all required signs that have not already been posted. All signs must be posted in both English and Spanish. These include:
 - a. Distance markers set 100 feet from each entrance to the polling place
 - b. Secretary of State's phone number on a wall near the check-in table
 - c. "1, 2, 3 VOTE" posters on a wall near the iVotronics and near the check-in table
 - d. "Early Voting Here" and/or "Vote Here" signs outside of the polling place
 - e. Sample ballots on the voter check-in table or the auxiliary table
 - f. List of Election Day Vote Centers on the voter check-in table or the auxiliary table
 - g. "NOTICE: Prohibition of Certain Devices within 100 Feet of Voting Stations" sign near the entrance to the poll site. Post other signs regarding cell phone use near the entrance and near the check-in table
 - h. Voter Information Poster, Voter Complaint Information Poster, the "Early Voting Polling Place" entrance sign, and the Vote direction sign
 - i. "Electioneering/Campaigning Prohibited" sign
 - j. "Photo ID Required for Texas Voters" poster near the entrance
10. Organize all paperwork and complete all headers.
11. Designate a clock as the official time. A clock on the wall (if available) is ideal.
12. Poll workers are required to wear their official badges when the polls are open.
13. Open the polls at the designated times. No exceptions!

WORKSTATION

1. The keys to the workstation are on a key ring, which is latched to the sliding laptop shelf inside the large-door side of the workstation. The locks on the workstation are color-coded to the keys.
2. The provisional ballots file, sample ballot file, and combination forms will either be located in the workstation or in the white supply kit.
3. Lock the wheels of the workstation. Place check-in table next to the workstation.
4. Take the electrical cord at the back of the workstation and plug it into the extension cord located in the brown supply box. Plug the extension cord into an outlet.
5. Set up the VoteSafe computer and label printer in the workstation.

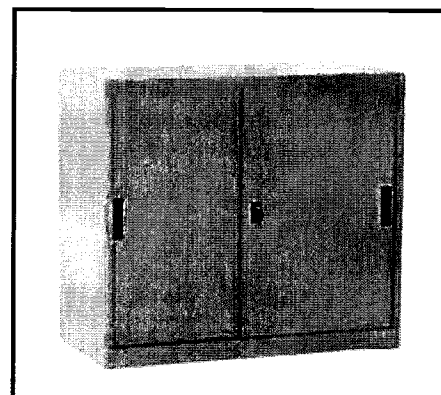
Note: Do not put food or drinks in the workstation.



STORAGE CABINET

1. If the polling place does not have a workstation, store supplies in a storage cabinet.
2. The keys to the storage cabinet are inside the cabinet.

Note: Do not put food or drinks in the storage cabinet.



MOBILE UNIT

1. Store election equipment and supplies in a pre-arranged storage area if the location will be used for more than one day.
2. Confirm that you have a key to the storage area.

GENERAL IVOTRONICS INFORMATION

1. The iVotronics are loaded with ballots for all precincts and ballot styles in the County for the election.
2. PEB is the acronym for Personal Electronic Ballot. PEBs are used like keys to electronically unlock/lock and close iVotronic voting machines and to pull up ballots for voters.
3. The PEBs are found in a sealed blue PEB bag. It looks like a lunch box.
4. The iVotronics use two kinds of PEBs: The red master and the green activator.
5. The red master PEB is used for printing the zero tape and closing the polls on the iVotronic on the last day of Early Voting.
6. The green activator PEB is used for:
 - a. Retrieving an electronic ballot
 - b. Cancelling an electronic ballot
 - c. Unlocking the iVotronic at the beginning of each day of Early Voting
 - d. Locking the iVotronic at the end of each day of Early Voting*

*Except the last day of Early Voting when the iVotronics will be closed using the red master PEB
7. The iVotronic screen may say "Supervisor PEB" but this can refer to the green activator PEB. Please refer to the Training Guide if you have a question which PEB to use to perform any particular function.
8. Do not place the PEBs back to back. Be sure to keep them separate from each other so they are not touching.
9. Be patient with the iVotronic. Haste in removing the PEB may cause it to become deactivated.
10. If you have a concern or problem with the iVotronic touchscreen, be sure it is plugged in properly and that all of the connections are secure. Confirm that the outlet is working.

VERIFYING IVOTRONIC EQUIPMENT: BEFORE OPENING THE POLLS

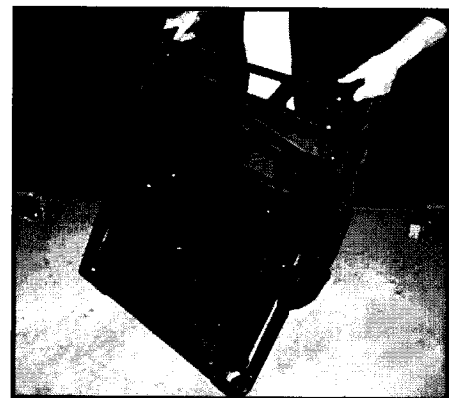
Verify you have all the following parts and that they are labeled for your polling site:

1. Standard booth or tabletop case with iVotronic screen
2. Blue PEB bag with PEBs – red master & green activators
3. Blue flashcard bag
4. iVotronic printer accessory box with the following items:
 - a. Printer
 - b. Printer power supply (AC cable and adapter)
 - c. Interface cable (connects printer to the iVotronic)
 - d. Headphones (used by voters requesting an audio ballot)
 - e. iVotronic keys
 - f. Roll of printer paper
5. Extension cord and surge protector

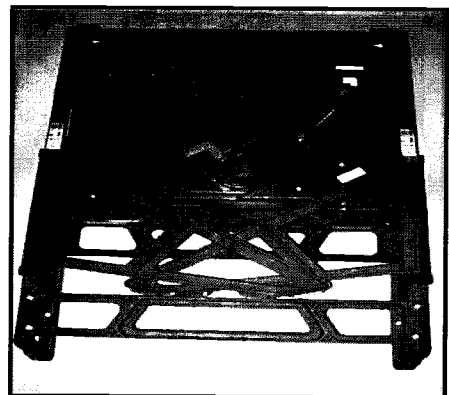
SETTING UP THE STANDARD IVOTRONIC

CAUTION: WHEN SETTING UP THE BOOTH TAKE CARE OF YOUR FINGERS AND HANDS. THE BOOTH HAS JOINTS THAT CAN PINCH!

1. With the wheels on the floor, roll the booth into its proper position within the polling place. Be sure the iVotronics are placed so that voters will be provided maximum voting privacy. Be sure ADA iVotronics are accessible to voters in wheelchairs.

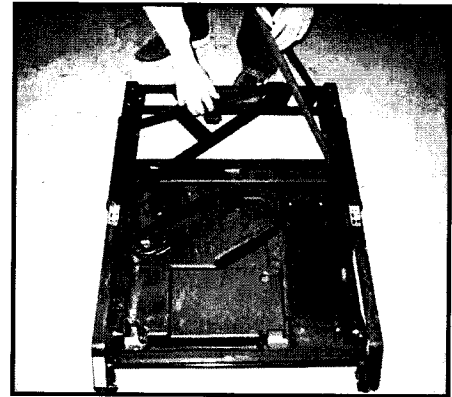


2. Lay the booth flat on the floor so that the wheels are at the top and the legs are at the bottom.

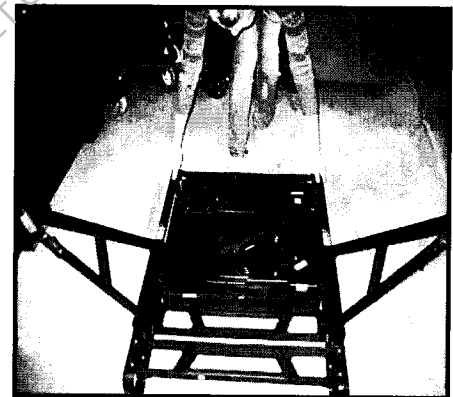


SETTING UP THE STANDARD IVOTRONIC – Continued

3. Pull the legs open by pulling the top leg out first, away from the center. Do not force them open.



4. Stand next to the top of the iVotronic and set the booth upright by gripping the handles next to the wheels.



5. Lean the booth forward so that the booth rests on the legs.



SETTING UP THE STANDARD IVOTRONIC – Continued

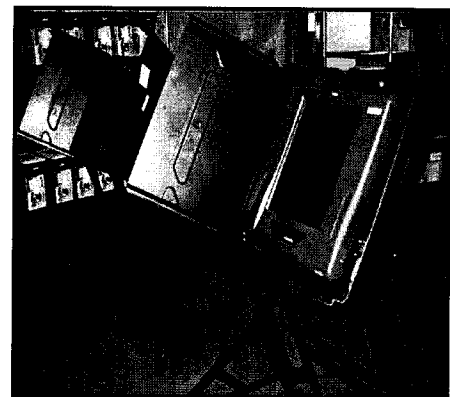
6. Face the open legs and lift the box portion of the booth up into place. When the box is in its correct position, it snaps into place and sits at a 45 degree angle.



7. Check the latch on the right side of the unit to make sure that the booth is properly secured.



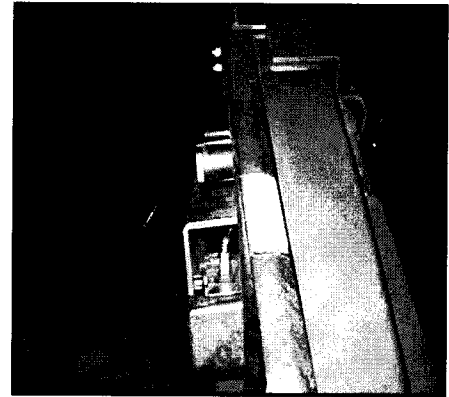
8. Plug the iVotronic booth into an outlet. If there are not enough outlets, the booths may be "daisy-chained" together in groups of no more than 10 by plugging one booth into another booth with the last iVotronic being plugged into an outlet.



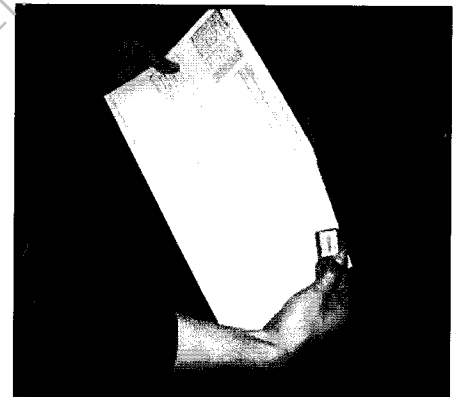
SETTING UP THE STANDARD IVOTRONIC – Continued

9. Check the power strip on the back of the iVotronic and verify that the red light is on.

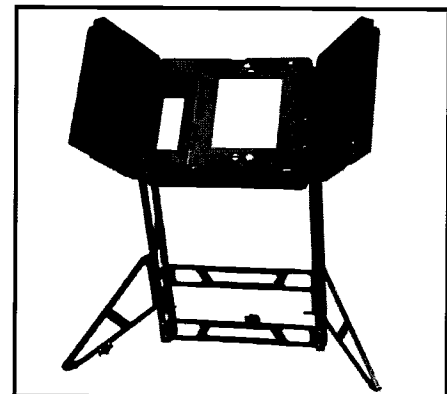
Note: If a unit is not plugged in, it is operating on battery power only.



10. Verify the blue plastic seal on the doors of each iVotronic against the number on your seal log.

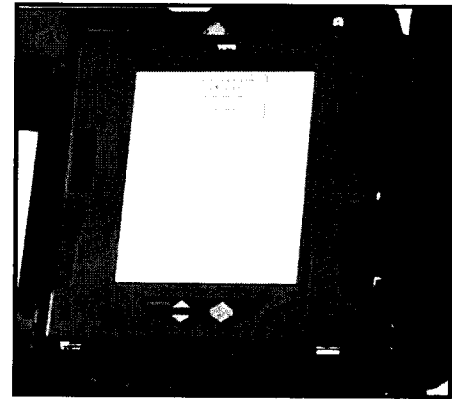


11. Cut the seal and pull the privacy screen doors outward. Do not force the doors to open wide. Place broken seals in the bag labeled for used seals.

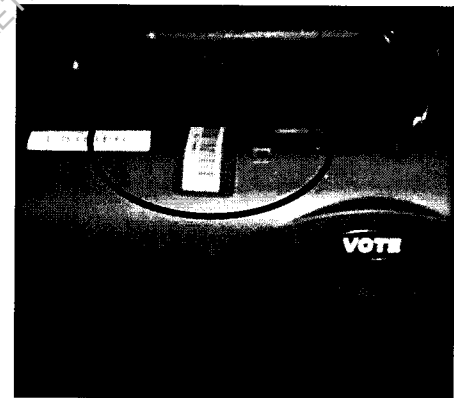


SETTING UP THE STANDARD IVOTRONIC – Continued

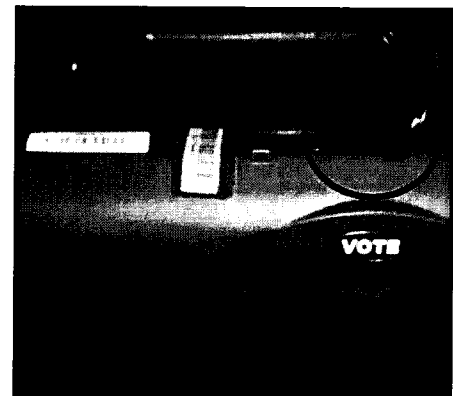
12. Check the serial number on the bottom right of the iVotronic screen against the seal log.



13. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. The flashcard door **MUST** be sealed.



14. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.



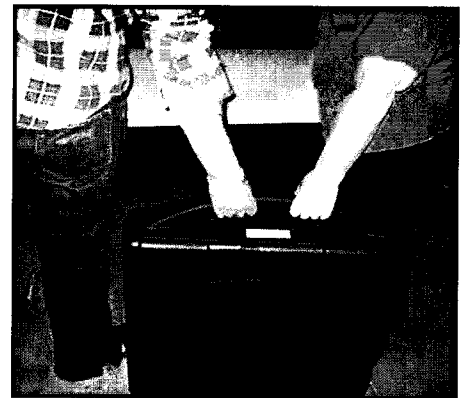
SETTING UP THE TABLETOP IVOTRONIC

CAUTION: WHEN SETTING UP THE CASE TAKE CARE OF YOUR BACK, FINGERS, AND HANDS. THE CASE IS HEAVY AND IT HAS JOINTS THAT CAN PINCH!

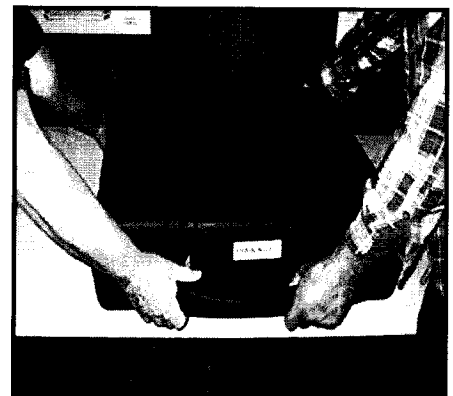
1. With the case on the floor, pull up the luggage-type handle and roll the case like a rolling suitcase. Roll it to the table on which you will set it up.



2. Have two people lift the heavy case onto the table. **DO NOT LIFT OR REPOSITION THE CASE AT ANY TIME BY THE LUGGAGE HANDLE** The case is heavy and the luggage handle will break.

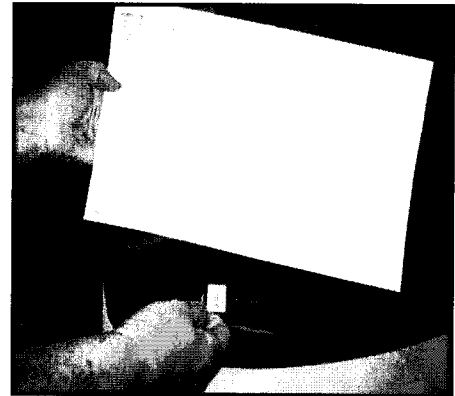


3. Each person should have one hand on the underside of the case and the other hand on the large plastic handle. Place the case on the table with the large blue sliding latch on top and the luggage handle on the bottom facing you.

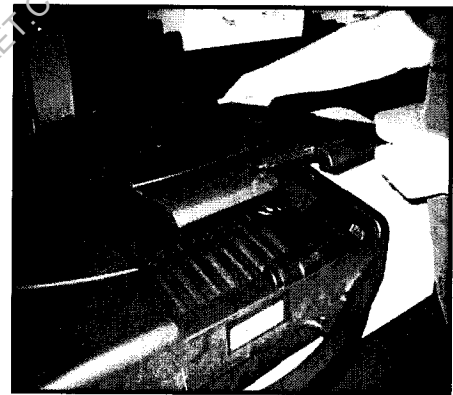


SETTING UP THE TABLETOP IVOTRONIC – Continued

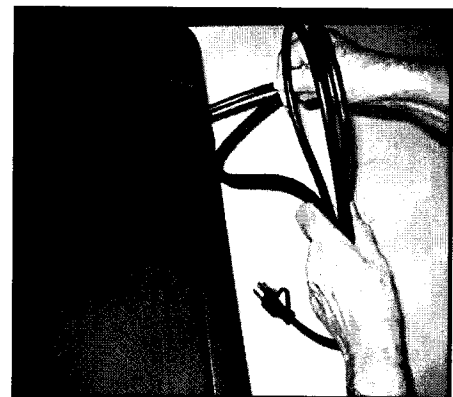
4. Verify the seal on the outside of the case against the number on your seal log. Place broken seals in the bag labeled for used seals in the supply kit.
 - Door seal is on the large plastic handle.
 - Tag number is on the left side of the case next to the blue suitcase latch.



5. Slide the large, blue sliding latch to unlock the flap compartment door. Lift the flap door to open the compartment holding the electrical cord.



6. Unroll the electrical cord, place the cord through the indentation on the side of the compartment door, close it, and slide the large, blue sliding latch to lock the door.



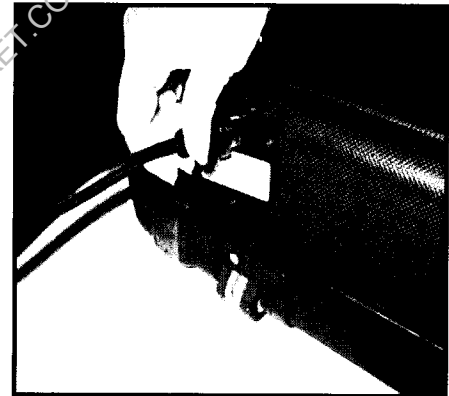
SETTING UP THE TABLETOP IVOTRONIC – Continued

7. With one person in the back and the other person in the front, move the iVotronic to the right one turn.



8. Plug the case into an outlet. If you have more than one unit, you may daisy-chain up to 10 of them together. There is an outlet on the left side of the lid of the iVotronic case. Connect each unit to its neighbor, and then plug the last unit into an outlet.

Unlike the standard iVotronic, the tabletop iVotronic does not have a visible power strip. Therefore, you cannot visually verify that each unit is receiving power. If you suspect that an iVotronic has a power issue, please call the Elections Department right away.

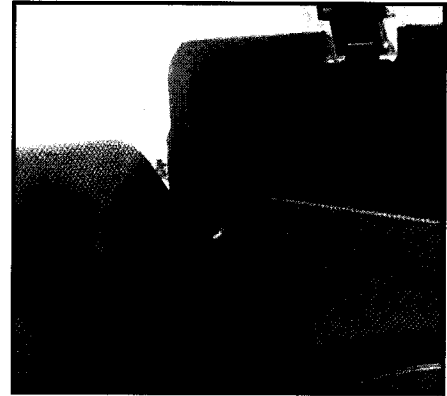


9. Open the two blue suitcase latches on the side of the case by pulling down the top and lifting up the bottom. Raise the lid of the case.



SETTING UP THE TABLETOP IVOTRONIC – Continued

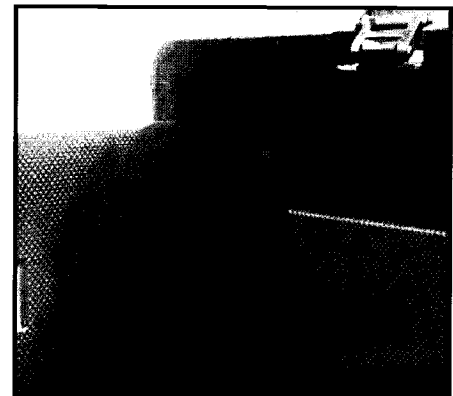
10. Lift the first blue, hinged center panel and swing it gently to the left. Then lift the second hinged panel and swing it gently to the right. Keep them perpendicular to the table. They each form one side of the privacy booth.



11. Holding the left panel with your left hand, pull the lid forward with your right hand.

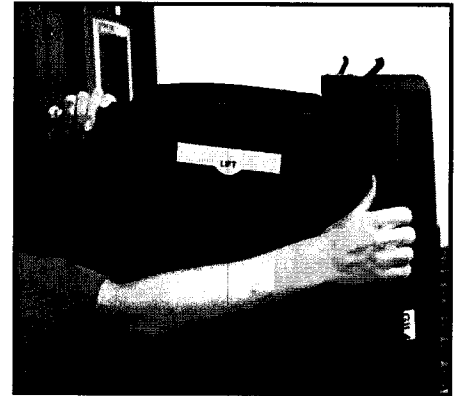


12. The notch on the top back corner of each panel will pop into place inside the top left corner of the lid.

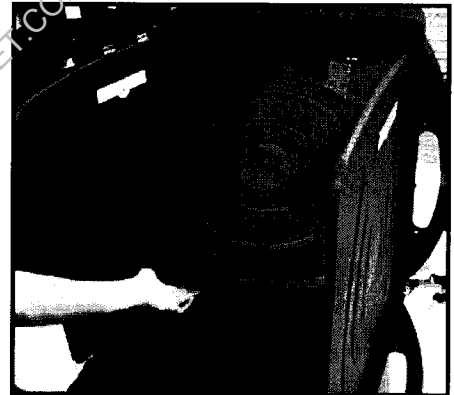


SETTING UP THE TABLETOP IVOTRONIC – Continued

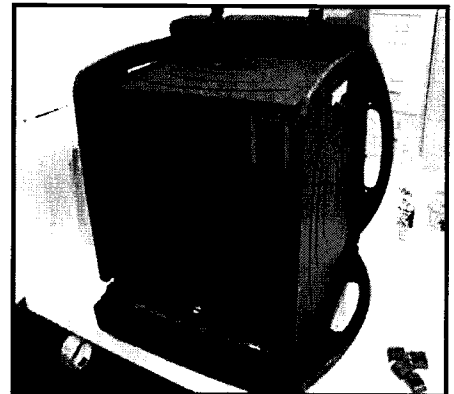
13. Holding the right panel with your left hand, pull the lid forward with your right hand.



