Poll Worker Training

## March 5, 2024 Primary Election

Training #1: 30 Jan   #2: 01 Feb
#3: 05 Feb   #4: 07 Feb

Hays County, Texas

Cities (total population as of 2021)

San Marcos:	68,580
Kyle:	51,789
Buda:	15,643
Dripping Springs:	5,787
Wimberley:	2,877
Woodcreek:	1,804
Uhland:	1,667
Niederwald:	671
Mountain City:	656
Bear Creek:	418
Hays (City of):	240
Driftwood (2020):	131
Urban & Suburban:	174,411
Rural or Partial City:	80,986
Total Population:	255,397
Registered Voters:	**173,826**
20% turnout:	34,765
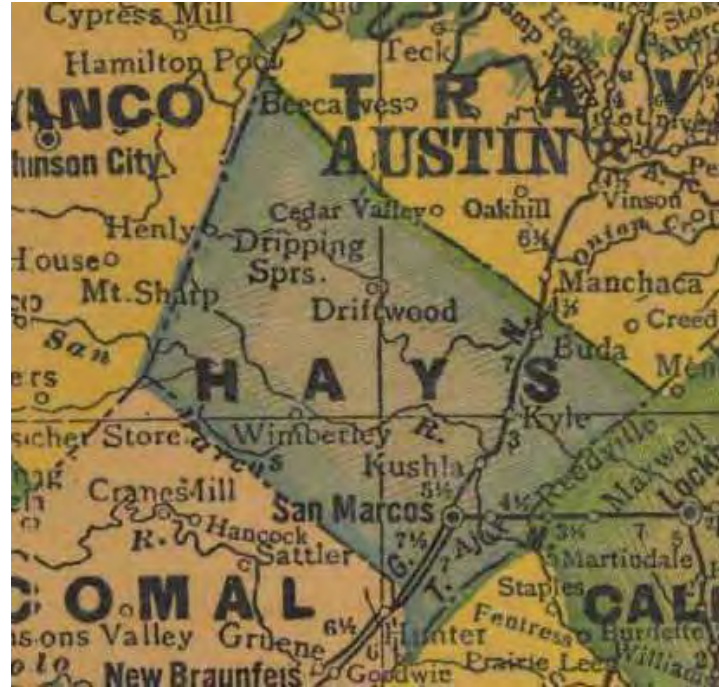
Hart InterCivic Verity

No voter choices in barcodes

Bilingual ballot summary

Full size ballot for a better voter experience and cost savings

100% Voter Verifiable

Primary Election Defined

A preliminary election to select the candidates for a principal, especially presidential, election

These occur in even-numbered years for <u>presidential</u> and <u>gubernatorial</u> elections

Each political party holds its own primary; in Hays County, the two major parties conduct their primaries <u>jointly</u>

> Could there be a Libertarian/Green/other party primary election? In theory, yes. In practice, not in Texas.

Independents and <u>all candidates who are still conducting an active political campaign</u> will appear on the November ballot!

Voters in Texas <u>do not</u> register by party and may vote in whichever party's primary they desire

> Once a selection is made, that voter is locked in only for the primary run-off that year (if one occurs)

Presiding Judges and Election Clerks Defined

Texas Election Code Title 3, Chapter 32 specifies laws regarding Presiding Judges and Election Clerks, collectively referred to as election or poll workers

§32.001, 32.006 (primaries): A presiding election judge and an alternate presiding judge shall be appointed [by Commissioners' Court] for each election precinct in which an election is held.

§32.002: Judges must be affiliated or aligned with different political parties.

§32.031: The presiding judge for each election precinct shall appoint the election clerks to assist the judge in the conduct of an election at the polling place served by the judge [for a single election only].

Overview of a Typical Election Day

6:00 a.m.
- equipment checks
- paperwork in order (timesheets, oaths, voter materials)

7:00 a.m.
- Open polls promptly

7:00 a.m. – 6:00 p.m.
- check in and process voters
- post wait times

6:00 – 7:00 p.m.
- prep for close of polls
- prep equipment/paperwork that must return to Elections Office that night
- scan curbside ballots

Call the Elections Office if you need assistance! (512) 393-7314

Hands-on Early Voting Training

Consider working as a clerk at an Early Voting location for hands-on experience

Busiest locations (November 2023 turnout):

San Marcos – Elections Office 2,252
includes Government Center, which is no longer a polling location

Wimberley Community Center 1,966

Dripping Springs – Precinct 4 Office 1,790

Kyle City Hall 1,771

Buda City Hall 1,650

Austin – Headwaters, the HUB 1,505

What is Kahoot?