14. Raise the blue panel in the lid of the case until it stops to form the top of the privacy booth. This panel can be adjusted to accommodate the voter's height.

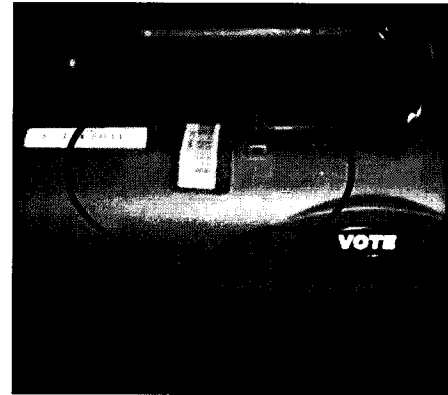


15. Gently raise the top of the iVotronic screen out of the booth and lower the metal "kickstand" on the back so that the screen rests at an angle. Verify that the small, round, black plug is plugged into the top of the screen.

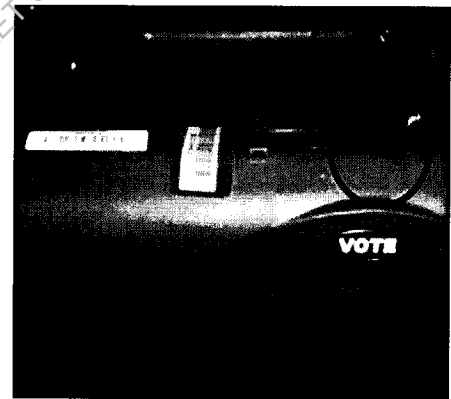


SETTING UP THE TABLETOP IVOTRONIC – Continued

16. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against the seal log. If you are unable to read the flashcard door seal number, unplug the screen and lift it up to read the number. Be sure to reinsert the plug. The flashcard door **MUST** be sealed.



17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.



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SETTING UP THE IVOTRONIC PRINTER

CONNECT THE PRINTER TO THE LAST IVOTRONIC THAT WILL BE UNLOCKED.

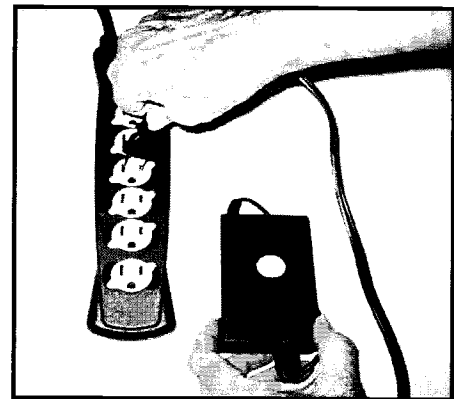
1. Plug the printer's power cord into the power brick.



2. Plug the other end of the power brick into the round hole on the left side of the printer.

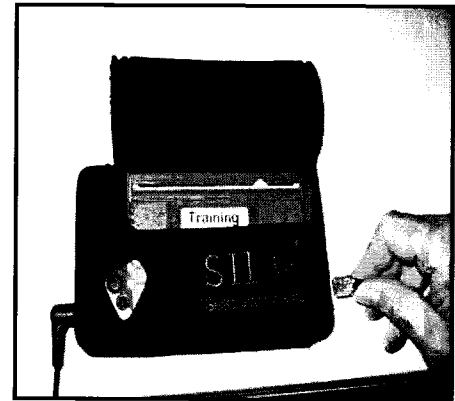


3. Plug the power cord into an outlet.

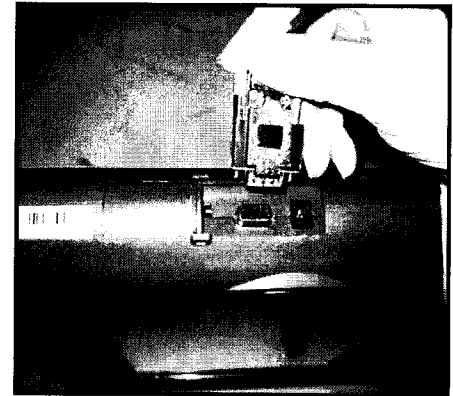


SETTING UP THE IVOTRONIC PRINTER – Continued

4. Plug the end of the cable that looks like a telephone jack into the right side of the printer. Use caution to not crack the plastic when handling the telephone jack end of the cable.



5. Connect the other end to the large silver connector on the top of the iVotronic. It is not necessary to use the screws to tighten the connection. Just be sure that the connectors are properly matched to make full contact. If you are unable to connect the printer, unplug the screen and lift it up to connect it. Be sure to reinsert the plug.



6. Press and hold the small black, button on the printer until the green power light turns on. You are now ready to unlock the iVotronics.



UNLOCKING THE IVOTRONICS

The iVotronics are electronically locked for voting and must be unlocked after they are set up. Please follow these steps to unlock each iVotronics:

THE INSTRUCTIONS ON THE SCREEN WILL ALWAYS TELL YOU WHAT YOU NEED TO DO. READ ALL SCREENS CAREFULLY!

1. Insert the activator PEB. Be sure the PEB is fully inserted.
2. The following messages will appear and then the screen will go blank:

Verifying Firmware CRC

Firmware CRC OK

3. Then this message will appear:

This terminal is locked for voting. Touch screen to unlock.

Touch the screen

4. The password screen will appear: (Note: The keyboard is in alphabetical order.)

Please enter the unlock password

[OK]

[CANCEL]

Enter: LCKLCK and Touch: OK

5. The following message will appear:

Remove the PEB. The terminal is now open for voting.

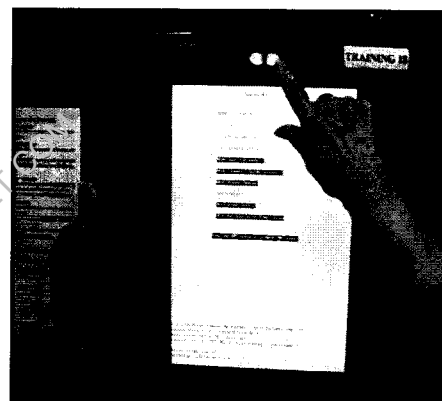
Remove the PEB

UNLOCKING THE IVOTRONICS – Continued

6. The screen will then go black.
7. Use the same procedure to unlock each iVotronic. You are now ready to check the date and time on each terminal.

CHECKING THE DATE AND TIME ON EACH IVOTRONIC

1. Press and hold in the VOTE button. While continuing to hold the VOTE button, insert the master PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the VOTE button, but DO NOT REMOVE THE PEB.



2. The Terminal Menu will appear:

Check the date and time on the screen's bottom left corner. If the time is not within 5 minutes, please write down the terminal serial number and call the Elections Department.

TERMINAL MENU

- ☐ General Information
- ☐ Election Services
- ☐ Set up & Configuration
- ☐ Election Administration
- ☐ N/A Logic & Accuracy
- ☐ N/A Firmware & System Services
- ☐ N/A Restore Terminal
- ☐ Lock Terminal
- ☐ N/A Unlock Terminal

→ 6:45:13 4/29/13 Terminal SN:V1234 – PEB SN123
 Software Version xxx
 Copyright ES&S – All Rights Reserved Public Count: 0

RECORDING THE PUBLIC COUNT

1. After checking the date and time, check the public count on the screen's bottom right corner. The public count, which tallies the number of votes registered on the iVotronic for the current election, must be 0. The protective count will not be 0. The protective count is the same as the odometer on a car, tracking the total number of votes ever registered on the iVotronic.
2. Record the public count on the Early Voting Public Count Log.
3. Remove the master PEB.
4. Follow the same procedure to check the date and time and record the public count for each iVotronic. Remember to do this each day of Early Voting.

DO NOT REMOVE THE MASTER PEB AFTER YOU RECORD THE PUBLIC COUNT ON THE LAST IVOTRONIC. YOU ARE NOW READY TO PRINT THE POLLING LOCATION ZERO TAPE.

PRINTING A POLLING LOCATION ZERO TAPE

1. The Terminal Menu is on the screen:

TERMINAL MENU

- ☐ General Information
- ☐ Election Services
- ☐ Set up & Configuration
- ☐ Election Administration
- ☐ N/A Logic & Accuracy
- ☐ N/A Firmware & System Services
- ☐ N/A Restore Terminal
- ☐ Lock Terminal
- ☐ N/A Unlock Terminal

6:45:13 4/29/13 Terminal SN:V1234 – PEB SN123
 Software Version xxx
 Copyright ES&S – All Rights Reserved Public Count: 0

Select: Election Services

2. The password screen will appear:

Enter: SVCSVC and Touch: OK

PRINTING A POLLING LOCATION ZERO TAPE – Continued

3. The Election Services screen will appear:

| ELECTION SERVICES | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Print Terminal Zero Tape |
| <input type="checkbox"/> | Print Polling Location Zero Tape |
| <input type="checkbox"/> | Close Terminal Early |
| <input checked="" type="checkbox"/> | N/A Print Terminal Results Tape |
| <input type="checkbox"/> | Print Polling Location Results Tape |
| <input type="checkbox"/> | Exit Menu |


Select: Print Polling Location Zero Tape

4. The following screen will appear:

| PRINT POLLING LOCATION ZERO TAPE? | |
|-----------------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Select: Yes

5. The following screen will appear:

| | |
|---|--|
| WARNING: DO NOT REMOVE PEB | |
| Retrieving ballot from PEB You will be notified when it is safe to remove PEB. | |
| PLEASE WAIT... | |
| CAUTION: If the PEB is removed during this operation, the process will need to be restarted. | |
| THIS PROCESS MAY TAKE A FEW MINUTES | |
| STATUS LINE: ACCESSING PEB S/N _____ | READING PEB:  |

You will see the progress bar in the lower right hand corner of the screen.

PRINTING A POLLING LOCATION ZERO TAPE – Continued

6. The printer screen will appear. Please note the Elections Department does not use a communication pack with the iVotronics. Disregard instructions for the communication pack:

- 1. Make sure the communication pack is connected to the back of the voting terminal.**
- 2. Turn the selector switch to printer.**

PRINT

CANCEL

Touch: PRINT

7. The zero tape will begin to print.
8. Once the tape has been printed, the following screen will appear:

DO YOU WANT ANOTHER REPORT?

☐ **Yes**

☐ **No**

Select: No

9. The following screen will appear:

REMEMBER:

**Turn the selector switch to the off position on the
communication pack.**

PRESS SCREEN TO CONTINUE

Touch the screen

10. Press and hold the small, black button on the printer until the green light turns off.

PRINTING A POLLING LOCATION ZERO TAPE – Continued

11. Select "Exit Menu."
12. IGNORE the next menu that appears on the screen and remove the master PEB.
13. Press the VOTE button to power down the terminal.
14. Carefully tear off the zero tape.
15. The Supervisor and one other poll worker need to sign the zero tape after confirming that the PEB serial numbers, the iVotronic serial numbers, the date, and the time are correct and all vote totals are 0.
16. Place the zero tape in the blue PEB bag. Please note that if a poll watcher asks to see the tape, you are permitted to show it to him or her.
17. Disconnect the printer and place it back in the iVotronic printer accessory box. Remove the power brick connection and the telephone jack connection from the printer. The terminals are now ready for use by voters.
18. Store the red master PEB in the blue PEB bag. The red PEB will not be used again until the end of Early Voting.
19. Place the blue PEB bag and the iVotronic printer accessory box in a safe place. You may need to use the headphones, iVotronic keys, etc. contained in the box.

Note: Field techs will pick up the printer on the first day of Early Voting.

VERIFYING THE HOME ZERO TAPE

Before delivering the iVotronics to the polling site, the Elections Department printed a home zero tape for each iVotronic in the polling location. This home zero tape is located in the blue PEB bag and has been signed by an Elections Department official. This home zero tape must be verified at the polling site.

To verify the home zero tape:

1. The Supervisor and one other poll worker must sign the home zero tape after verifying that all precinct totals are 0 and that the name and the date of the election are correct.
2. Place the home zero tape back in the blue PEB bag.

SETTING UP IVOTRONIC SCREENS – THROUGHOUT EARLY VOTING

At the close of each day of Early Voting you will need to lock each iVotronic screen and place the screens in a secure location. These instructions can be found in the Closing the Polls (Early Voting) section of this Training Guide.

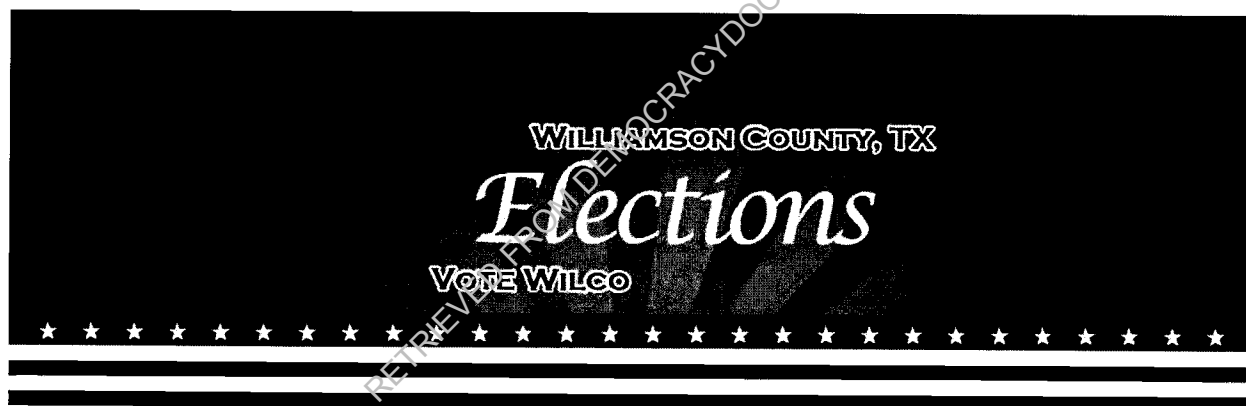
The following are the procedures for setting up the iVotronics at the beginning of each day of Early Voting.

1. Place each iVotronic screen back into the same booth from which it was removed. Verify the screen and the booth number match on each iVotronic.
2. Insert the iVotronic key in the lock on the top right of the screen and turn the key until the latch engages to secure each screen in its booth. Place the iVotronic key back in the iVotronic printer accessory box.
3. Plug the black power connector into the top of the iVotronic screen.

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POLL WORKER TRAINING GUIDE

OPENING THE POLLS ELECTION DAY



**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**

BEFORE ELECTION DAY – PRESIDING JUDGE DUTIES

1. Visit the polling site in order to accomplish the following:
 - a. Confirm that a representative of the polling location will open the facility by 6:00 a.m. and close the facility or arrange to be provided with a key.
 - b. Locate the room to be used for the election, restrooms, tables and chairs.
 - c. Locate the electrical outlets to be used for the voting equipment. You will need outlets for the iVotronics, the VoteSafe computer, and the label printer. Check to be sure electrical outlets are functional.
 - d. Confirm that the location is accessible to the elderly and to voters with disabilities.
 - e. Confirm that your cell phone is receiving a signal inside the building.
2. Call and confirm with all poll workers where you will be meeting. Provide poll workers with the address of the polling site and the location of the room where the election will be held.
3. Report any concerns to the Elections Department as soon as possible.

THE DAY BEFORE

1. Inventory all supplies:
 - a. The Supply Inventory is located in the lid of the white Supply Kit.
 - b. Check ALL of the items found in your assigned supply kit against the Supply Inventory to make sure all items are included.
 - c. If any items are missing, contact the Warehouse Supervisor or the Elections Department immediately so arrangements can be made to have the Field Tech get them to you as soon as possible.

THE DAY BEFORE – Continued

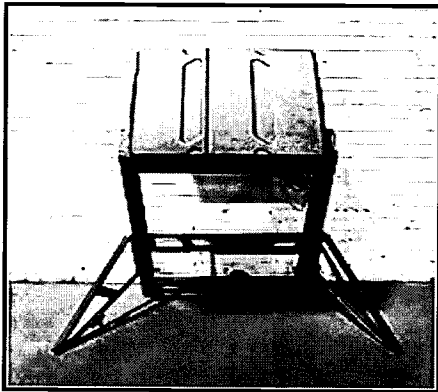
2. Verify/record seals and serial numbers:

The list of seals/serial numbers is the Election Day seal log. It is a white, legal-sized sheet located in the forms folder.

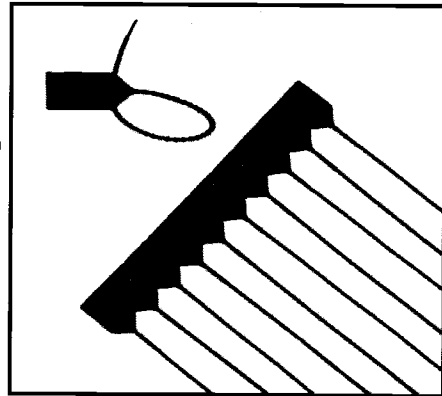
The following equipment seals and serial numbers must be verified:

- a. Blue PEB bag
 - b. Blue flashcard bag
 - c. iVotronic screens
 - d. iVotronic doors
 - e. iVotronic flashcard doors
 - f. Orange provisional ballot bag
 - g. VoteSafe computers
3. Prepare your paperwork and name badges. Name badges should state the poll worker's name and position, (i.e. Election Judge or Election Clerk).
4. If possible, set up tables and chairs. Arrange tables to facilitate an orderly and easy traffic flow for processing voters from the check-in table to the iVotronics. Also, set up the cardboard voting booth(s) for provisional voters.
5. If possible, set up the distance markers and post the required signs and materials located in the signs folder.

ELECTION EQUIPMENT SEALS



iVotronic Doors



Blue Plastic Seal



iVotronic Flashcard Door



Blue Sticky Seal



Security Bags



White Seal

OPENING THE POLLS

1. Arrive at the polling site no later than 6:00 a.m.
2. Refer to the Open Polls Checklist, located in the lid of your white supply kit. Designate a poll worker to begin opening the polls following the steps listed in the checklist.
3. The Election Judge will verbally administer the Oath of Election Judges and Clerks to all poll workers, who will then each sign the oath. The oath is located in the forms folder in the supply kit.
4. Set up the voter check-in table:
 - a. VoteSafe computer, label printer, and bar code scanner
 - b. Combination forms
5. Set up the auxiliary table:
 - a. Valid forms of ID list
 - b. Williamson County Poll Worker Training Guide
 - c. Secretary of State Handbook for Judges and Clerks
 - d. Statement of Residence Cards
 - e. Registration Omissions List
 - f. Sample ballots
 - g. Pens
6. Set up the iVotronic voting machines.
 - a. Cut the iVotronic door seals
 - b. Unlock all iVotronics even if you think you might not need to use them all
7. Set up the ballot table:
 - a. Green Activator PEBs
 - b. Pens
 - c. iVotronic Cancellation Log
8. Set up the cardboard voting booths for provisional voters.
9. If there is a Certified List of Write-ins, post this list in each provisional voting booth, inside the door of each iVotronic, and on a wall visible to voters.

OPENING THE POLLS – Continued

10. Post all required signs that have not already been posted. All signs must be posted in both English and Spanish. These include:
 - a. Distance markers set 100 feet from each entrance to the polling place
 - b. Secretary of State's phone number on a wall near the check-in table
 - c. "1, 2, 3 VOTE" posters on a wall near the iVotronics and near the check-in table
 - d. "Vote Here" signs outside of the polling place
 - e. Sample ballots on the auxiliary table
 - f. List of Election Day Vote Centers on the auxiliary table
 - g. "NOTICE: Prohibition of Certain Devices within 100 Feet of Voting Stations" sign near the entrance to the poll site. Post other signs regarding cell phone use near the entrance and near the check-in table
 - h. Voter Information Poster, Voter Complaint Information Poster, and the Vote direction sign
 - i. "Electioneering/Campaigning Prohibited" sign
 - j. "Photo ID Required for Texas Voters" poster near the entrance
11. Organize all paperwork and complete all headers.
12. Designate a clock as the official time. A clock on the wall (if available) is ideal.
13. Poll workers are required to wear their official badges when the polls are open.
14. Open the polls at 7:00 a.m. No exceptions!

GENERAL IVOTRONICS INFORMATION

1. Election Day Vote Center iVotronics are loaded with ballots for all precincts and ballot styles in the County.
2. PEB is the acronym for Personal Electronic Ballot. PEBs are used like keys to electronically unlock and close iVotronic voting machines and to pull up ballots for voters.
3. The PEBs are found in a sealed blue PEB bag. It looks like a lunch box.
4. The iVotronics use two kinds of PEBs: The red master and the green activator.
5. The red master PEB is used for unlocking and closing the polls on the iVotronic. It is also used for printing the zero tape and results tapes.
6. The green activator PEB is used for retrieving and cancelling electronic ballots.
7. The iVotronic screen may say "Supervisor PEB" but this refers to either the master or the activator depending on the operation being performed at that time.
8. Do not place the PEBs back to back. Be sure to keep them separate from each other so they are not touching.
9. Be patient with the iVotronic. Haste in removing the PEB may cause that PEB to become deactivated.
10. If you have a concern or problem with the iVotronic touchscreen, be sure it is plugged in properly and that all of the connections are secure. Confirm that the outlet is working.

VERIFYING IVOTRONIC EQUIPMENT: BEFORE OPENING THE POLLS

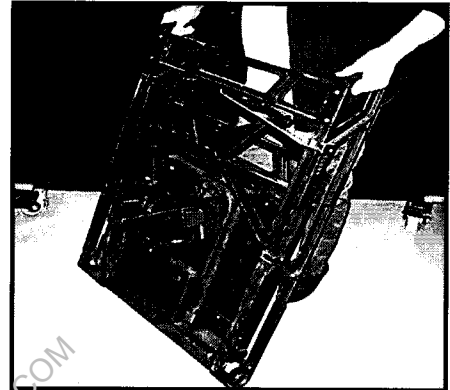
Verify you have the following parts and that they are labeled for your polling site:

1. Standard booth or tabletop case with iVotronic screen
2. Blue PEB bag with PEBs – red master & green activators
3. Blue flashcard bag
4. iVotronic printer accessory box with the following items:
 - a. Printer
 - b. Printer power supply (AC cable and adapter)
 - c. Interface cable (connects printer to the iVotronic)
 - d. Headphones (used by voters requesting an audio ballot)
 - e. iVotronic keys
 - f. Roll of printer paper
5. Extension cord and surge protector

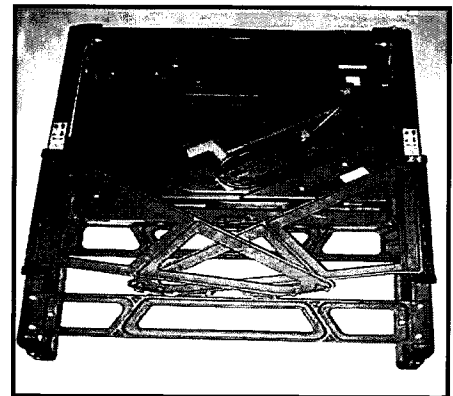
SETTING UP THE STANDARD IVOTRONIC

CAUTION: WHEN SETTING UP THE BOOTH TAKE CARE OF YOUR FINGERS AND HANDS. THE BOOTH HAS JOINTS THAT CAN PINCH!

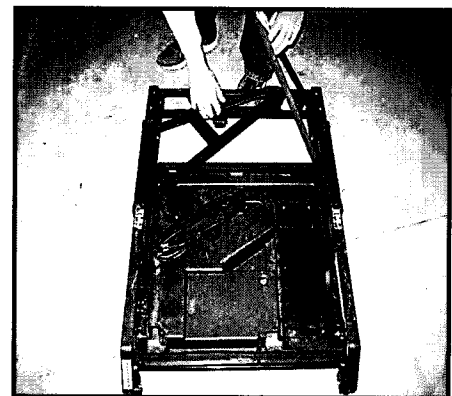
1. With the wheels on the floor, roll the booth into its proper position within the polling place. Be sure the iVotronics are placed so that voters will be provided maximum voting privacy. Be sure ADA iVotronics are accessible to voters in wheelchairs.



2. Lay the booth flat on the floor so that the wheels are at the top and the legs are at the bottom.

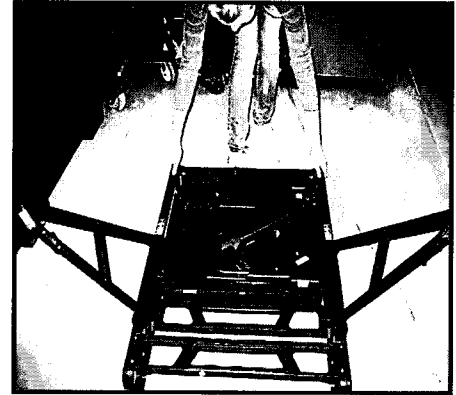


3. Pull the legs open by pulling the top leg out first, away from the center. Do not force them open.

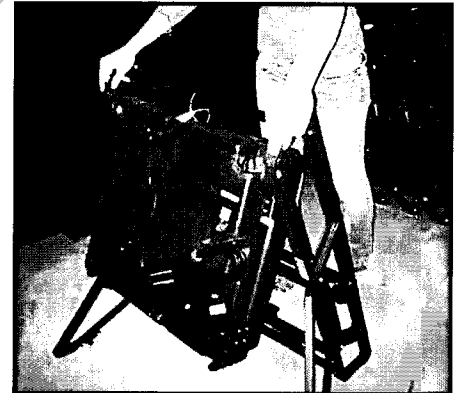


SETTING UP THE STANDARD IVOTRONIC – Continued

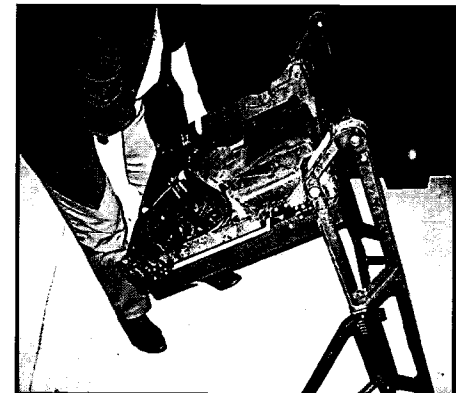
4. Stand next to the top of the iVotronic and set the booth upright by gripping the handles next to the wheels.



5. Lean the booth forward so that the booth rests on the legs.



6. Face the open legs and lift the box portion of the booth up into place. When the box is in its correct position, it snaps into place and sits at a 45 degree angle.

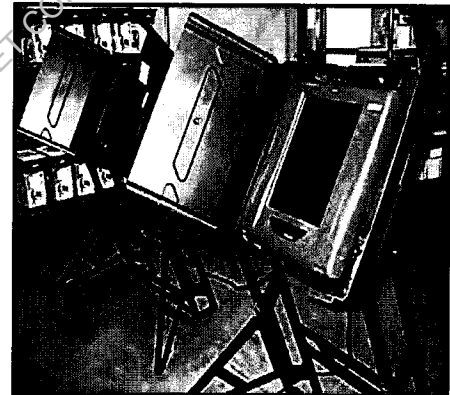


SETTING UP THE STANDARD IVOTRONIC – Continued

7. Check the latch on the right side of the unit to make sure that the booth is properly secured.

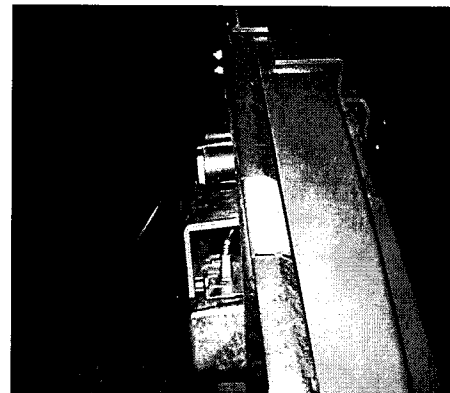


8. Plug the iVotronic booth into an outlet. If there are not enough outlets, the booths may be “daisy-chained” together in groups of no more than 10 by plugging one booth into another booth with the last iVotronic being plugged into an outlet.



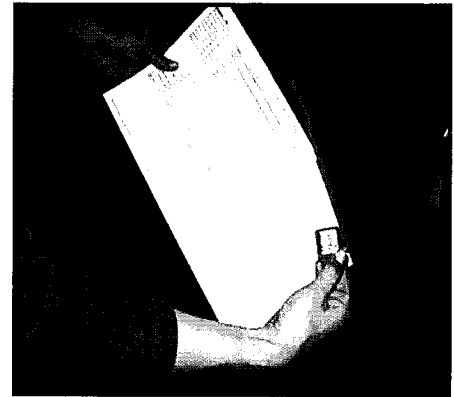
9. Check the power strip on the back of the iVotronic and verify that the red light is on.

Note: If a unit is not plugged in, it is operating on battery power only.

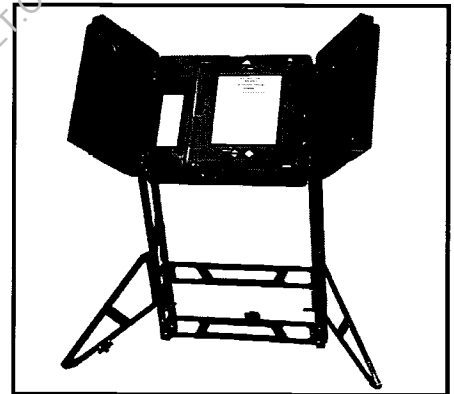


SETTING UP THE STANDARD IVOTRONIC – Continued

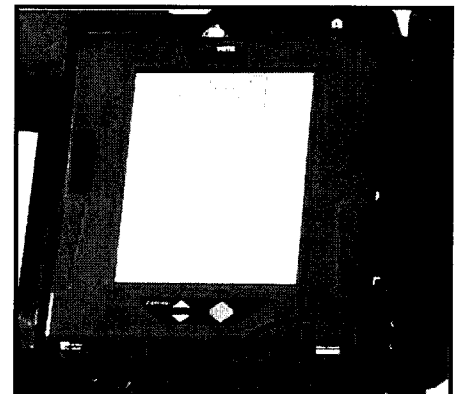
10. Verify the blue plastic seal on the doors of each iVotronic against the number on your seal log.



11. Cut the seal and pull open the privacy screen doors outward. Do not force the doors to open wide. Place broken seals in the bag labeled for used seals.

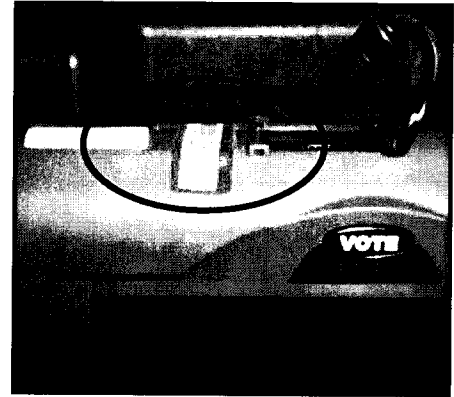


12. Check the serial number on the bottom right of the iVotronic screen against the seal log.

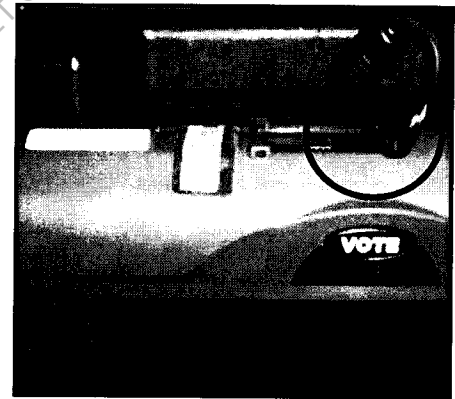


SETTING UP THE STANDARD IVOTRONIC – Continued

13. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. The flashcard door **MUST** be sealed.



14. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.



RETRIEVED FROM DEMOCRACYDOCKET.COM

SETTING UP THE TABLETOP IVOTRONIC

CAUTION: WHEN SETTING UP THE CASE TAKE CARE OF YOUR BACK, FINGERS, AND HANDS. THE CASE IS HEAVY AND IT HAS JOINTS THAT CAN PINCH!

1. With the case on the floor, pull up the luggage-type handle and roll the case like a rolling suitcase. Roll it to the table on which you will set it up.



2. Have two people lift the heavy case onto the table. **DO NOT LIFT OR REPOSITION THE CASE AT ANY TIME BY THE LUGGAGE HANDLE.** The case is heavy and the luggage handle will break.

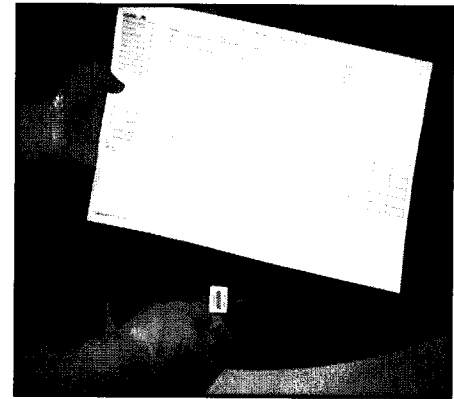


3. Each person should have one hand on the underside of the case and the other hand on the large plastic handle. Place the case on the table with the large blue sliding latch on top and the luggage handle on the bottom facing you.

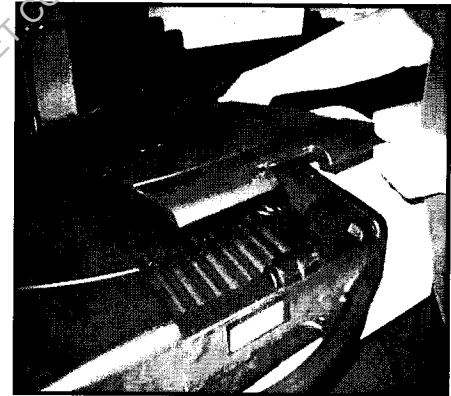


SETTING UP THE TABLETOP IVOTRONIC – Continued

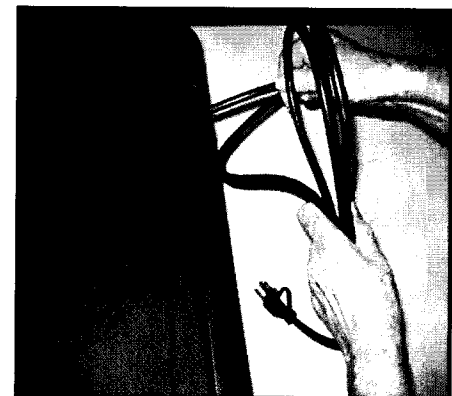
4. Verify the seal on the outside of the case against the number on your seal log. Place broken seals in the bag for used seals in the supply kit.
 - Door seal is on the large plastic handle.
 - Tag number is on the left side of the case next to the blue suitcase latch.



5. Slide the large, blue sliding latch to unlock the flap compartment door. Lift the flap door to open the compartment holding the electrical cord.



6. Unroll the electrical cord, place the cord through the indentation on the side of the compartment door, close it, and slide the large, blue sliding latch to lock the door.



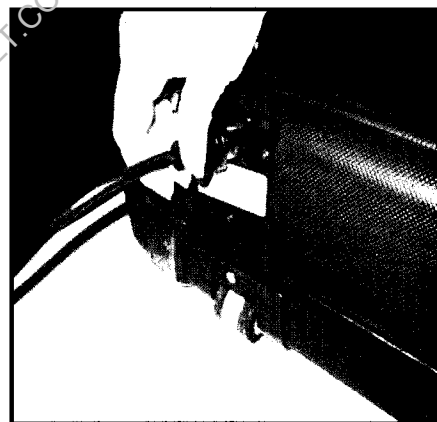
SETTING UP THE TABLETOP IVOTRONIC – Continued

7. With one person in the back and the other person in the front, move the iVotronic to the right one turn.

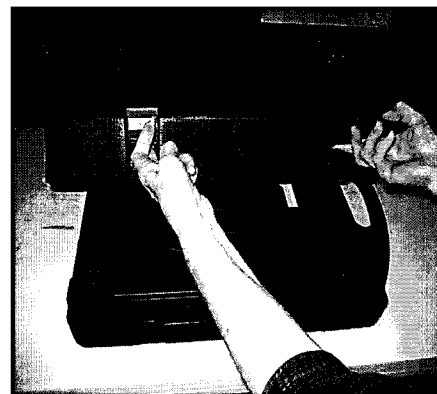


8. Plug the case into an outlet. If you have more than one unit, you may daisy chain up to 10 of them together. There is an outlet on the left side of the lid of the iVotronic case. Connect each unit to its neighbor, and then plug the last unit into an outlet.

Unlike the standard iVotronic, the tabletop iVotronic does not have a visible power strip. Therefore, you cannot visually verify that each unit is receiving power. If you suspect that an iVotronic has a power issue, please call the Elections Department right away.

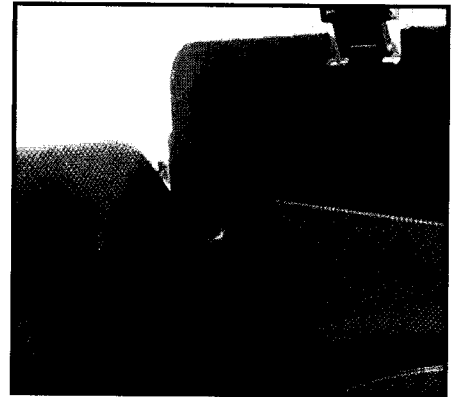


9. Open the two blue suitcase latches on the side of the case by pulling down the top and lifting up the bottom. Raise the lid of the case.



SETTING UP THE TABLETOP IVOTRONIC – Continued

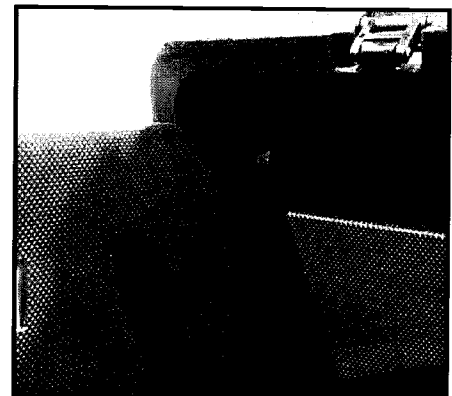
10. Lift the first blue, hinged center panel and swing it gently to the left. Then lift the second hinged panel and swing it gently to the right. Keep them perpendicular to the table. They each form one side of the privacy booth.



11. Holding the left panel with your left hand, pull the lid forward with your right hand.

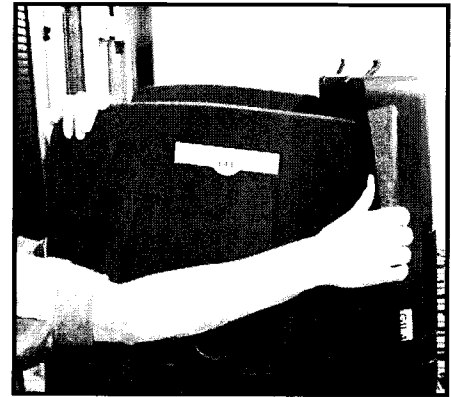


12. The notch on the top back corner of each panel will pop into place inside the top left corner of the lid.

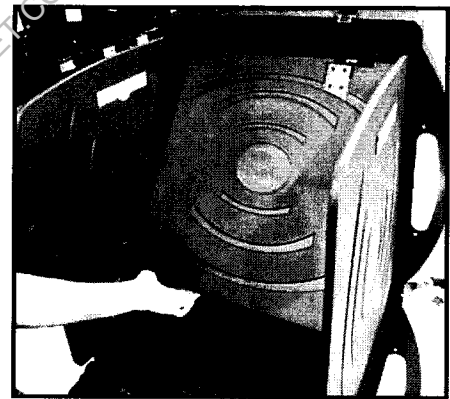


SETTING UP THE TABLETOP IVOTRONIC – Continued

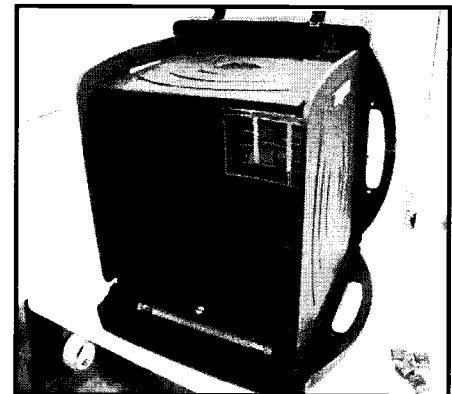
13. Holding the right panel with your left hand, pull the lid forward with your right hand.



14. Raise the blue panel in the lid of the case until it stops to form the top of the privacy booth. This panel can be adjusted to accommodate the voter's height.

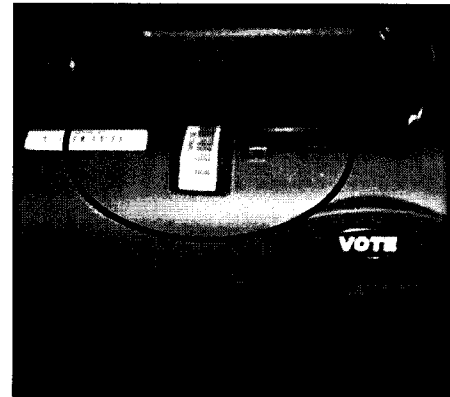


15. Gently raise the top of the iVotronic screen out of the booth and lower the metal "kickstand" on the back so that the screen rests at an angle. Verify that the small, round, black plug is plugged into the top of the screen.

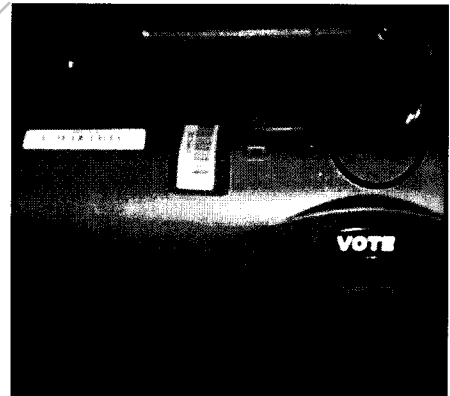


SETTING UP THE TABLETOP IVOTRONIC – Continued

16. Verify the number of the blue sticky seal covering the flashcard door at the top of the iVotronic screen against your seal log. If you are unable to read the flashcard door seal number, unplug the screen and lift it up to read the number. Be sure to reinsert the plug. The flashcard door **MUST** be sealed.



17. Verify that each iVotronic touchscreen is plugged into its booth. You are now ready to set up the iVotronic printer.



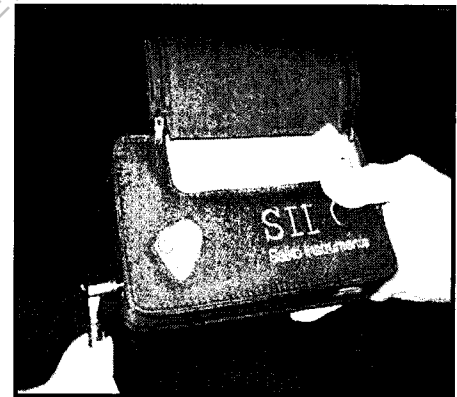
SETTING UP THE IVOTRONIC PRINTER

CONNECT THE PRINTER TO THE LAST IVOTRONIC THAT WILL BE UNLOCKED.

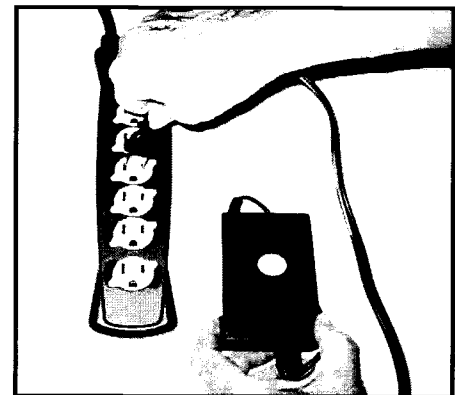
1. Plug the printer's power cord into the power brick.



2. Plug the other end of the power brick into the round hole on the left side of the printer.



3. Plug the power cord into an outlet.

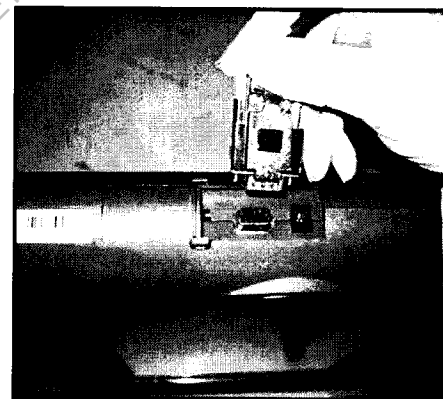


SETTING UP THE IVOTRONIC PRINTER – Continued

4. Plug the end of the cable that looks like a telephone jack into the right side of the printer. Use caution to not crack the plastic when handling the telephone jack end of the cable



5. Connect the other end to the large silver connector on the top of the iVotronic. It is not necessary to use the screws to tighten the connection. Just be sure that the connectors are properly matched to make full contact. If you are unable to connect the printer, unplug the screen and lift it up to connect it. Be sure to reinsert the plug.



6. Press and hold the small, black button on the printer until the green power light turns on. You are now ready to unlock the iVotronics.



UNLOCKING THE IVOTRONICS

The iVotronics are electronically locked for voting and must be unlocked after they are set up. Follow these steps to unlock each iVotronic.

THE INSTRUCTIONS ON THE SCREEN WILL ALWAYS TELL YOU WHAT YOU NEED TO DO. READ ALL SCREENS CAREFULLY!

1. Insert the master PEB. Be sure the PEB is fully inserted.
2. The following messages will appear:

Verifying Firmware CRC

Firmware CRC OK

3. Then this message will appear:

This terminal is locked for voting. Touch screen to unlock.

Touch the screen

4. The password screen will appear: (Note: The keyboard is in alphabetical order.)

Please enter the unlock password

[OK]

[CANCEL]

Enter: LCKLCK and Touch: OK

UNLOCKING THE IVOTRONICS – Continued

5. The following message will appear:

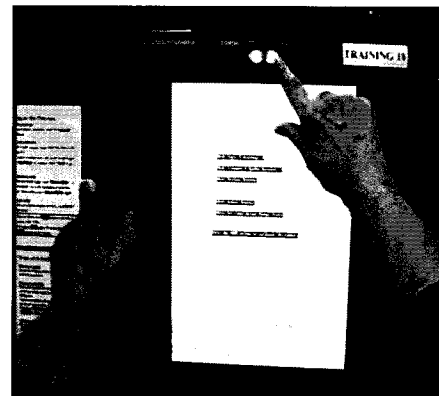
Remove the PEB. The terminal is now open for voting.

Remove the PEB

6. The screen will then go black.
7. Use the same procedure to unlock each iVotronic. You are now ready to check the date and time on each terminal.

CHECKING THE DATE AND TIME ON EACH IVOTRONIC

1. Press and hold in the VOTE button. While continuing to hold the VOTE button, insert the master PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the VOTE button, but **DO NOT REMOVE THE PEB**.



2. The terminal menu will appear:

Check the date and time on the screen's bottom left corner. If the time is not within 5 minutes, please write down the terminal serial number and call the Elections Department.

TERMINAL MENU

- ☐ General Information
- ☐ Election Services
- ☐ Set up & Configuration
- ☐ Election Administration
- ☒ N/A Logic & Accuracy
- ☒ N/A Firmware & System Services
- ☒ N/A Restore Terminal
- ☐ Lock Terminal
- ☒ N/A Unlock Terminal

6:45:13 4/29/13 Terminal SN:V1234 – PEB SN123

Software Version xxx

Copyright ES&S – All Rights Reserved Public Count: 0

RECORDING THE PUBLIC COUNT

1. After checking the date and time, check the public count on the screen's bottom right corner. The public count must be 0. The protective count will not be 0. The protective count is the same as the odometer on a car, tracking the total number of votes ever registered on the iVotronic.
2. Record the public count on the Election Day Seal Log.
3. Remove the master PEB.
4. Follow the same procedure to check the date and time and record the public count for each iVotronic.

DO NOT REMOVE THE MASTER PEB AFTER YOU RECORD THE PUBLIC COUNT ON THE LAST IVOTRONIC. YOU ARE NOW READY TO PRINT THE POLLING LOCATION ZERO TAPE.

PRINTING A POLLING LOCATION ZERO TAPE

1. The Terminal Menu is on the screen:

TERMINAL MENU

- ☐ General Information
- ☐ Election Services
- ☒ Set up & Configuration
- ☐ Election Administration
- ☐ N/A Logic & Accuracy
- ☐ N/A Firmware & System Services
- ☐ N/A Restore Terminal
- ☐ Lock Terminal
- ☐ N/A Unlock Terminal

6:45:13 4/29/13 Terminal SN:V1234 – PEB SN123
 Software Version xxx
 Copyright ES&S – All Rights Reserved Public Count: 0

Select: Election Services

2. The password screen will appear:

Enter: SVCSVC and Touch: OK

PRINTING A POLLING LOCATION ZERO TAPE – Continued

3. The Election Services menu will appear:

| ELECTION SERVICES | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> | Print Terminal Zero Tape |
| <input type="checkbox"/> | Print Polling Location Zero Tape |
| <input type="checkbox"/> | Close Terminal Early |
| <input checked="" type="checkbox"/> | N/A Print Terminal Results Tape |
| <input type="checkbox"/> | Print Polling Location Results Tape |
| <input type="checkbox"/> | Exit Menu |


Select: Print Polling Location Zero Tape

4. The following screen will appear:

| PRINT POLLING LOCATION ZERO TAPE? | |
|-----------------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No |

Select: Yes

5. The following screen will appear:

| | |
|---|--|
| WARNING: DO NOT REMOVE PEB | |
| Retrieving ballot from PEB | |
| You will be notified when it is safe to remove PEB. | |
| PLEASE WAIT... | |
| CAUTION: If the PEB is removed during this operation, the process will need to be restarted. | |
| THIS PROCESS MAY TAKE A FEW MINUTES | |
| STATUS LINE: ACCESSING PEB S/N _____ | READING PEB:  |

You will see the progress bar in the lower right hand corner of the screen.

PRINTING A POLLING LOCATION ZERO TAPE – Continued

6. The printer screen will appear. Please note the Elections Department does not use a communication pack with the iVotronics. Disregard instructions for the communication pack:

1. **Make sure the communication pack is connected to the back of the voting terminal.**
2. **Turn the selector switch to printer.**

PRINT

CANCEL

Touch: PRINT

7. The zero tape will begin to print.
8. Once the tape has been printed, the following screen will appear:

DO YOU WANT ANOTHER REPORT?

☐ **Yes**

☐ **No**

Select: No

9. The following screen will appear:

REMEMBER:

**Turn the selector switch to the off position on the
communication pack.**

PRESS SCREEN TO CONTINUE

Touch the screen

10. Press and hold the small, black button on the printer until the green light turns off.

PRINTING A POLLING LOCATION ZERO TAPE – Continued

11. Select "Exit Menu."
12. IGNORE the next menu that appears on the screen and remove the master PEB.
13. Press the VOTE button to power down the terminal.
14. Carefully tear off the zero tape.
15. The Election Day Judge and one other poll worker need to sign the zero tape after confirming that the PEB serial numbers, the iVotronic serial numbers, the date, and the time are correct and all vote totals are 0.
16. Place the zero tape in Pink Envelope #3. Please note that if a poll watcher asks to see the tape, you are permitted to show it to him or her.
17. Disconnect the printer and place it back in the iVotronic printer accessory box. Remove the power brick connection and the telephone jack connection from the printer. The terminals are now ready for use by voters.
18. Store the red master PEB in the blue PEB bag. The red PEB will not be used again until the end of the day.
19. Place the blue PEB bag and the iVotronic printer accessory box in a safe place. You may need to use the headphones, iVotronic keys, etc. contained in the box.

VERIFYING THE HOME ZERO TAPE

Before delivering the iVotronics to the polling site, the Elections Department printed a home zero tape for each iVotronic in the polling location. This home zero tape is located in the blue PEB bag and has been signed by an Elections Department official. This home zero tape must be verified at the polling site.

To verify the home zero tape:

1. The Supervisor and one other poll worker must sign the home zero tape after verifying that all precinct totals are 0 and that the name and the date of the election are correct.
2. Place the home zero tape back in the blue PEB bag.

POLL WORKER TRAINING GUIDE

VOTER PROCESSING



**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**

REQUIRED IDENTIFICATION FOR VOTING IN PERSON

The Texas Legislature passed Senate Bill 14 (SB 14) creating a new requirement for voters to show photo identification when voting in person.

As a result, voters are now required to present an approved form of photo identification in order to vote in all Texas Elections.

A Voter Registration Certificate alone is no longer a valid form of identification.

ACCEPTABLE FORMS OF ID

- **Texas Driver License** issued by the Texas Department of Public Safety (DPS)
- **Texas Election Identification Certificate (EIC)** issued by Texas DPS
- **Texas Personal Identification Card** issued by Texas DPS
- **Texas Concealed Handgun License** issued by Texas DPS
- **A United States Passport or United States Passport Card**
- **United States Citizenship or Naturalization Certificate** containing photograph
- **United States Military Identification Card** containing photograph
- **Veterans Affairs or Veteran Health Identification Card**

The photo identification must be current or have expired no more than 60 days before being presented for voter qualification at the polling place.

Early Voting – There is a list of ID expiration dates for each day of Early Voting in the miscellaneous folder. Please refer to this list if you are unsure about the acceptability of a voter's expired ID.

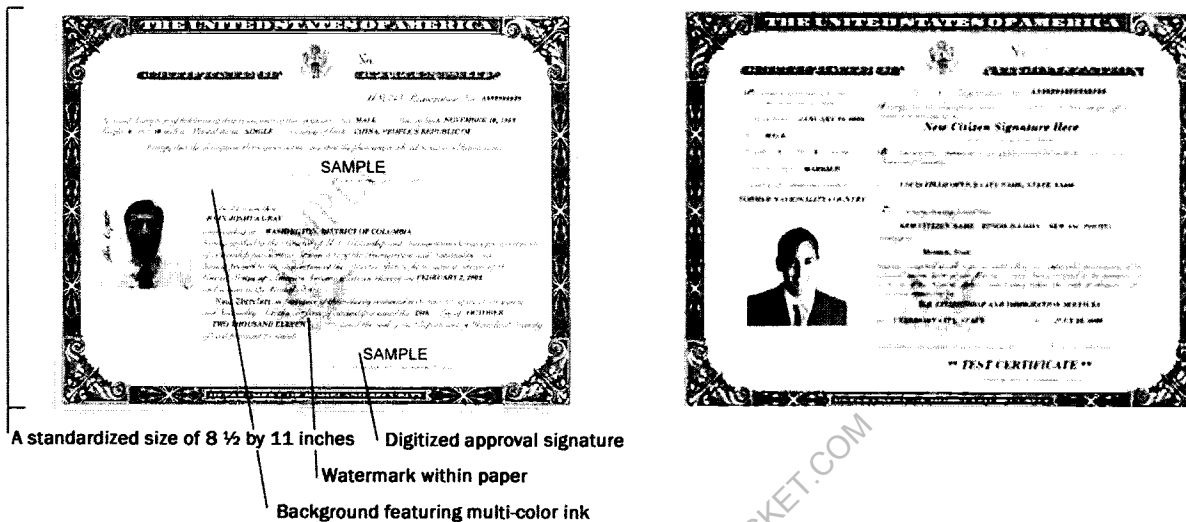
Remember: An Election Official MAY NOT swear to the personal knowledge of the voter's identity. Always call the Judges' Hotline if there are questions concerning the type of ID a voter is presenting at your poll site.

When an ID is presented, it must be determined by the poll worker if the names are identical, similar or different. Once this has been determined, follow procedures outlined in this Training Guide.

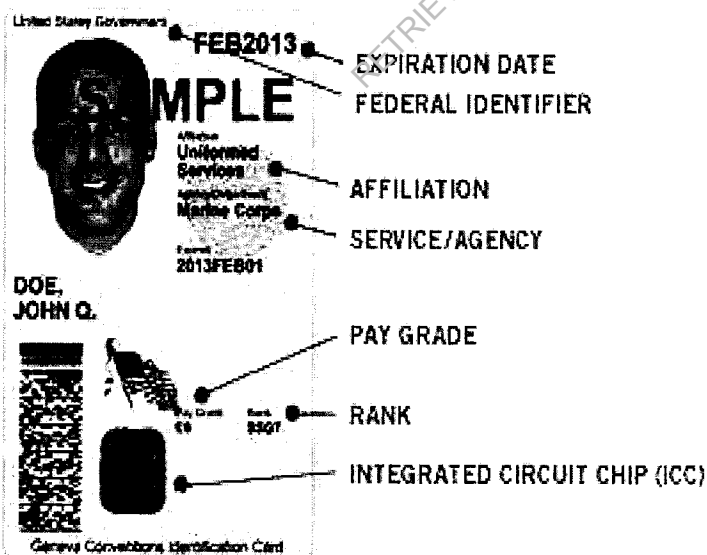
A voter without a valid photo ID should be offered a provisional ballot. No voter should be turned away from the polls for failing to provide valid photo ID.

ACCEPTABLE FORMS OF ID – Continued

U.S. CITIZENSHIP OR NATURALIZATION CERTIFICATE – Do not expire



DEPARTMENT OF DEFENSE (DOD) COMMON ACCESS CARD (CAC)



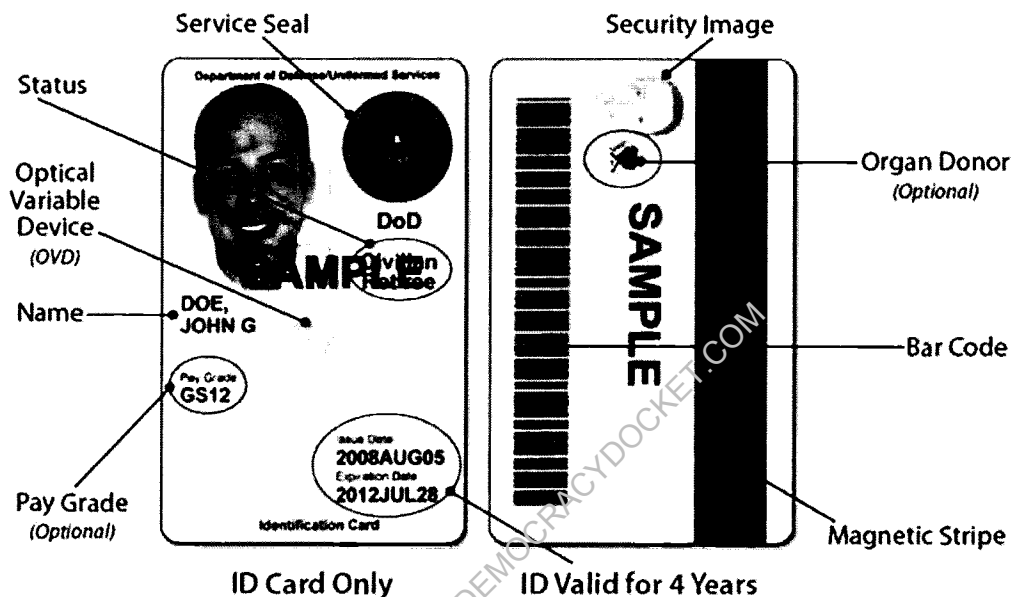
Most CACs are similar in appearance. The seals to the right of the picture will change according to branch of service. Contractors will have a green bar across the name, which will be sufficient for use if other qualifications are met.



ACCEPTABLE FORMS OF ID – Continued

DEPARTMENT OF DEFENSE CIVILIAN RETIREE ID CARDS

Cards Will Be Chipless, Plastic IDs



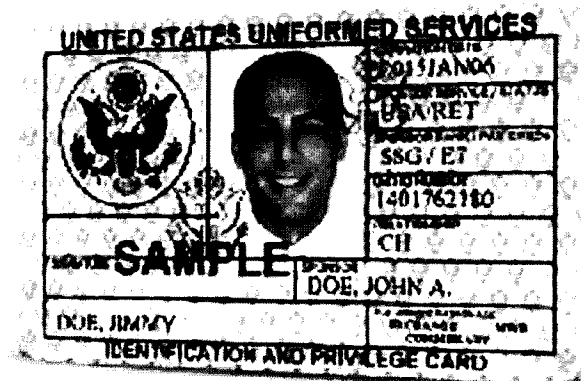
UNIFORMED SERVICES ID CARDS

Green – Generally for members of the Individual Ready Reserves and Inactive National Guard.

Blue – Generally for retirees, and members on Disability Retired Lists.

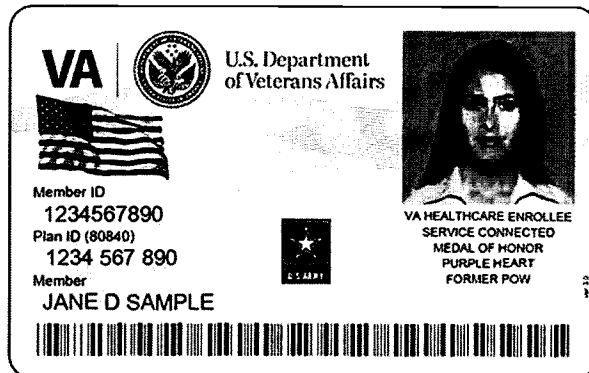
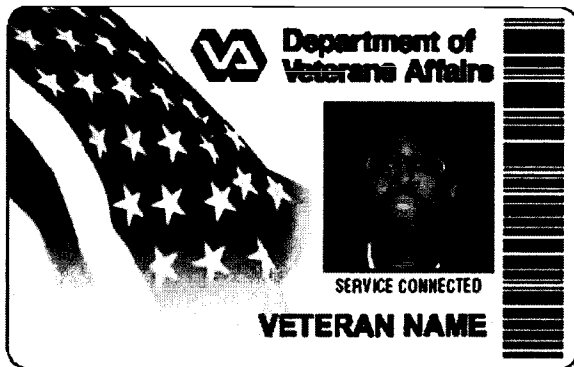
Pink – Generally for retired members of the Reserves and National Guard under the age of 60, and certain dependents.

Orange – Generally for certain dependents (active duty), Medal of Honor recipients, disabled veterans and others.



ACCEPTABLE FORMS OF ID – Continued

VETERANS AFFAIRS OR VETERAN HEALTH IDENTIFICATION CARD – Do not expire



UNACCEPTABLE FORMS OF ID


- School IDs
- University IDs
- Employment IDs
- Driver License issued by a state other than Texas
- Department of Defense (DOD) Common Access Card (CAC) with a blue bar across the name. This card signifies the cardholder is a non-U.S. citizen and may not be a qualified voter.
- Any ID previously accepted prior to passage of SB14 such as a utility bill or bank statement.
- Any ID that is on list of acceptable IDs but it more than 60 days expired.*


*In certain circumstances, a military ID can be accepted if it is more than 60 days expired. Please call the Judges' Hotline for further instruction if this situation arises.

VOTER REGISTRATION CERTIFICATE


Although a Voter Registration Certificate alone is no longer a valid form of ID, you may still use the certificate number to look up voters in VoteSafe.


| | | |
|---|---|---|
| Elections Administrator P.O. Box 209 Georgetown, Texas 78627 (512) 943-1630 www.wilco.org/elections | Secretary of State's Office Elections Division 1-800-252-VOTE (8683) www.sos.state.tx.us | Presorted First-Class Mail U.S. Postage Paid Georgetown, TX Permit No. 209 |
|---|---|---|

RETURN SERVICE REQUESTED

 884651

|  VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral) WILLIAMSON COUNTY (Condado de Williamson) | | | | |
|---|--------------------------------------|--|--|--|
| VUID (VUID) 1136779549 | Gender (Sexo) | Valid from (Válido desde) 01/01/2014 | | |
| Year of Birth (Año de Nacimiento) 1965 | Pres. No. (Núm. Pcto.) 481 | thru (hasta) 12/31/2015 | | |
| Name and Permanent Residence Address (Nombre y dirección residencial permanente) Dilly Gent Voter 4321 County Rd Wilco, TX 78555 | | | | |
| VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT, IF ABLE El votante debe firmar esta tarjeta personalmente al recibirla, si puede. | | | | |

| | | | | |
|---|--|---|--|---------------------------------------|
| U.S. REP. (Rep. Federal) 31 | STATE SEN. (Sen. Estatal) 5 | STATE REP. (Rep. Estatal) 52 | COMM. PCT. (Com. Pcto.) 4 | J.P. PCT. (J.P. Pcto.) 4 |
| SCHOOL DIST. (Distrito Escolar) RS | CITY (Ciudad) RC | CONSTABLE (Alguacil) 3 | | |

Name and Mailing Address (Nombre y dirección de correo)
 93210

 Dilly Gent Voter
 4321 County Rd
 Wilco, TX 78555

93210


**Voter Unique Identification
Number (VUID)**

**Voter Registration Certificate
Number**

Use voter certificate numbers whenever possible. The voter certificate number is the 3-7 digit number shown below the government codes.

The voter's VUID number or Driver's License number may also be used to look up a voter in VoteSafe.

VUID number is an acronym for Voter Unique Identification number. This number is assigned by the State of Texas through the Secretary of State's office for each registered voter in the State of Texas.

PROCESSING VOTERS WITH IDENTICAL NAMES

1. Ask for a valid ID.
2. Verify that the voter's ID is on the list of acceptable IDs.
3. Check the expiration date on the ID
4. Scan the bar code on the VR Certificate or Texas Driver License using the bar code scanner, which may pull up the voter's registration information, including certificate number.

If a scanner is not used or the Texas Driver's License does not pull up the voter's registration information, enter the Certificate Number, name, etc. into the applicable fields on the VoteSafe screen. The screen will then display the voter's information. Be sure to try at least three different ways to look up a voter.

5. Ask the voter, "What is your current address?"
 - If the voter has moved from the address in VoteSafe to another address in Williamson County, follow failsafe voting procedures.
 - If the voter has moved to an address outside of Williamson County, follow provisional voting procedures.
 - Note that the address on the ID presented does not have to match the address listed in Vote Safe
6. If the voter's still resides at the same address listed in VoteSafe, click on the Voter's name in VoteSafe.
7. Check for notations below the voter's information.
 - If there is a notation, see "Messages/Notations" in VoteSafe instructions.
 - If there is no notation, click on "Check-in Voter" at the bottom of screen.

Note: Make sure you do not check-in a male voter under his father's/son's identical name.

8. Wait for the label printer to print out two labels that show the voter's information including name, certificate number, precinct number, and ballot style.
9. Affix the signature label to the Combination Form. Have the voter sign this label on the signature line.
10. The second label will be used as the "precinct card". Do not remove the backing from the second label. Tear it off the printer and pass it along to the ballot puller.
11. The ballot puller will carefully select the correct precinct and ballot style from the list on the iVotronic screen.
12. Allow the voter enough time to carefully read the precinct card and iVotronic screen to verify he or she is receiving the correct ballot style before confirming the ballot style on the iVotronic.

PROCESSING VOTERS WITH IDENTICAL NAMES – Continued

13. Tear the precinct card label and throw it in the trash.
14. Remind each voter to either press the VOTE button two (2) times or to press the VOTE button and then the CONFIRM box to cast their ballot. If a voter does only one of the actions for either procedure, his or her vote will not be recorded.

It is recommended that for consistency all voters are told to press VOTE and then confirm.
15. Ask the voter if they have any further questions about how to vote on the iVotronic.
 - If the voter says YES, briefly go over the “1-2-3 VOTE” poster or the instructions taped to the side of the iVotronic screen.
 - If the voter says NO, return to the table or go to the next available iVotronic and activate a ballot for the next voter.

DO NOT HOVER NEAR THE IVOTRONICS. Voters become uncomfortable if they feel that their vote cannot be cast in private.

PROCESSING VOTERS WITH SIMILAR NAMES

Follow the instructions for processing a voter with identical names and add the following two steps:

1. Place a checkmark in the “Similar Name 63.001(c)” column of the Combination Form.
2. Have the voter initial the “Similar Name Affidavit” column of the Combination Form.

PROCESSING VOTERS WITH DIFFERENT NAMES

If the names are neither identical nor similar, ask the voter for another form of acceptable ID. If the voter does not offer another form of ID, the voter may either leave the polling place and return later with an acceptable form of ID or cast a provisional ballot.

DETERMINING SIMILAR NAMES – SLIGHTLY DIFFERENT

- Minor misspellings of names
- Extra letters, minor typos.
- Common different spellings

EXAMPLES:

| | | |
|----------------|-----|----------------|
| Dorris Miller | vs. | Doris Miller |
| Nanci Griffith | vs. | Nancy Griffith |
| Harlen Block | vs. | Harlon Block |

DETERMINING SIMILAR NAMES – CUSTOMARY VARIATION

- English vs. Spanish vs. French spellings
- Common abbreviations

EXAMPLES:

| | | |
|--------------|-----|----------------|
| Jack Miller | vs. | Jacque Miller |
| Henry Martin | vs. | Enrique Martin |
| Sam Houston | vs. | Samuel Houston |

DETERMINING SIMILAR NAMES – INITIAL, MIDDLE OR FORMER

- Initial
- Middle
- Former name

EXAMPLES:

| | | |
|---------------|-----|--------------------------|
| Bill Clements | vs. | William P. Clements, Jr. |
| Willie Nelson | vs. | Willie Hugh Nelson |
| Carole Keeton | vs. | Carole Keeton Rylander |

DETERMINING SIMILAR NAMES – DIFFERENT FIELD

- Maiden names
- Hyphenated names

EXAMPLES:

| | | |
|-----------------|-----|--------------------|
| Beyonce Knowles | vs. | Beyonce Carter |
| Olivia Newton | vs. | Olivia Newton-John |

VALID ID WITH SIMILAR NAMES – TOTALITY OF CIRCUMSTANCES

The Secretary of State recommends that a poll worker use the “Totality of Circumstances” when qualifying the voter by not just comparing a voter’s name, but also their photograph, address, and date of birth in determining whether or not to accept the voter.

Use all information to assist in determination:

- Address
- Date of Birth
- Photograph

EXAMPLE: Janice Sample vs. Janis Sample Joplin



Logout

OTEC Williamson Voter Check-in **LOGIC TEST / TRAIN** Tuesday, Oct 12 2010

[Counts/Logs](#) [Contacts/Help](#)

Janis Sample Joplin [Return to Search Results](#)

| Verify Voter Information | | |
|--------------------------|--------------------------------|-------------------------|
| Address: | 2120 OLD MAIN ST ANYTOWN 12345 | |
| Birthdate: | 7 / 30 / 1976 | |
| County ID: | 440038 | Status: A Precinct: 402 |

Note: When considering the totality of circumstances, information can only be used to confirm a voter’s identity and may not be used against the voter.

SIX DAY CURE PERIOD

If a voter does not present a valid photo ID, he or she must be offered a provisional ballot. In order for the ballot to be counted, the voter must then appear at the Voter Registrar's office within six days following Election Day to show an acceptable ID or apply for an exemption.

All voters who cast a provisional ballot because they did not present a valid ID must be informed of the cure period and given the proper notices as described under provisional voting procedures.

Reminder: A voter that does not present a valid ID may also choose to leave the polling place to obtain a valid ID and return with the acceptable ID to cast his or her ballot.

ADDITIONAL PROCEDURES – COMBINATION FORM

Make every effort to accurately complete all paperwork used to process a voter.

- Voters should sign the Combination Forms in blue ink. Must be an original signature. Signature stamps are not acceptable.
- If you need to write in a voter's name on the Combination Form for any reason, you must include: Name, Address, Pct. #, Cert #, and Ballot Style.
- When you process a Provisional Voter and write them in on the Combination Forms, you must indicate that they were a Provisional Voter by placing a check mark in the correct column on the Combination Form. You must also write in the voter's information on the List of Provisional Voters.
- If the network for the VoteSafe computers goes down, continue processing voters on the laptop(s). Voter registration information is self-contained in each computer. Any voters checked in while the network is down will synch with the network when the network is functional again.

VOTESAFE NOTATIONS – VOTER CHECKED IN

1. A voter will have a “Voter Checked In” notation in VoteSafe if they have already been checked-in.
2. The notation will also include the date, location, and the time the voter was checked in.
3. Make sure you did not check-in a voter under his father’s / son’s identical name.
4. The voter is not allowed to vote a regular ballot.
5. If the voter is insistent, he or she may vote provisionally. See “Processing the Provisional Voter.”

VOTESAFE NOTATIONS – ADDRESS NOT AVAILABLE

If “Not Available” is noted in place of the voter’s address in VoteSafe, the voter has requested that access to his or her address be concealed.

The voter has filed a Request for Confidentiality for security purposes. The voter is usually a peace officer, county jailer, current or former employee of the Texas Department of Criminal Justice or a commissioned security guard. Judges and others involved in judicial proceedings may also have this information suppressed.

Ask the voter if he or she has moved. If he or she has moved, have the voter complete a Statement of Residence Card and continue processing the voter regular procedures.

VOTESAFE NOTATIONS – STATEMENT OF RESIDENCE

A voter with a status of “S” and “Voter Must Complete a Statement of Residence Prior to Voting” must complete a Statement of Residence before being allowed to cast a ballot.

If the voter has not moved, but there is a “Voter must complete a Statement of Residence” notation, the voter **MUST** still complete the Statement of Residence card.

If the voter has moved from the address listed in VoteSafe, refer to the “WHEN A VOTER HAS MOVED” sections of this Training Guide.

Continue processing the voter.

VOTESAFE NOTATIONS – VOTER HAS REQUESTED A MAIL BALLOT

This notation will appear if the voter has submitted either:

1. A regular Ballot by Mail Application
2. A Federal Postcard Application (FPCA)
(FPCAs are submitted by voters and/or their family members who are in the military or voters that are temporarily outside the United States.)

1. If the voter has requested a regular Ballot by Mail:

- a. If available, the voter must surrender the mail ballot to the Election Supervisor/Judge. The Supervisor/Judge will write "Cancelled" on the returned ballot.
- b. The voter must complete and sign Part A of the Request to Cancel Application for a Ballot by Mail form.
- c. The Election Supervisor/Judge will sign the request and place the cancelled ballot (if any) and the request in Envelope #5/Brown Box #4.
- d. The Election Supervisor/Judge must call the Judges' Hotline to have the notation removed in VoteSafe so the voter may continue to be processed using standard procedures.
- e. If the Elections Department cannot be reached, the voter must cast a provisional ballot.
- f. Continue processing the voter.

2. If the voter has requested a FPCA Ballot:

- a. The Elections Office will remove the restriction in the VR system BUT the notation "Voter Requested Ballot" may still appear on the screen.
- b. If this happens, write in the voter's name, certificate number, precinct number, and ballot style in the next available space on the Combination Form and continue with processing the voter.
- c. Write "FPCA" by the voter's name on the Combination Form

VOTESAFE NOTATIONS – VOTER MUST SHOW ID PRIOR TO VOTING



As SB14 now requires all voters appearing in person to show a valid photo ID, this notation should be disregarded for any voter appearing in person at the polls.

VOTER REGISTRATION CERTIFICATE WITH DISABILITY EXEMPTION

Some voter registration certificates may indicate a Disability Exemption Notation. These voters are exempt from the requirement to present a valid form of photo identification.

Voters with this notation have applied for this permanent exemption at the Elections Department offices in Georgetown and have provided the written documentation specified in SB14 from either the U.S. Social Security Administration or the U.S. Department of Veterans Affairs.

Voters who obtain this exemption are allowed to vote by presenting a voter registration certificate reflecting this exemption. The voter must present their Voter Registration Certificate with the (E) notation at the polls in order to claim this exemption.

| | | |
|---|---|---|
| Elections Administrator P.O. Box 209 Georgetown, Texas 78627 (512) 943-1630 www.wilco.org/elections | Secretary of State's Office Elections Division 1-800-252-VOTE (8683) www.sos.state.tx.us | <div style="border: 1px solid black; padding: 5px;"> Presorted First-Class Mail U.S. Postage Paid Georgetown, TX Permit No. 209 </div> |
| RETURN SERVICE REQUESTED | |  884651 |
| VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral) WILLIAMSON COUNTY (Condado de Williamson) | | |
| VUID (VUID) 1136779549 (E) | Gender (Sexo) Male (Masculino) | Date of Birth (Fecha de Nacimiento) 01/01/2014 |
| Year of Birth (Año de Nacimiento) 1965 | Pres. No. (Número de Pres.) (E) 51 | Date of Death (Fecha de Fallecimiento) 12/31/2015 |
| Name and Permanent Residence Address (Nombre y dirección residencial permanente) Dilly Gent Voter 4321 County Rd Wilco, TX 78555 | | |
| Name and Mailing Address (Nombre y dirección de correo) 93210  Dilly Gent Voter 4321 County Rd Wilco, TX 78555 | | |
| Party Affiliation (Afiliación del Partido) x Dilly G Voter | | |
| <small>VOTER MUST PERSONALLY SIGN HIS/HER NAME IMMEDIATELY UPON RECEIPT OF FILE (El votante debe firmar este tarjeta personalmente una al recibirla, si puede.)</small> | | |

DISABILITY EXEMPTION NOTATION

PROCESSING VOTERS W/PERMANENT DISABILITY EXEMPTION

VR CERTIFICATE WITH THE (E) NOTATION

1. Scan the VR Certificate containing the (E) notation. If the scanner is not used, enter the VR Certificate # or voter's name in the applicable VoteSafe field.
2. Voter will have an (E) flag in VoteSafe if he or she has requested a permanent disability exemption from the photo ID requirement.
3. Continue processing the voter using standard procedures.

VR CERTIFICATE WITHOUT THE "E" NOTATION

1. If the voter has applied for an exemption, but has not yet received his or her updated certificate, the voter may show his or her current certificate. However without another valid form of photo ID, the voter must vote provisionally.
2. Scan the VR Certificate. If the scanner is not used, enter the VR Certificate # or voter's name in the applicable VoteSafe field.
3. Because the "E" Notation next to the voter's name in VoteSafe is not enough to permit that person to vote a regular ballot, ask the voter for another form of acceptable ID.
4. If the voter does not offer another form of acceptable ID, the voter will be offered a provisional ballot.

TEMPORARY EXEMPTIONS

Voters who have a consistent religious objection to being photographed and voters who do not have a valid form of photo ID as a result of certain natural disasters as declared by the President of the United States or the Texas Governor may vote a provisional ballot, appear at the Elections Department office in Georgetown within six (6) calendar days after the election and sign an affidavit swearing to the religious objection or natural disaster, in order for the ballot to be counted.

NAME NOT ON LIST

1. If the voter shows a valid form of ID but his or her name is not in VoteSafe, the Election Official must call the Judges' Hotline.
2. If the Elections Department can identify the voter as registered in the county, then the Voter must be accepted for voting.
 - a. The Elections Department will verify the voter's address and determine which ballot the voter should receive.
 - b. Enter the voter's name, certificate number, precinct number, ballot style, address, and date of birth on the next available space on the Combination Form.
 - c. Have the voter sign next to his or her information and initial in the "Voter Not on the List" column on the Combination form.
 - d. The clerk should place a check mark in the "Not on List" column on the Combination Form.
 - e. Enter the voter's name, address, date of birth, certificate number, and precinct number on the Registration Omissions List.
 - f. Write a precinct card for the voter with his or her name, precinct number, ballot style, and certificate number - then pass it to the poll worker.
3. If the Elections Department cannot identify the voter as being registered in the county, offer the voter that Provisional Ballot.

DUPLICATE CERTIFICATES

1. If a voter presents two voter registration certificates with all of the same information but different certificate numbers, use the certificate with the lower registration number.
2. If possible, the Election Supervisor/Judge must write "Duplicate" on the certificate with the higher registration number, ask the voter to sign the back of the certificate, take the certificate from the voter, and return it to the Elections Office in the colored File Pocket.

If the voter refuses to hand over the duplicate card, the Election Judge should suggest that the voter contact Voter Registration to cancel the duplicate certificate.

WHEN A VOTER HAS MOVED OUT OF THE COUNTY

A voter who has moved from Williamson County to another county must contact their new county about options for voting. The voter is not eligible to vote in Williamson County.

If the voter insists on voting, a provisional ballot must be offered.

WHEN A VOTER HAS MOVED WITHIN THE COUNTY

Verify that the new address is still in Williamson County either by using the Street Guide provided on the VoteSafe computer or by calling the Elections Department.

If the voter's address cannot be verified in the Street Guide, call the Elections Department for further instruction.

Reminder: Have the voter complete a Statement of Residence card.

LIMITED BALLOT – EARLY VOTING ONLY

During Early Voting only, if a voter is a resident of Williamson County but is not registered in Williamson County and the Elections Department can determine that the voter is currently registered in another Texas county, the voter may be eligible to vote a Limited Ballot.

A Limited Ballot is a ballot where the voter is limited to only voting on the races and measures that are common between their precinct in the county in which they are currently registered and their new precinct in Williamson County.

Limited Ballot voting can only be done at the Elections Department, 301 S.E. Inner Loop, in Georgetown.

Before sending a voter to the Elections Department, call the Judges' Hotline so the voter's eligibility for a Limited Ballot can be determined before he or she makes the trip to Georgetown.

FAILSAFE VOTING

If a voter has moved within Williamson County and did not notify the Elections Department prior to the voter registration deadline for the election, he or she must receive a ballot generally containing only the races and issues in common between the voter's old precinct and new precinct. This is called Failsafe Voting.

Follow these steps if a voter verbally indicates that he or she has moved or if VoteSafe shows the voter's status as "S":

1. The voter must complete a Statement of Residence card.
2. Collect the completed Statement of Residence card from the voter. Review the residence address the voter has indicated as his or her residence.
 - If the address has not changed from what is listed in VoteSafe, process the person as a regular voter.
 - If the address has changed but is still within Williamson County, the voter is eligible for a Failsafe Ballot.

DETERMINING FAILSAFE BALLOT STYLES

A voter's Failsafe Ballot is a combination of Precinct and Ballot Style. Use the precinct from the address where the voter is currently registered. This is the precinct that is listed in VoteSafe.

The ballot style will be determined by comparing the ballot styles of the voter's former and new addresses. The ballot style for the voter's old address is listed in VoteSafe, as this is the address where the voter is currently registered.

Use the Street Guide to find the ballot style for the voter's new address. The Street Guide is provided as a PDF file on the laptop computer. This PDF is a separate file from VoteSafe. The VoteSafe program must be minimized on the laptop in order to access the Street Guide.

Use the Failsafe Ballot Matrix to determine the correct ballot style to issue to the voter.

Note: In elections conducted for a city, school district, or other political subdivision, the voter's residence address must be in the same city, school district or other political subdivision as their registered address in order to be eligible to vote on these races.

Since the Voter has moved, a Failsafe Ballot with only the common races between the old and new addresses will need to be determined. If there are no common races, the voter will not have a ballot for that election.

THE FAILSAFE MATRIX

Voter's Former Registered Address.... Pct. 480 BS 7

| BS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|----|----|----|----|----|----|----|----|----|----|
| 1 | 1 | 1 | 1 | 1 | 34 | 1 | 34 | 1 | 34 |
| 2 | 1 | 2 | 1 | 1 | 34 | 1 | 34 | 1 | 34 |
| 3 | 1 | 1 | 3 | 1 | 34 | 1 | 34 | 1 | 34 |
| 4 | 1 | 1 | 1 | 4 | 34 | 1 | 34 | 1 | 34 |
| 5 | 34 | 34 | 34 | 34 | 5 | 34 | 5 | 34 | 5 |
| 6 | 1 | 1 | 1 | 1 | 34 | 6 | 34 | 1 | 34 |

Voter's New Current Address.... Pct. 119 BS 2

FailSafe Ballot Style With
Common Political Races and
Issues.... Pct. 480 BS 34

1. Look up the voter in VoteSafe and locate the Ballot Style where the voter is currently registered.
2. Use the Street Guide to find the Ballot Style for the new address where the voter currently resides.
3. Find the corresponding ballot style for the voter's new address on the left side column of the matrix.
4. Find the corresponding ballot style for the voter's former address on the top row of the matrix.
5. Once you have both ballot styles move across and down the matrix until you find the box where both styles intersect. This is the number of the Failsafe ballot style.

Example:

The Voter's ballot style for the former registered address is 7 and was found on the top edge of the Matrix.

The Voter's ballot style for their new current address is 2 and was found on the left side of the Matrix.

When the column and the row are followed down and across and intersect, the Failsafe ballot style is found....BS 34. The voter in this example will get a ballot for Precinct 480, BS 34.

THE FAILSAFE MATRIX – Continued

6. Check-in the voter in VoteSafe and wait for the two labels to print. Cross out the ballot style (listed as BS on the label) on both labels and write the voter's Failsafe ballot style number on both labels.

CERT: 456789 PCT: 480 ~~BS~~ 34
JOE SMITH
14 MAY ST
7/25/56
SIGNATURE _____

7. Continue with normal voter processing procedures.
8. The failsafe process is now complete.

NOTE: A voter casting a failsafe ballot will still vote on the iVotronic. Failsafe ballots may have an "F" after the ballot style number. (Such as BS 34F).

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE WHAT BALLOT STYLE TO GIVE A VOTER, PLEASE CALL THE JUDGES' HOTLINE AND BE AWARE OF THE FOLLOWING:

1. The Elections Department Official will ask for the voter's certificate number and new address. Please have these 2 pieces of information readily available.
2. The Elections Department operator may put you on hold.
3. The Elections Department operator will then direct you to issue the correct ballot style for the voter.

COMMON REASONS FOR VOTING A PROVISIONAL BALLOT

1. Voter failed to present acceptable form of identification.
2. Voter cannot be found in VoteSafe and the Elections Department determines that the voter is not registered in Williamson County.
3. Voter has a "Voter Checked In" notation and insists on voting.
4. Voter insists that he or she did not apply for, receive, or vote a ballot by mail and insists on voting.
5. Voter claims the temporary exemption due to religious objection or natural disaster.
6. Military personnel who has been recently discharged from the armed forces of the U.S. and has a TX drivers license that expired more than 60 days ago.

NOTE: This list is not all inclusive. There may be any number of other reasons a voter may be required to cast a provisional ballot.

SPOILED PROVISIONAL BALLOTS

1. If a voter mismarks, damages, or otherwise spoils a provisional ballot in the process of voting, the voter is entitled to receive a new ballot by returning the spoiled ballot to the Supervisor/Judge.
2. Write "Spoiled" across the front of the spoiled ballot.
3. Place the spoiled ballot in the Spoiled Ballot Envelope, which is found inside the Provisional Envelope.

NOTE: If a voter spoils 2 (two) ballots, they may only receive one more ballot.

PROCESSING THE PROVISIONAL VOTER

1. Once it has been determined the voter must cast a provisional ballot, ask for a valid photo ID. If the voter does not have a valid photo ID, you may proceed, but you **MUST** inform the voter about the cure period.
2. Write in the voter's information in the next available space on the Combination Form. Please write all provisional voters clearly on the Combination Form.
 - Name, address, date of birth, certificate number (if any), and precinct number (as determined by the Street Guide or VoteSafe)
 - Ballot Style (as determined by the Street Guide or VoteSafe)
 - Check the box titled "Provisional" on the Combination Form.
 - Have the voter sign below or next to his or her information.
3. Prepare the green Affidavit of Provisional Voter Envelope.
4. The Vote Center or Early Voting location where the voter is casting the ballot must be written in the "Precinct No. Where Voted" box. The precinct where the voter should be registered (if not registered) must be written in the "Precinct No. Where Registered" box along with the ballot style.
5. Complete the Judge's section of the Affidavit. If the Supervisor/Judge does not sign the Affidavit, the voter could be disenfranchised. Supervisors/Judges that do not sign the back of the envelopes will be called to the Elections Department to sign the envelope prior to the convening of the Provisional Ballot Board.
6. Enter the voter's name on the List of Provisional Voters form.
7. Give the green Affidavit of Provisional Ballot Envelope to the voter. The provisional voter will complete the required information on the Affidavit and **MUST** sign the Affidavit.
8. Visually confirm the voter has completed the Affidavit to Provisional Voter.
9. Supervisor/Judge signs or stamps the back of the provisional ballot.
 - Early Voting: Ballot stamped with Election Administrator's initials
 - Election Day: Presiding Judge signs back of provisional ballot in red ink
10. Provide the voter with the provisional ballot, the white Secrecy Envelope, and the green provisional affidavit envelope, and direct the voter to the provisional ballot voting booth.
11. After the voter has voted the ballot, the voter must seal the ballot inside the small white Secrecy Envelope and then seal it inside the green Provisional Affidavit Envelope.
12. The voter must then place the Provisional Affidavit Envelope into the orange bag for voted provisional ballots.
13. Give the voter the correct "Notice to Provisional Voter" and, if applicable, map to Elections Department with cure period information. There are two different notices. Be sure the voter receives the correct notice based on his or her situation.

ASSISTANCE TO VOTERS

There are times when voters will have a question at the booth. Answering questions regarding the functions of the iVotronic equipment does NOT fall under the legal definition of assistance, as long as the election worker follows these guidelines:

1. Follow the Voter Instruction Script posted in the iVotronic booth or on the wall. (See "iVotronic Instructions for the Voter.")
2. Always be impartial when answering questions.

ASSISTANTS AND INTERPRETERS

Assisting a voter includes the following conduct by a person other than the voter that occurs while the person is in the presence of the voter's ballot or carrier envelope: (Texas Election Code Sec. 64.0321):

- Reading the ballot to the voter
 - Directing the voter to read the ballot
 - Marking the voter's ballot
 - Directing the voter to mark the ballot
1. Any voter is eligible for assistance if he or she is physically challenged in marking the ballot or cannot read the ballot.
 2. The elections official must ask the voter if they need assistance and who they would like to use as the assistant.
 3. The voter may choose any one person or two elections officials to render assistance.
 4. If the assistant is an interpreter, the interpreter must be a registered voter of the voter's county. (Texas Election Code Sec. 61.033)
 5. If the voter assistant is NOT an Election Official, then the Election Official must use the Oaths/Lists of Assistants and Interpreters form.
 6. The assistant must repeat the oath and sign the Oaths/Lists of Assistants and Interpreters Form.
 7. If the voter chooses any one person to assist him or her, no other person is allowed to be present while the voter is voting.
 8. If the voter chooses an Elections Official to assist, then Poll Watchers and Inspectors may observe.

CURBSIDE VOTING

If the voter is physically unable to enter the polling place without assistance or possibility of injury to the voter's health, then the voter may request to be assisted at the curbside. Any voter that requests curbside voting should be accommodated.

1. The voter must be qualified for voting. It is permissible for an individual other than the voter to bring in the information to the qualifying table.
2. An Elections Official should deliver an unused Combination Form with the voter's signature label, Oaths/Lists of Assistants and Interpreters, a green activator PEB, and the ADA iVotronic screen to the curb.
3. Poll Watchers and Inspectors may accompany the Elections Official to the voter.
4. Have voter sign the Signature Label.
5. The voter may vote the ballot in the privacy of their vehicle, OR either the person accompanying the voter or the Elections Official may assist the voter. (See Assistants and Interpreters).
6. Once the voter has finished voting, return the iVotronic screen to its booth.

USING THE IVOTRONIC CURBSIDE

1. Use the iVotronic key, located in the iVotronic Accessory Box, to unlock the iVotronic screen and remove it from the voting booth.
2. Instruct the voter on how to use the iVotronic.
3. Activate the ballot normally, and then allow the voter to vote.
4. Be sure the curbside voter has confirmed his or her ballot before returning the iVotronic to you.
5. Return the iVotronic screen to its booth and lock it back into place. The booth is now available for the next voter.

RETRIEVING AN ELECTRONIC BALLOT

1. Insert the green activator PEB into the voter's iVotronic.
2. Select the correct Precinct and the correct Ballot Style as listed on the voter's precinct card label.
3. Make a selection as follows in the example:

Precinct Selection Menu

☒ Precinct 888

☐ Precinct 999

4. Verify the Precinct choice:

Precinct Selection

Precinct 888

Is this selection correct?

Select YES if the precinct is correct. If it is NOT the correct precinct, select NO and return to the previous screen to make the correct precinct selection.

5. Select a Ballot Style. (This screen will be skipped if there is only one ballot style for that precinct.

Ballot Selection Menu

☒ 888 BS 1

☐ 888 BS 2

6. Verify the ballot selection:

Ballot Selection

888 BS 1

Is this selection correct?

RETRIEVING AN ELECTRONIC BALLOT – Continued

7. Remove the green activator PEB when prompted.
8. The language screen will appear. The poll worker or the voter will select the language chosen by the voter for the ballot.
9. The Voter's instruction screen will appear. REMIND THE VOTER TO READ THE INSTRUCTIONS. Ask the voter if he or she has any questions about using the iVotronic.
10. Remind the voter to press the red VOTE button AND the green confirm box to cast his or her ballot.
11. The voter will select "View The Ballot" at the bottom of the screen. The voter is ready to begin voting with the iVotronic.
12. Do not hover over the voter and the iVotronics but be ready to help if needed.

RETRIEVED FROM DEMOCRACYDOCKET.COM

IVOTRONIC INSTRUCTIONS FOR THE VOTER

A. MARKING SELECTIONS ON THE SCREEN:

1. Gently place a finger or eraser end of a pencil anywhere within the name of the candidate of choice or within the "Yes" or "No" of the proposition of choice.
2. The selection will be highlighted with a green checkmark beside each selection.
3. Press the yellow "Next" box at the bottom of each page of the ballot to move forward in the series of screens. Press the yellow "Back" box at the bottom of each page of the ballot to move backward in the series of screens.
4. Press the yellow "View" box to go back to the last screen viewed.

B. STRAIGHT PARTY OPTION (PARTISAN ELECTIONS ONLY):

1. When a straight party option is selected, the iVotronic automatically highlights all candidates representing the chosen party in partisan contests. When the voter cancels a straight party option, all candidates that were automatically selected are automatically unselected.
2. If the straight party option is selected, the voter should review their ballot for nonpartisan contests or races that do not have a candidate of the selected party, as no vote will be cast for these contests under the straight party option. The voter will need to make their selections in these races in addition to selecting the straight party option.
3. If a voter selects a straight party option and manually selects a candidate of a different party, the vote for the individually selected candidate will be recorded and the straight party vote will be unselected **for that particular race only**. Other votes selected by the straight party option will not be affected.

IVOTRONIC INSTRUCTIONS FOR THE VOTER – Continued

C. REVIEWING AND CHANGING SELECTIONS:

1. After the last contest is voted, press the yellow “Review” box and the Summary Ballot Instructions screen will show selections.
2. Press the yellow “Next” or “Back” buttons at the bottom of the screen to move forward and backward through the ballot and review screens.
3. To change a selection, press the box containing the race you wish to change. This will unselect the original choice. Make the new selection for that particular race. The green checkmark will move to the new choice.
4. Press the “Review” box again to return to the Summary Ballot Instruction screen.
5. The red VOTE button at the top of the iVotronic will begin blinking after the last summary page is reviewed.
6. If the red VOTE button is pressed before all review screens have been viewed, the following message will appear on the iVotronic screen:

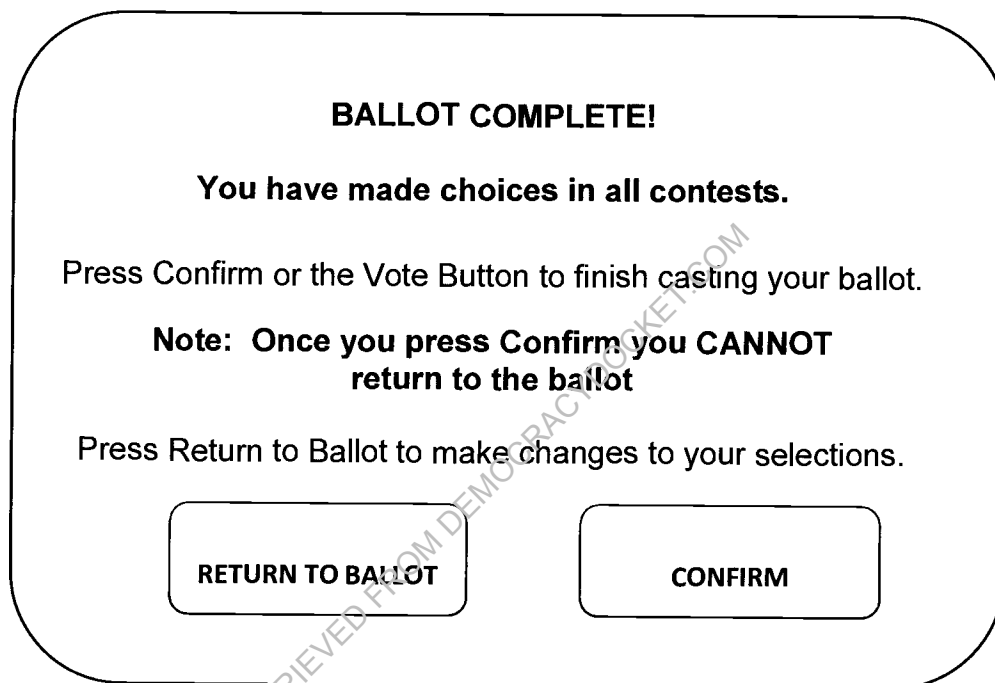
You must view all ballot pages before
you may cast your ballot

RETURN TO BALLOT

IVOTRONIC INSTRUCTIONS FOR THE VOTER – Continued

D. CASTING A BALLOT:

1. After making final selections, press the blinking VOTE button at the top of the iVotronic.
2. If the voter has made selections for all contests, the Ballot Complete screen will appear:



BALLOT COMPLETE!

You have made choices in all contests.

Press Confirm or the Vote Button to finish casting your ballot.

Note: Once you press Confirm you CANNOT return to the ballot

Press Return to Ballot to make changes to your selections.

RETURN TO BALLOT **CONFIRM**

A large, rounded rectangular box representing a screen. It contains the text 'BALLOT COMPLETE!' in bold, followed by 'You have made choices in all contests.' in bold. Below that is the instruction 'Press Confirm or the Vote Button to finish casting your ballot.' Then a bold note: 'Note: Once you press Confirm you CANNOT return to the ballot'. This is followed by 'Press Return to Ballot to make changes to your selections.' At the bottom are two rounded rectangular buttons: 'RETURN TO BALLOT' on the left and 'CONFIRM' on the right. A diagonal watermark 'RETRIEVED FROM DEMOCRACY DOCKET.COM' is visible across the screen.

3. Press the green Confirm box to finish voting the ballot.

NOTE: After 22 seconds, the iVotronic will begin beeping if the green "Confirm" box is not pressed to cast a ballot. Voter **MUST** press "Confirm" box.

4. After pressing the Confirm box, the final message will appear:



**YOUR BALLOT HAS BEEN CAST.
THANK YOU FOR VOTING.**

A rounded rectangular box representing a screen. It contains the text 'YOUR BALLOT HAS BEEN CAST. THANK YOU FOR VOTING.' in bold.

5. Please wait for this message. This assures the ballot has been cast. The voter may exit the booth.

IVOTRONIC INSTRUCTIONS FOR THE VOTER – Continued

E. CHOICES HAVE NOT BEEN MADE IN SOME CONTESTS:

1. A voter undervotes when they choose not to make a selection in all eligible races.
2. At the summary ballot instructions screen, the iVotronic will display the message “No Selection Made” under all contests in which selections were not made.
3. Press the yellow “Next” box to continue reviewing the ballot until the red VOTE button begins blinking. Press VOTE.
4. The confirmation screen noting that some contests were undervoted will appear. It will state “Ballot Not Complete!”

BALLOT NOT COMPLETE!

You undervoted in some contests.

Press Confirm or the Vote button to finish casting your ballot.

Note: Once you press Confirm you CANNOT

return to the ballot

**Press Return to Ballot to make changes to
your selections.**

RETURN TO BALLOT

CONFIRM

If the voter is satisfied with his or her selections, press the green Confirm box to cast the ballot.

5. The final message confirming that the ballot has been cast will appear.

IVOTRONIC INSTRUCTIONS FOR THE VOTER – Continued

F. CHOICES HAVE NOT BEEN MADE IN ANY CONTEST

1. If no selection is made for any contest, the iVotronic will display the red message “No Selection Made” under each contest not selected.
2. If this is correct, press the blinking red VOTE button.
3. The confirmation screen noting that “You have failed to vote in any contest” will appear. It will state “Blank Ballot”:

BLANK BALLOT!

You have failed to vote in any contest.

Press Confirm or the Vote button to finish casting your ballot.

**Note: Once you press Confirm you CANNOT
return to the ballot**

Press Return to Ballot to make selections.

RETURN TO BALLOT **CONFIRM**

4. Press the green Confirm box to cast a blank ballot.
5. The final message confirming that the ballot has been cast will appear.

VOTING FOR A WRITE-IN CANDIDATE

If a voter wishes to vote for a write-in candidate, they must choose a candidate on the Certified List of Write-In Candidates. This list will be available at each iVotronic. Only those votes for write-in candidates on the Certified List of Write-Ins will be counted.

1. When the voter reaches the contest that has the write-in candidate option, he or she will select "Write In".
2. A keyboard screen will appear.
3. The voter will type in the name of the desired candidate and press "Accept

VOTERS WHO ARE STILL IN LINE AFTER CLOSING TIME

1. If there are voters still in line after the designated closing time, a message will be displayed on the iVotronic screen each time you insert the activator PEB:

Close Option Menu

| | |
|-------------------------------------|------------------------|
| <input type="checkbox"/> | Close the Polls |
| <input checked="" type="checkbox"/> | Exit This Menu |

2. Select the box "Exit This Menu" box.
3. This will take the poll worker to the normal options for all voters.

CANCELLING AN IVOTRONIC BALLOT

- 1. If a voter walks away from an iVotronic having pressed only the red VOTE button once and not the green CONFIRM box:**
 - a. The unattended open ballot will begin beeping after approximately 22 seconds.
 - b. Cancel the ballot on the iVotronic.
 - c. Record the cancellation on the iVotronic Cancellation Log.

- 2. If a voter walks away from an iVotronic without pressing either the red VOTE button or the green CONFIRM box:**
 - a. The unattended ballot will begin beeping after approximately 10 minutes.
 - b. Cancel the ballot on the iVotronic.
 - c. Record the cancellation on the iVotronic Cancellation Log.

- 3. If a voter decides not to vote during the voting process but before casting the ballot:**
 - a. Cancel the ballot on the iVotronic.
 - b. Record the cancellation on the iVotronic Cancellation Log.
 - c. Cancel the voter on the Combination Form by marking a line through the voter's label and his or her signature.
 - d. Have voter initial next to his or her name.
 - e. Cancel the voter's VoteSafe check-in.

- 4. If a Voter receives the wrong ballot style or language on the iVotronic:**
 - a. Cancel the ballot on the iVotronic.
 - b. Do not record this type of cancellations on the iVotronic Cancellation Log.
 - c. Begin the process to retrieve a ballot again. If an iVotronic with ADA features is needed, move to an equipped iVotronic.

CANCELLING AN IVOTRONIC BALLOT – INSTRUCTIONS

1. Insert the green activator PEB. (The iVotronic must be beyond the language selection screen.)
2. The screen displays the following:

Last ballot was not cast.

☐ Cast ballot
☒ Cancel ballot

Select: Cancel Ballot

3. Confirm the previous choice.

Cancel Ballot?

☒ Yes
☐ No

Select: Yes

4. The following screen will appear (more reasons will be listed on actual screen): Please note that the voter's actual vote is not being cancelled. No vote is cast until a voter presses the VOTE button and confirms the ballot. Only the ballot process is being cancelled.

This vote is going to be cancelled.
A ballot was selected.

Please select the reason why the vote will be cancelled.

☐ Voter request
☒ Wrong ballot

Select a reason

5. Confirm the cancellation:

This vote is going to be cancelled due to
Wrong ballot.

Please Confirm

☒ Proceed with cancellation
☐ Exit

6. Remove the activator PEB. The ballot was not cast.

DOCUMENTING A CANCELLED ELECTRONIC BALLOT

1. Record the cancellation on the iVotronic Cancellation Log when one of the following situations applies:
 - a. The voter has been checked in, signed the Combination Form and then decided not to cast an electronic ballot
 - b. The voter has left without pressing VOTE and "CONFIRM" on the iVotronic.
2. Record the date and time on the form.
3. If the voter's name is known, include it in the notes section. The voter can only be considered "known" if he or she personally requests his or her ballot be cancelled and is available to initial the combination form once the poll worker has crossed the voter's name off of the Combination Form. It is not acceptable to consider a voter "known" if they have left the polling facility but a poll worker believes they know the name of the voter.
4. If the voter's name is not known, write "Unknown Voter" in the notes section.

Note: During Early Voting, use a new iVotronic Cancellation Log each day to record cancellations. A Field Tech will pick up the iVotronic Cancellation Logs each day along with the Combination Forms.

ALERT:

If a voter leaves the room where the iVotronics are located and has left their iVotronic ballot open without pressing confirming the ballot, you may **NOT** run after the voter or phone the voter to ask them to come back to finish voting the ballot.

VISUAL BALLOT: ADA IVOTRONICS

To select a visual ballot, simply touch the iVotronic screen and follow standard procedure for retrieving a ballot.

AUDIO BALLOT: ADA IVOTRONICS ONLY

GENERAL AUDIO BALLOT INFORMATION

1. If a voter initializes the audio ballot but does not want the audio ballot, you must cancel the ballot. (See "Cancelling an iVotronic Ballot".)
2. If you have selected the green button for an audio ballot, a visual ballot will not appear on the screen.
3. To listen to an audio ballot, the voter must wear an audio headset. Connect it on the bottom right-hand side of the ADA iVotronic.
4. When scrolling through contests, candidates, or the alphabet for write-ins, you do not need to wait for the entire voice file to play before proceeding. You may press the up or down arrow buttons several times to skip ahead to get to a desired contest, candidate, or alphabet character.

ACTIVATING AN AUDIO BALLOT

1. Activate the ballot using the same method as with the non-ADA terminals.
2. Select an audio ballot for the voter by pressing the diamond-shaped button on the voting instructions screen.
3. The iVotronic will prompt the poll worker to remove the activator PEB.
4. Only the "Audio Assisted Ballot is Selected" message will appear on the screen.

LANGUAGE INSTRUCTIONS

1. If more than one language is available, the voter can begin listening to the available languages by pressing the diamond-shaped button.
2. To select a language, press the diamond-shaped button.
3. To hear the next language, press the down-arrow button.
4. To hear the previous language again, press the up-arrow button.

VOTING INSTRUCTIONS

1. To repeat instructions, press the up-arrow button.
2. To skip the voting instructions and enter the ballot, press the diamond-shaped button at any time during the voting instructions.

AUDIO BALLOT: ADA IVOTRONICS ONLY – Continued

MAKING SELECTIONS

1. Press the diamond-shaped button.
2. To move from contest to contest, use the arrow-shaped buttons to move up and down the contest titles.
3. To select a contest, press the diamond-shaped button to enter the contest.
4. The first candidate or selection will be read.
5. Use the arrow-shaped buttons to move from one candidate or selection to another.
6. Press the diamond-shaped button to vote for that candidate or selection.
7. To move to the next contest, use the down-arrow button until you reach the end of the candidate or selection list.
8. When you reach the next contest, the title will automatically play.
9. To move to the previous contest, use the up-arrow until you pass the current contest title.
10. When you reach the previous contest, the title will automatically play.

WRITE-IN INSTRUCTIONS

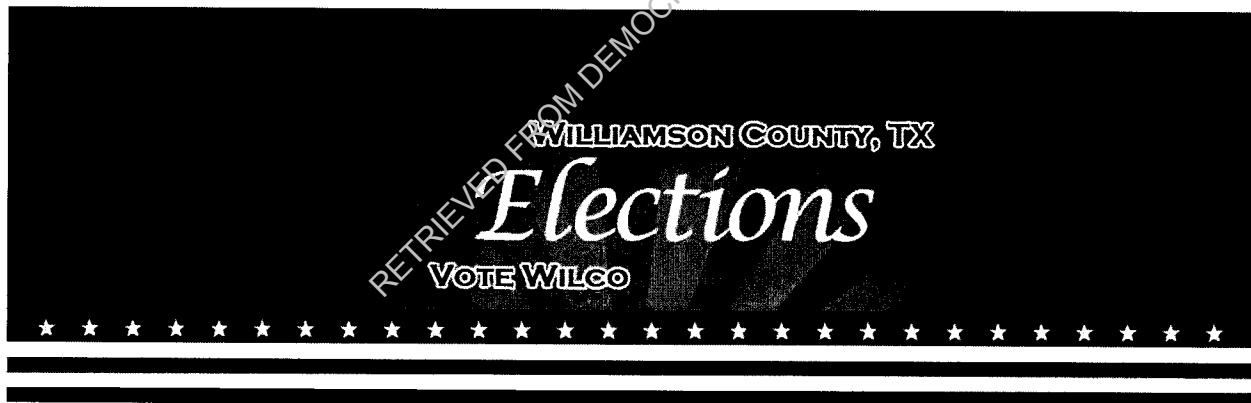
1. To begin the write-in process, press the diamond-shaped button.
2. Use the arrow-shaped to move through the alphabet characters.
3. To select a character, listen to it play and then press the diamond-shaped button.
4. When you are finished entering the write-in name, use the down-arrow to go beyond the end of the alphabet and listen the word "Accept" play.
5. To accept the write-in, press the diamond-shaped button. Your complete write-in entry will be played and then you will be returned to the ballot.

CASTING A BALLOT

1. To reach the end of the ballot, use the down-arrow button to move through the ballot.
2. When you reach the end of the ballot, you will be prompted to either review your ballot or press the VOTE button at the top-center of the terminal to cast your ballot. The voter only needs to press the VOTE button once.
3. When reviewing your ballot, you can make any changes before casting the ballot.
4. When the VOTE button is pressed, you will be notified if any contests were under-voted or if the ballot has been left blank. If the ballot is complete, your ballot will be cast.

POLL WORKER TRAINING GUIDE

VOTESAFE



WILLIAMSON COUNTY ELECTIONS DEPARTMENT

VOTESAFE ELECTRONIC POLL BOOK

YOUR SUITCASE WILL INCLUDE THE FOLLOWING:

- HP Laptop
- Power Brick
- Verizon Wireless USB Card (black)
- USB Hub (rainbow)
- Mouse
- Mouse Pad
- Barcode Scanner with Scanner Stand
- Brother Label Printer with Power Cord and USB Cord for Label Printer
- Extra Labels

While working in VoteSafe, you will not need to double-click. Also, typing may be slow to appear on the screen. Please be patient.

SETTING UP LAPTOP

1. Open the laptop and plug the laptop's power brick into the hole on the right side of the laptop and into the wall.
2. The following setup is a suggested best practice. If your polling location requires a different setup, keep in mind that any USB item can be plugged into any USB port.
3. Insert the USB Hub into a USB port on the right side of the laptop.
4. Plug the Mouse into the USB hub.
5. Plug the Brother Label Printer into the other USB port on the right side of the laptop. The gray USB cord connects to the printer at the back of the printer. Connect the black power cord to the back of the printer and also to an outlet. Press the Power button on the printer. If the green light comes on, it has power.
6. Turn on your computer by pressing the small silver power button on the left side above the keyboard.
7. Connect the Barcode Scanner into the USB hub. When you're not using it, the Barcode Scanner can rest in the scanner stand.
8. Plug the black Verizon USB Card into the left side of the laptop.

OPENING THE POLLS

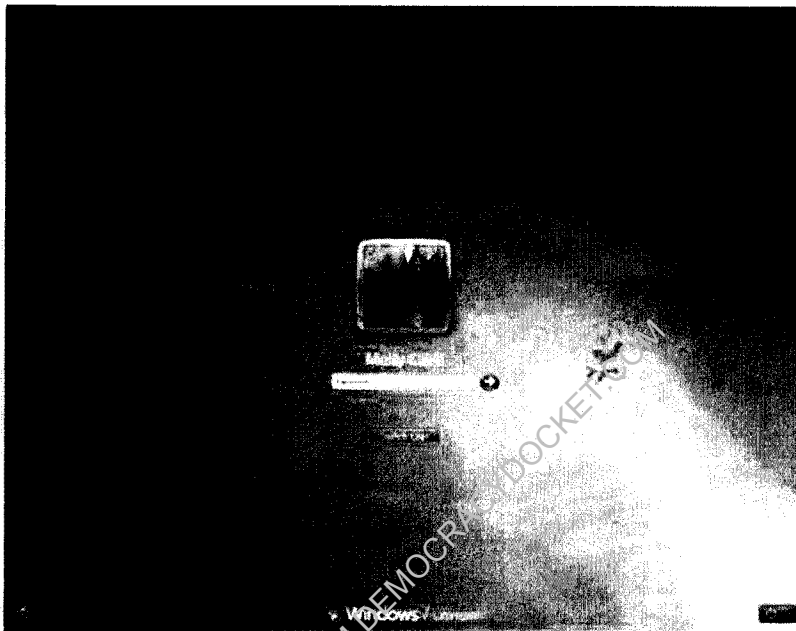
A. Log In

1. Log into Windows with:

Username: **Poll Worker** (Field will be populated automatically)

Password: Provided during training

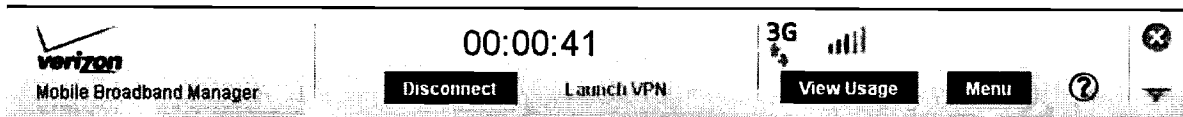
Remember – all Usernames and Passwords are case-sensitive.



2. When signing on to the Computer, you may be asked if you want "Updates".
Decline the updates. This message may also appear at times during the day. Decline the updates.

B. Connecting To The Internet

1. If your Verizon USB card is plugged in, Verizon Mobile Broadband Manager should open and already be connected.



C. Opening VoteSafe

1. Double-click the padlock-shaped **VoteSafe** icon.
2. Click the blue text that says "Click here to start..."
3. In the "Enter your password" field, type the password provided in your kit.

OPENING THE POLLS – Continued

4. The next screen will give the name of the election. Click on the blue **“Click Here to Begin Pollplace and Worker Selection”**. This link will take you to the Pollplace and Worker screen.

Williamson Joint General & Special Elec

Running in election day mode

Words in blue like "Click Here to Begin Pollplace and Worker Selection" are links that take you to other screens.

[Click Here to Begin Pollplace and Worker Selection](#)

5. You are now at the **“Pollplace and Worker Selection”** Screen.
6. You will see that Polling Place and Worker are already selected. Confirm the information is correct and click **Continue**.

OTEC Williamson Pollplace and Worker Selection LOGIC TEST / TRAIN

Logout Thursday, Oct 10 2013

Pollplace and Worker

Select Pollplace

→ Anderson Mill Limited Dist.

Pollworker

→ Jason Barnett (J)

[Continue to Voter Lookup](#)

LOGIC TEST / TRAIN

Election Details

| | |
|---------------|------------------------------|
| Name: | Joint General & Special Elec |
| Date: | 2013-11-05 |
| Registration | |
| Registration: | Accepted |

Text: A A A

7. To change your font size click on an **“A”** next to Text in the upper right side of the screen.

VOTER PROCESSING

A. Voter Lookup

1. You are now at the Voter Lookup Screen. Here you have the ability to search for voters by Driver's License (DL), Voter Registration number, Name, or Date of Birth.

The screenshot shows the 'Voter Lookup' interface. At the top, there's a header with 'OTEC Williamston Voter Check-in' and 'LOGIC TEST / TRAIN'. Below this, there are tabs for 'Counts/Logs' and 'Contacts/Help'. The main section is titled 'Voter Lookup' with a 'Clear Fields' link. There are four input fields: 'House # / Voter ID / DL' (circled in red), 'Last Name', 'First Name', and 'Birthdate (mm/dd/yyyy)'. A 'Search' button is at the bottom right of the form. To the right of the form, there are three boxes: 'Live Help' (with a 'New' button), 'System Usage' (listing 'Anderson Mill MUD', 'General Pollworker 2', 'Online', and 'Check-in Msgs Queued: 0'), and 'Lookup Guidelines' (with a link 'Find Voters Using...'). A diagonal watermark 'RETRIEVED FROM DEMOCRACYDOCKET.COM' is visible across the center.

2. Make sure the cursor is in the first box labeled "House # / Voter ID / DL".
3. Here you can scan the barcode on the back of the voter's TDL or the barcode underneath the district boxes on the right side of the voter's certificate.

DO NOT SCAN THE BARCODE AT THE TOP OF THE VOTER'S CERTIFICATE.

This is an internal "notice" identifier barcode and will not pull up a voter.

4. When looking up a voter by name, be sure to use two (2) items for lookup, i.e., Last name, First name, or house #.
5. **Searching using the Driver License # may not find a voter if the voter did not include their DL # on their VR application. If you cannot find a voter by DL, try searching by name or birthdate.**
6. Press "Enter" or click "Search" to go to the next screen.

VOTER PROCESSING – Continued

The screenshot shows the 'Voter Lookup' screen. At the top, it says 'OTEC Williamson Voter Check-in' and 'LOGIC TEST / TRAIN'. The date is 'Tuesday, Oct 12 2010'. There are links for 'Counts/Logs' and 'Contacts/Help'. A 'Logout' link is in the top right. Below the header, there's a 'Voter Lookup' section with a 'Return to Voter Search' link. A table lists one voter: EDWARDS, FOREST WILLIAM at 1601 WHIRLWIND TRL - ROUND ROCK. To the right, there are sections for 'Live Help' (No messages...), 'System Usage' (Anderson Mill MUD, General Pollworker 2, Online, Check-in Msgs Queued: 0), and 'Lookup Guidelines' (Find Voters Using...). An arrow points to the voter's name in the table.

| Name | Address |
|-------------------------|---------------------------------|
| EDWARDS, FOREST WILLIAM | 1601 WHIRLWIND TRL - ROUND ROCK |

7. This screen shows a list of voters with the criteria you searched for. Most of the time you will see only one name. If you see more than one, be sure to check the information and choose the correct voter.

B. Voter Check-In

1. Click the voter's name to continue to the "Check-In" screen.
2. When the voter's personal information appears, you will see the address where they are currently registered. LOOK FOR ANY LARGE RED NOTES such as suffixes like Jr., III, or other notations.
3. If the voter's information is correct click on "Check-in Voter" at the bottom of the screen.

The screenshot shows the 'Check-In' screen for Candice Patricia Zaccheus. At the top, it says 'OTEC Williamson Voter Check-in' and 'LOGIC TEST / TRAIN'. The date is 'Tuesday, Oct 12 2010'. There are links for 'Counts/Logs' and 'Contacts/Help'. A 'Logout' link is in the top right. Below the header, there's a 'CANDI PATRICIA ZACCHEUS' section with a 'Return to Search Results' link. A box titled 'Verify Voter Information' contains the following details: Address: 1101 VINTAGE DR LEANDER 78641, Birthdate: 1/29/1975, County ID: 341636, Status: A, Precinct: 265. To the right, there are sections for 'Live Help' (No messages...), 'System Usage' (Anderson Mill MUD, General Pollworker 2, Online, Check-in Msgs Queued: 0), and 'Lookup Guidelines' (Find Voters Using...). At the bottom, there's a 'Ballot 10' section and a 'Check-in Voter' button, which is circled in red.

| Verify Voter Information | | | |
|--------------------------|-------------------------------|-----------|-----|
| Address: | 1101 VINTAGE DR LEANDER 78641 | | |
| Birthdate: | 1/29/1975 | | |
| County ID: | 341636 | Status: | A |
| | | Precinct: | 265 |

VOTER PROCESSING – Continued

C. Messages / Notations

1. Look for any additional messages or notations concerning a voter's registration. The information will be in LARGE RED LETTERS.
2. Examples:

Counts/Logs Contacts/Help

EDWARD LAMAR SMITH III Return to Search Results

Verify Voter Information

Address: 316 LONE STAR BLVD HUTTO 78634

Birthdate: 9 / 23 / 1963

County ID: 440038 Status: A Precinct: 402

Note the suffix **III** in red next to the voter's name. Make sure you do not check in a voter under their father's/son's identical name.

Counts/Logs Contacts/Help

AARON D SMITH Return to Search Results

Verify Voter Information

Address: 1003 OAKRIDGE CV LEANDER 78641

Birthdate: 1 / 19 / 1975

County ID: 351437 Status: S Precinct: 264

*** Voter must complete a Statement of Residence prior to voting. ***

If you see this message, make sure the voter completely fills out and signs a Statement of Residence.

Counts/Logs Contacts/Help

ANTHONY MICHAEL ABBATTISTA Return to Search Results

Verify Voter Information

Address: 3404 LUMINOSO LN ROUND ROCK 78681

Birthdate: 11 / 30 / 1990

County ID: 921459 Status: A-I Precinct: 382

*** Voter must show ID prior to voting ***

This voter must show a form of ID other than their voter certificate to check in and vote.

VOTER PROCESSING – Continued

| Counts/Logs | | Contacts/Help | |
|--|------------------------------------|---------------|-----|
| MARY ANN ULLRICH BARBOUR Return to Search Results | | | |
| Verify Voter Information | | | |
| Address: | 1414 COLLEGE ST S GEORGETOWN 78626 | | |
| Birthdate: | 8/22/1923 | | |
| County ID: | 205658 | Status: | A |
| | | Precinct: | 142 |
| Select A Ballot | | | |
| Please Note: Voter has REQUESTED a mail ballot | | | |

This voter has requested a Ballot by Mail. Voter must complete Request to Cancel Ballot by Mail per instructions to vote in person. The Elections Department must be called to have this designation removed to allow in person voting.

| Counts/Logs | | Contacts/Help | |
|---|----------------------------------|---------------|-----|
| JULIE ELIZABETH SEIPPEL Return to Search Results | | | |
| Verify Voter Information | | | |
| Address: | 1824 BAYLAND ST ROUND ROCK 78664 | | |
| Birthdate: | 6/14/1984 | | |
| County ID: | 340284 | Status: | A |
| | | Precinct: | 436 |
| Select A Ballot | | | |
| ***** VOTER CHECKED IN ***** | | | |
| 1-NP Cedar Park Public Library 4/20 15:19 | | | |

This voter has already voted at another location on the date and at the time listed.

| Counts/Logs | | Contacts/Help | |
|--|---------------|-----------------------------|-----|
| CHAD CHRISTOPHER MAREK Return to Search Results | | | |
| Verify Voter Information | | | |
| Address: | NOT AVAILABLE | | |
| Birthdate: | 2/19/1973 | | |
| County ID: | 355083 | Status: | A |
| | | Precinct: | 415 |
| Select A Ballot | | | |
| Ballot 1 | | Direct voter to: SPJST Hall | |

This voter has filed a Request for Confidentiality. The voter may be a Peace Officer, County Jailer, Current or Former employee of the Texas Department of Criminal Justice or a Commissioned Security Guard. Judges and others involved in judicial proceedings may also have this information suppressed.

Use standard procedures to process this voter. It is not necessary to call the Elections Department unless some other unusual situation occurs.

VOTER PROCESSING – Continued

D. Printing Labels

1. After you click Check-in Voter, two labels with the voter's information will begin to print automatically. One label is affixed to the Combination Form. The other label is the "Precinct Card" to be used by the Ballot Puller to pull up the correct ballot.
2. You are now back to the Voter Lookup screen.
3. At the top of the screen you will see verification that the voter was checked in.

OTEC Williamson Voter Check-in LOGIC TEST / TRAIN

Counts/Logs Contacts/Help

✓ Voter JULIE ELIZABETH SEIPPEL checked-in. Click HERE to print similar names label.

Voter Lookup Clear Fields

House # / Voter ID / DL

E. Reprinting Labels

1. If you need to reprint a label for a voter that you just checked in, click the voter's name in the top left message box. Otherwise, search for the voter again.
2. Click Re-Print Label.

CANDI PATRICIA ZACCHEUS Return to Voter Lookup

Verify Voter Information

Address: 1101 VINTAGE DR LEANDER 78641

Birthdate: 1 / 29 / 1975

County ID: 341636 Status: A Precinct: 265

Select A Ballot

***** VOTER CHECKED IN *****

10-NP Anderson Mill MUD 10/12 12:23

Cancel Check-in

Re-Print Label

Cancel Voter Check In

Reprint Label

F. Canceling Voter Check- In

1. This is also the screen where you cancel a voter's check-in.

VOTER PROCESSING – Continued

2. If you are certain a voter is leaving the polling place without casting a vote, click Cancel Check-In. The next screen confirms cancel and returns to the Voter Lookup screen.
3. This can only be done the same day the voter was checked-in.

LIVE HELP

Sending messages:

- A.** Throughout the day, you may need to contact the Elections Department. You can call the Judges' Hotline or send the staff a Live Help message. Click the blue **NEW** on the right-hand side of the screen (circled below.)

OTEC **Williamson** Voter Check-In Logout

Counts/Logs Contacts/Help Text: A A

JULIE ELIZABETH SEIPPEL [Return to Search Results](#)

Address: 1824 BAYLAND ST ROUND ROCK 78664

Birthdate: 6 / 14 / 1984

Administrative Details

******* VOTER CHECKED IN *******

14-R Cedar Park Randalls 1/28 13:43

[Return to Voter Lookup](#)

Live Help **New**

No messages...

System Usage

Cedar Park Randalls
General Pollworker 2
Online
Check-in Msgs Queued: Training Mode

- B.** Type in your question or select the "Handy Message" that applies and Send it. **NOTE:** If you do this from a voter check-in screen, the voter information is **AUTOMATICALLY** sent with it. Do not forget to add any other information that you think is important.
- C.** If you have a question about a voter's eligibility, you can send the Elections Staff a message from the voter check-in screen. The voter information is **AUTOMATICALLY** sent with it. Do not forget to add any other information that you think is important.

LIVE HELP – Continued

- D. When sending a voter question to Elections Staff, you should receive a message back indicating that we are researching the problem. Under Live Help on the right-hand side of the screen you will see a notification that you have a “General Message”. Click on this notification to view the message.

The screenshot shows the 'Williamson Voter Check-in' interface. At the top, there's a header with 'OTEC', 'Williamson Voter Check-in', and 'LOGIC TEST / TRAIN'. The date 'Friday, Apr 15 2011' is on the right. Below the header, there are tabs for 'Counts/Logs' and 'Contacts/Help'. The main section is titled 'Voter Lookup' with a 'Clear Fields' link. It contains input fields for 'House # / Voter ID / DL', 'Last Name', 'First Name', and 'Birthdate (MM/DD/YYYY)'. A 'Search' button is at the bottom right of the input fields. On the right side, there's a 'Live Help' section with a 'New' button and a 'General Message' notification. Below that is a 'System Usage' section showing 'McConico Building', 'General Pollworker 2', 'Online', and 'Check-in Msgs Queued: 0'. At the bottom, there's a 'Lookup Guidelines' section with a link 'Find Voters Using...'. A diagonal watermark 'RETRIEVED FROM DEMOCRACYDOCKET.COM' is visible across the center.

- E. Occasionally Elections Staff will send messages to your computer that are of high importance. Instead of a notification on the right-hand side, the message will pop up in front of the screen you are working on. This message should be read before continuing to check in voters. You will be able to close the message to continue.

SYSTEM USAGE

Check the System Usage throughout the day to make sure you are still connected so voter information will stay current during the day. If this says OFFLINE or CONNECTING, you need to go to the VZ Access Manager to connect again. Once you have connected again, it can take up to a minute for VoteSafe to show that you are ONLINE.

COUNTS

1. You can verify how many voters have been checked-in through VoteSafe and which voters have been cancelled in the system by clicking on Counts/Logs at the top of the screen.

Logout

OTEC Williamson Voter Check-in LOGIC TEST / TRAIN

Tuesday, Oct 12 2010

Counts/Logs Contacts/Help

Text: A A A

Voter Lookup Clear Fields

House # / Voter ID / DL

Last Name First Name Birthdate (mm/dd/yyyy)

(Press Enter or Click Search) **Search**

Live Help New

No messages...

System Usage

Anderson Mill MUD
General Pollworker 2
Online
Check-in Msgs Queued: 0

Lookup Guidelines

Find Voters Using...

2. The Counts screen will show the number of voters who have been checked-in for the day as well as the total for the election. Today's number should match the number of voters on the Combination Form.

Counts / Logs Return to Previous Screen

Counts Logs

Today's Count **1** Total **1**

Return to Previous Screen


LOGS

1. To see a list of the voters who have been checked-in, click on **Logs**. The Logs screen will show each voter check-in and cancellation you have done through VoteSafe for each day. In the example shown, the voter was checked-in to vote, then cancelled, and then checked-in again. The most recent log indicates that she is currently checked-in as having voted.

Counts / Logs
[Return to Previous Screen](#)

Select Day

10/10/2013 ▾

Counts 

| Time | Voter | Action | ID |
|----------------|-------------------------|------------|--------|
| 10/10 05:51 PM | JULIE ELIZABETH SEIPPEL | Checked-in | 340284 |
| 10/10 05:51 PM | JULIE ELIZABETH SEIPPEL | Cancelled | 340284 |
| 10/10 02:59 PM | JULIE ELIZABETH SEIPPEL | Checked-in | 340284 |

[Return to Previous Screen](#)

2. If the information is not correct, you can click on the voter's name to jump straight to the Voter Check-In screen to correct the situation. In the example, if she DID NOT vote, you could click on her name to go to the voter check-in screen and "Cancel Check-In".

CLOSING THE POLLS ON VOTESAFE COMPUTER

1. Check to make sure that VoteSafe is "Online" prior to shutting down the computer for the day.
2. Click on the red X at the top right corner of the screen to close the VoteSafe program.
3. Click on the Start button in the bottom left of the screen and select "Shut Down".
4. Return the VoteSafe computer and accessories to the assigned suitcase.

BROTHER LABEL PRINTERS TECHNICAL TROUBLESHOOTING

1. Check to be sure label printer is plugged into the correct port.
2. Check to see that the green power button is on. If it's not, check to make sure it's getting power and check the electrical outlet.
3. If there is a printer problem, an informative pop-up will appear in the bottom right corner of the screen. Once the problem is corrected click the green triangle (play) to print any labels that may be in the print queue.
4. When you are required to work on the label printer, please take care to not get cut with the sharp blade in the printer base.

CHANGING THE LABELS

When changing the label cartridge, simply lift the old cartridge straight up. Then place the new cartridge straight down. Feed the new labels through.

- You will need to close the lid on the printer before printing again.

LABELS ARE JAMMING

The printer is most likely jamming because sticky residue and glue is accumulating on the label outlet where the labels emerge from the printer.

1. Pull out the power plug from the outlet.
2. Clean with a cloth dipped in ethanol or isopropyl alcohol.

PRINTER HAS STOPPED PRINTING LABELS

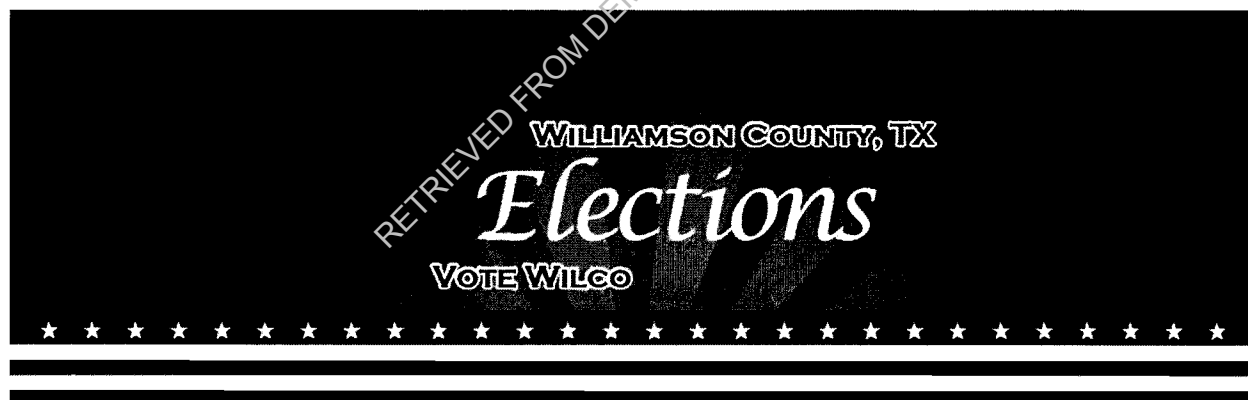
1. The printer may have been switched from one laptop to another. This creates a second Brother Printer in "Devices and Printers".
2. Double-click the "Printers" icon on the laptop.
3. Select the Brother printer that is listed as "Ready" as the default printer.
4. Cancel print jobs sent to the unused printer by right-clicking on the "Offline" printer. Select "Cancel all documents."
5. Delete the Offline printer. Right-click and select "Delete".
6. Return to VoteSafe.

STATUS LIGHT (ON/OFF) NOT OPERATING

1. Check to make sure the power cord is plugged in correctly.
2. If the power cord is correct, try plugging the printer into another electrical outlet.

POLL WORKER TRAINING GUIDE

CLOSING THE POLLS EARLY VOTING



**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**

CLOSING THE POLLS

1. If there is a line of voters at closing time, send a clerk to the back of the line. This will mark the end of the official line of voters remaining to vote.
2. After the last voter in line has been processed, officially close the polls.
3. If you expect to be delayed because of a long line, please call the Judges' Hotline.

LOCKING THE IVOTRONICS – END OF EACH DAY OF EARLY VOTING

1. Hold in the "VOTE" button. Insert the activator PEB. Count to 5 while the iVotronic begins to beep rapidly. Release the "VOTE" button, but DO NOT REMOVE THE PEB.
2. The terminal menu will appear. Before locking the iVotronics, record the public count for each iVotronic on the early voting public count log. The closing public count should match the public count recorded the next morning. IF THE PUBLIC COUNTS DO NOT MATCH, CONTACT THE ELECTIONS DEPARTMENT.

TERMINAL MENU

- ☐ General Information
- ☐ Election Services
- ☐ Set up & Configuration
- ☐ Election Administration
- ☒ N/A Logic & Accuracy
- ☐ N/A Firmware & System Services
- ☐ N/A Restore Terminal
- ☐ Lock Terminal
- ☐ N/A Unlock Terminal

6:45:13 4/29/13 Terminal SN:V1234 – PEB SN123

Software Version xxx

Copyright ES&S – All Rights Reserved

Public Count: 9

Select: Lock Terminal

3. The password screen will appear:

Enter: LCKLCK and Touch: OK

LOCKING THE IVOS – END OF EACH DAY OF EARLY VOTING (Cont)

4. The following message will appear on the screen's bottom left corner:

Remove the PEB. The terminal is locked for voting.

Remove the PEB

5. The screen will then go black. Use the same procedure to lock all terminals.

PREPARING ELECTION FORMS

1. Prepare the day's combination forms and iVotronic Cancellation Log for pick up the next morning by Elections Department officials or by a Field Tech. Be sure all combination forms are signed by the Early Voting Supervisor or Clerk.
2. Combination forms:
 - a. The total is the number of checked in voters minus any cancelled voters and/or any provisional voters.

FOR EXAMPLE: $98 + 1$ *Provisional.*

100 100 voters were entered on combination forms

— 1 1 voter was cancelled on the combination forms
as indicated by a line marked through the name

(subtract from total)

— 1 1 provisional voter was written in on the
combination forms

(subtract from total)

= 98 98 regular voters have voted

Write the total number of regular and provisional voters at the top of the first page of the combination forms each day of Early Voting.

SECURITY PROCEDURES THROUGHOUT EV – WORKSTATION

1. iVotronic Screens

- a. Locate the iVotronic key in the iVotronic printer accessory box.
- b. Insert the iVotronic key and turn it until the latch disengages.
- c. Unplug the black power connector from the top of the iVotronic screen.
- d. Remove each iVotronic screen from its booth.

2. Blue PEB Bag

Place the PEBs in the blue PEB bag. Seal the bag with a red seal provided in the PEB bag and record the seal number on the seal log.

3. Lock the following items in the auxiliary bin of the workstation:

- a. Blue PEB bag
- b. Orange provisional ballot bag
- c. Red emergency ballot bag
- d. Provisional ballot file

4. Lock the following items in the workstation:

- a. iVotronic screens
- b. VoteSafe computers, label printers, barcode scanners
- c. iVotronic printer accessory box
- d. Unused seals

5. Seal the workstation with a blue plastic seal by pulling it through the openings of the front doors. Record the seal number on the seal log.

6. Make sure the location of the workstation is locked.

SECURITY PROCEDURES THROUGHOUT EV – STORAGE CABINET

1. iVotronic Screens

- a. Locate the iVotronic key in the iVotronic printer accessory box.
- b. Insert the iVotronic key and turn it until the latch disengages.
- c. Unplug the black electrical connector from the connector on the top of the iVotronic screen.
- d. Remove each iVotronic screen from its booth.

2. Blue PEB Bag

Place the PEBs in the blue PEB bag. Seal the bag with a red seal provided in the PEB bag and record the seal number on the seal log.

3. Lock the following items in the storage cabinet:

- a. iVotronic screens
- b. Blue PEB bag
- c. Orange provisional ballot bag
- d. Red emergency ballot bag
- e. Provisional ballot file
- f. VoteSafe computers, label printers, barcode scanners
- g. iVotronic printer accessory box
- h. Unused seals

4. Seal the storage cabinet with a blue sticky seal. Record the seal number on the seal log.

5. Make sure the location of the storage cabinet is locked.

SECURITY PROCEDURES THROUGHOUT EV – MOBILE UNIT

1. Lock the following items in a pre-arranged storage area if the location is used for more than a day:
 - a. iVotronic booths with screens
 - b. Blue PEB bag with PEBs
 - c. Orange provisional ballots bag
 - d. Red emergency ballots bag
 - e. Provisional ballot file
 - f. VoteSafe computers, label printers, barcode scanners
 - g. iVotronic printer accessory box
 - h. Unused seals
2. Seal the following and record the seal numbers on the seal log:
 - a. Pre-arranged storage area, if applicable (blue sticky seal)
 - b. Blue PEB bag (red seal)
 - c. iVotronic booths (blue plastic seal)
3. If the location is used for only one day, take the election equipment and supplies for set up at the next mobile location.

CLOSING THE POLLS – LAST DAY OF EARLY VOTING

Locate the Close the Polls Checklist in the lid of the supply kit and complete procedures in order.

CLOSING THE IVOTRONICS – LAST DAY OF EARLY VOTING

1. Remove the red master PEB from the PEB bag and insert it into the iVotronic.
2. The Close Option Menu will appear:

Close Option Menu

☐ Close the Polls
☐ Exit Menu

Select: Close the Polls


3. The following is displayed:

WARNING: DO NOT REMOVE PEB
Preparing to collect votes to PEB
You will be notified when it is safe to remove PEB
PLEASE WAIT...
Caution: If the PEB is removed during this operation,
the process will need to be restarted
THIS PROCESS MAY TAKE A FEW MINUTES

4. After this process finishes, the following messages are displayed sequentially:

| | |
|---|---|
| <p>You must remove the PEB now to continue closing the terminal</p> <p><u>Remove the PEB</u></p> | <p>Completing terminal closing process Please wait. This process may take a few minutes</p> |
|---|---|

5. When the terminal closes, the following message is displayed:


Touch Screen to Exit

Touch the screen

ALERT: If you do not see the message "Terminal Closing is Complete," the iVotronic is not closed and the data has not been collected on the flashcard. Please do not remove the flashcard until you are sure the terminal has been closed.

6. Use the same process on each iVotronic. **DO NOT** print a results tape.

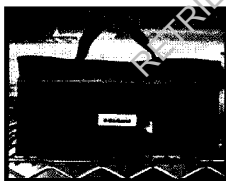
REMOVING THE IVOTRONIC FLASHCARDS – LAST DAY OF EV

1. Remove the blue sticky seal covering the flashcard door at the top of each iVotronic. Stick the blue seal on the back of the seal log.
2. You will see the flashcard door. Slide this door away from the printer connector.
3. You will then see a small piece of red tape sticking up out of the opening. This tape is attached to the flashcard to make it easier to grasp. Pull the tape straight up and the flashcard will come out. If you cannot remove the flashcard, call the Judges' Hotline.
4. Verify the tag number of the flashcard against the Early Voting seal log.
5. Use the same process on each iVotronic.



RETURNING PEBs AND FLASHCARDS – LAST DAY OF EV

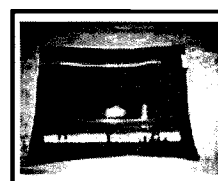
1. Place the PEBs in the blue PEB bag. Make sure the home zero tape and the polling location zero tape are in the bag. Seal the bag with the red prong seal supplied in the front pocket of the bag.
2. Place the iVotronic flashcards in the plastic pockets in the blue flashcard bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.
3. Verify/record the seal numbers on the seal log for the blue PEB bag and the blue flashcard bag.



PEB bag



Red prong
seal



Flashcard
bag

PLEASE BE SURE YOU HAVE VERIFIED/RECORDED ALL SEAL NUMBERS AND TAG NUMBERS.

TAKING DOWN THE STANDARD IVOTRONIC

1. Standing behind the iVotronic, unplug the cord, wrap it up, and secure it with the Velcro strap.
2. Standing in front of the iVotronic, close the left door and then the right door.
3. Disengage the green latch on the right side of the iVotronic booth with your right hand and gently fold the iVotronic screen down with your left hand.
4. Standing behind the iVotronic, gently lean it back, placing it on the ground.
5. Return to the end with the legs; fold in and latch the right leg, then the left leg.
6. Grip the iVotronic on either side, and lift it up so that it is on its wheels.
7. Please leave all of the iVotronics in the same location if they are being picked up at a later time by movers.

TAKING DOWN THE TABLETOP IVOTRONIC

1. Lower the "kickstand" so that the screen is lying flat in the booth.
2. Unlatch both panels. Fold down the right side panel first, the left side panel second, and then the center panel.
3. Close the lid and secure the two blue latches. Be sure that these blue latches on the front of the case are outside the case when the lid is being closed. They will break off if caught in the lid.
4. Slide the big blue latch and open the top compartment.
5. Return the electrical cord to the top compartment. Wind the cord up, close the compartment door, and secure the big blue latch.
6. Two people need to lift the iVotronic down from the table.

RETURNING LAPTOPS – LAST DAY OF EARLY VOTING

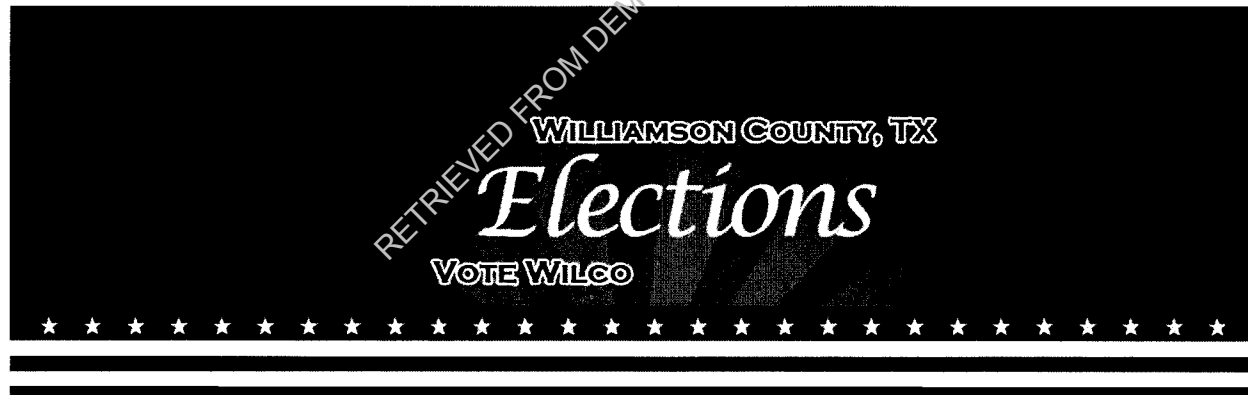
1. Place each laptop and power brick in a bubble bag. Then match and return each laptop to its suitcase. Place the mouse pad on top of the laptop.
2. Place the wireless USB card, USB hub, and mouse into the accessories bag in the suitcase.
3. Place the barcode scanner and scanner stand in its assigned suitcase by matching the numbers from the labels on each item.
4. Place each label printer with its power cord and USB cord in a bubble bag. Then match and return each label printer to its suitcase using the labels on each item.

RETURNING PAPERWORK AND SUPPLIES – LAST DAY OF EV

1. Leave “Early Voting Here” A-frame sign with the iVotronics.
2. Remove all paperwork and supply items from the workstation/storage cabinet. Do not leave any paperwork or supplies in the workstation/storage cabinet.
3. Leave the electrical cord attached to the back of the workstation as-is.
4. Latch the keys of the workstation to the sliding laptop shelf inside the large-door side of the workstation. If your polling place has a storage cabinet, return the keys to the plastic bag inside the storage cabinet.
5. **DO NOT** lock the workstation/storage cabinet.
6. **DO NOT** re-label any of the supply boxes you received during supply pick up, and do not convert them to any other use.
7. Read the labels on the iVotronic printer accessory box and on any other containers with labels. Please return all items in the appropriate boxes.
8. Remove all personal items and trash from the workstation/storage cabinet.
9. Use the Checklist for Final Day of Early Voting. Have all items ready to hand in to election workers when you arrive at the Elections Department. If you do not have in-hand the materials listed on the checklist when dropping off your supplies, you will be asked to park your vehicle and search for the item(s).
10. Deliver all supplies directly to the Elections Department at the Inner Loop Annex. Do not delay your return.

POLL WORKER TRAINING GUIDE

CLOSING THE POLLS ELECTION DAY



**WILLIAMSON COUNTY
ELECTIONS DEPARTMENT**

CLOSING THE POLLS

1. If there is a line of voters at 7 PM, send a clerk to the back of the line.
The clerk will mark the end of the line of voters remaining.
2. After the last voter in line has been processed, officially close the polls.
3. Locate the Close the Polls Checklist in the lid of the supply kit and complete it in order.
4. If you expect to be delayed because of a long line, please call the Judges' Hotline.

CALCULATING THE TOTAL NUMBER OF VOTERS

The total is the number of checked in voters minus any cancelled voters and/or any provisional voters.

FOR EXAMPLE:

164 + 8 Provisionals

175 175 voters were entered on combination forms

-3
172

3 voters were cancelled on the combination forms as indicated by a line marked through their name

(subtract from total)

-8

8 provisional voters were written in on the combination forms

(subtract from total)

= 164 164 regular voters have voted

Write the total number of regular and provisional voters at the top of the first page of the combination forms.

CLOSING THE IVOTRONICS

1. Remove the red PEB from the PEB bag and insert it into the iVotronic.
2. The Close Option Menu will appear:

Close Option Menu

☐ Close the Polls

☐ Exit Menu

Select: Close the Polls

3. The following is displayed:

WARNING: DO NOT REMOVE PEB

Preparing to collect votes to PEB

You will be notified when it is safe to remove PEB

PLEASE WAIT...

Caution: If the PEB is removed during this operation,
the process will need to be restarted

THIS PROCESS MAY TAKE A FEW MINUTES

4. After this process finishes, the following messages are displayed sequentially:

You must remove the PEB
now to continue closing the
terminal

Completing terminal closing
process

Please wait. This process may
take a few minutes

Remove the PEB

5. When the terminal closes, the following message is displayed:

Touch Screen to Exit

Touch the screen

ALERT: If you do not see the message "Terminal Closing is Complete," the iVotronic is not closed and the data has not been collected on the flashcard. Please do not remove the flashcard until you are sure the terminal has been closed.

6. Use the same process on each iVotronic. You are ready to print the results tape.

PRINTING THE RESULTS TAPE

1. Connect the printer to the last iVotronic closed.
2. Press and hold the small, black button on the printer until the green light comes on.
3. Insert the red PEB into the terminal. The terminal will display:

☐ Print Polling Location Results Tape Now?
☐ Done

Select: Print Polling Location Results Tape Now?

4. When the print option appears, press PRINT. Print two results tapes.
5. Once two results tapes have printed, the screen will ask:

DO YOU WANT ANOTHER REPORT?

☐ Yes
☐ No

Select: No

6. The next message will appear:

The following report choices are available:

☐ Print Polling Location Results Tape Now?
☐ Done

Select: Done

7. The following screen will appear:

REMEMBER:

**Turn the selector switch to the off position on the
communication pack.**

PRESS SCREEN TO CONTINUE

Touch the screen

PRINTING THE RESULTS TAPE – Continued

8. Press and hold the small, black button on the printer until the green light turns off.
9. The following message will be displayed:

Do you want to recollect the terminal?

- ☐ Yes
☐ No

Select: No

10. You will see a message in the lower left corner:

Please remove PEB. Re-collection not chosen

Remove PEB

11. Disconnect the printer and place it back in the iVotronic printer accessory box. Please remove the power brick connection and the telephone jack connection from the printer.
12. The Election Judge must write the total number of voters from the combination forms on the results tapes.
13. The Election Judge and an election worker must sign the results tapes.
14. Place one results tape in the blue PEB bag and the second results tape in pink envelope #3.

REMOVING THE IVOTRONIC FLASHCARDS

1. Remove the blue sticky seal covering the flashcard door at the top of each iVotronic. Stick the blue seal on the back of the seal log.
2. You will see the flashcard door. Slide this door away from the printer connector.
3. You will then see a small piece of red tape sticking up out of the opening. This tape is attached to the flashcard to make it easier to grasp. Pull the tape straight up and the flashcard will come out. If you cannot remove the flashcard, call the Judges' Hotline.
4. Verify the tag number of the flashcard against the Election Day seal log.
5. Use the same process on each iVotronic.



FOLDING THE RESULTS TAPE

Please be sure to carefully follow the directions below. This is very important in helping expedite election night tabulation.

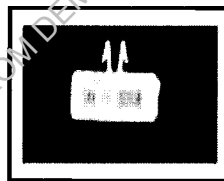
1. Fold the zero tape and results tape separately. Fold each tape accordion style.
2. Secure each tape with a paper clip so that the words "Polling Location Zero Tape" and "Polling Location Results Tape" are immediately visible when the tapes are removed from the PEB bag at Central Count.

RETURNING PEBs AND FLASHCARDS

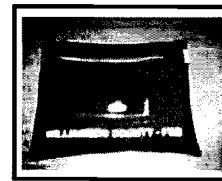
1. Place the PEBs in the blue PEB bag. Make sure the home zero tape and one results tape are in the bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.
2. Place the iVotronic flashcards in the plastic pockets in the blue flashcard bag. Seal the bag with the white prong seal supplied in the front pocket of the bag.
3. Verify the seal numbers on the seal log for the blue PEB bag and the blue flashcard bag.



PEB bag



White prong
seal



Flashcard
bag

PLEASE BE SURE YOU HAVE VERIFIED ALL SEAL NUMBERS AND TAG NUMBERS.

TAKING DOWN THE STANDARD IVOTRONIC

1. Standing behind the iVotronic, unplug the cord, wrap it up, and secure it with the Velcro strap.
2. Standing in front of the iVotronic, close the left door and then the right door.
3. Disengage the green latch on the right side of the iVotronic booth with your right hand and gently fold the iVotronic screen down with your left hand.
4. Standing behind the iVotronic, gently lean it back, placing it on the ground.
5. Return to the end with the legs; fold in and latch the right leg, then the left leg.
6. Grip the iVotronic on either side, and lift it up so that it is on its wheels.
7. Please leave all of the iVotronics together if they are being picked up at a later time by movers.

TAKING DOWN THE TABLETOP IVOTRONIC

1. Lower the "kickstand" so that the screen is lying flat in the booth.
2. Unlatch both panels. Fold down the right side panel first, the left side panel second, and then the center panel.
3. Close the lid and secure the two blue latches. Be sure that these blue latches on the front of the case are outside the case when the lid is being closed. They will break off if caught in the lid.
4. Slide the big blue latch and open the top compartment.
5. Return the electrical cord to the top compartment. Wind the cord up, close the compartment door, and secure the big blue latch.
6. Two people need to lift the iVotronic down from the table.

RETURNING LAPTOPS

1. Place each laptop in a bubble bag. Then match and return each laptop to its suitcase. Place the mouse pad on top of the laptop.
2. Place the wireless USB card, USB hub, power brick and mouse into the accessories bag in the suitcase.
3. Place the barcode scanner and scanner stand in its assigned suitcase by matching the numbers.
4. Place each label printer with its power cord and USB cord in a bubble bag. Then match and return each label printer to its matching suitcase.

ORGANIZING YOUR PAPERWORK

Pay attention to the front of each envelope. Place the forms in the correct envelope (most forms are color coded).

1. Combination Forms

- Combination forms are returned in Yellow Envelope #2
- Please check each page for the Judge's or clerk's signature

2. List of Provisional Voters

- Complete and sign the list of provisional voters
- The white copy goes in the clear pocket of the orange provisional bag
- The yellow copy goes in Yellow Envelope #2
- The pink copy goes in Pink Envelope #3

3. iVotronic Cancellation Log

- Complete and sign the iVotronic cancellation log
- Place the log in the green file pocket

4. Spoiled Provisional Ballots

- If you have any spoiled paper ballots, place them in the Spoiled Ballot Envelope

BROWN CARDBOARD BOX # 4

In the brown cardboard box marked "Box #4," include these items:

1. The gold copy of the iVotronic Reconciliation Form
2. The Spoiled Ballot Envelope containing any spoiled provisional ballots
3. The Cancelled Ballots by Mail Envelope containing any cancelled ballots by mail and Requests to Cancel Ballots by Mail

RETURNING PAPERWORK AND SUPPLIES

1. Use the Master List of Items to Be Returned on Election Night. For any items not specifically listed, please return them in your supply kit.
2. **DO NOT** re-label any of the supply boxes you received during supply pick up, and **DO NOT** convert them to any other use.
3. Read the labels on box #4, on the iVotronic printer accessory box, and on any other containers with labels. Please return all items in the appropriate boxes.
4. Follow the instructions on Yellow Envelope #2, Pink Envelope #3, and Gray Envelope #4. Be diligent about placing every form and every item on the checklist in the correct envelope and/or container.
5. The Election Judge must keep all pink copies of Election Day forms and paperwork in Pink Envelope #3. For elections with federal races on the ballot, the retention period is 22 months. For all other elections, the retention period is 6 months.
6. Place the used seals bag in the white supply kit
7. Remove all personal items and trash before returning kits, VoteSafe computers, and other boxes and supplies.
8. Use the Returning Supplies Checklist. Have all items ready to hand in to election workers when you arrive at Central Count.
9. Deliver all supplies directly to Central Count at the Inner Loop Annex. Do not delay your return.
10. Make every effort to complete all forms at the poll site. If there is a problem with your paperwork, please drop off all supplies at Central Count, park, and bring the paperwork you are having trouble with into the building. Someone will assist you
11. When you have dropped off your supplies and all the supplies have been accounted for, you will receive a signed receipt for your records. If you do not have the materials listed on the Returning Supplies Checklist in-hand when dropping off your supplies, you will be asked to park your vehicle and search for the item(s).