- A game based classroom response system
- Free, web based, device independent.
- Teaching create quizzes with multi-choice up to 4 answers.
- Questions displayed on projector.
- Students respond via own device.
- Students gain points for correct questions and speed of response.

learninginnovation

Training Agenda / Outline

Morning

This presentation

Lunch

Supply boxes (judges'/clerks' handbook)

Deploying and bringing back the equipment

Interactive daily reports exercise (Election Day)

<u>Hands-on Workstations</u>

       Provisional ballots

       Mail ballots – Surrendered ballots at vote centers (new law & form)

       Reports & daily reports

       Curbside voting – full process

       TouchPads (open to close)

Close of Training

End of the day survey

Important Telephone Numbers and Staff Members

Election Judges' Line   **512-393-7314**

Elections Administrator   512-393-7310
Jennifer Doinoff

Assistant Elections Administrator
Virginia Flores

Equipment Data Coordinator
Melissa Jordan
Justin Megoloff

Field Tech Coordinator
Robbie Riddle

Voter Registration Clerk
Erica Hinders
Martha Rose

Ballot by Mail Coordinator
Mary Sampson
David Martinez

Front Desk
Ben Kleiber

Technology Coordinator
Cliff Ormiston

Secretary of State's Office   **1-800-252-8683**

The Elections Website

https://hayscountytx.com/elections

Sample ballots & precinct finder

Early voting and Election Day times and locations

Mail ballot tracker

Voter registration self-check / Who represents me

Important dates

05 Feb	last date to register to vote for primary
19 Feb	Presidents' Day holiday (all locations closed)
20 Feb	Early Voting begins
23 Feb	last date to submit application for ballot by mail
02 Mar	Early Voting ends
05 Mar	Election Day

Public notices

Early Voting / Election Day
Polling Location Pre-Start Checklist

Make an on-site check before setup is to begin

- Has your judge/senior clerk contacted the vote center facility manager?
- Are there tables and chairs?
- Do you have enough available electrical outlets for all your equipment?
- Where are the restrooms?
- Is there enough parking for everyone?

Check for supplies and equipment

- Election supplies
- Electrical bag with Verity cables, ATI module, and barcode reader
- PVR ballot paper
- 3-tiered rolling cart for curbside voting and general use
- Tenex TouchPad
- Receipt printer rolls for all devices
- At least 1x Controller (C), multiple Duos (D), and 1x Scan (S)

First Day of Voting Considerations

Begin Your Opening Polls Procedures an Hour (or More) in Advance

- Turn on your equipment and identify any issues WELL BEFORE polls open at 7 a.m.!!!
  - Check cables, power, connectivity, signage

- Make sure your paperwork and supplies are set up and prepared
  - Check and document your seals prior to opening polls

See judges' handbook for complete lists and descriptions

Administer the *Oath of Offices of Election*

Sign oath on the time sheet (Statement of Compensation)

Things to Do Prior to Open the Polls

Post certified write-in candidates

Notices to be posted at every polling location (trifolds, distance markers, etc.)

Signs to Be Posted at Every Location

100-foot distance markers

Sample ballots

List of declared write-in candidates (Must be posted in every booth)

Notice of total number of voters who have voted (Election Day)

Polling place signs with arrows

Official early voting location / Election Day location signs

Notice of Election Cancellation

Notices of Precinct Convention

Now that polls are open, remember...

Revealing information

- It is unlawful you to reveal the names of voters who have or have not voted.

- On Election Day ONLY - judges post the number of voters who have voted at two-hour intervals beginning at 9:30 A.M.

The notice is posted next to the entrance of the polling place.

If a Poll Watcher Arrives at Your Location

Sections 33.002, 33.006, 33.051 Texas Election Code
9/2023

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code].

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

Poll watchers are appointed by one below:

Candidate

Write-in candidate

Political party

Specific purpose political committee

The appointment form must include:

Name of poll watcher	Eligibility (Hays address / VUID #)	Name of appointing entity	Name and date of election

Polling location of service

Signature of appointing entity

Signature of the watcher

17

Poll Watcher Appointments: Primary Elections

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A POLITICAL PARTY

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.003, Texas Election Code].

Name of Poll Watcher	Name of Political Party
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

_____
Signature of County Chair

_____
Signature of Committee Member

_____
Signature of Poll Watcher

_____
Signature of Committee Member

_____
Signature of Committee Member

Poll Watcher Appointments: Least Common

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY REGISTERED VOTERS ON BEHALF OF A WRITE-IN CANDIDATE

To the Presiding Judge/Deputy Early Voting Clerk:

The following person has been appointed to serve as a poll watcher on my behalf:

Name of Poll Watcher	Name of Write-In Candidate
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct or Other Location Poll Watcher is to Serve

I, _____, am the candidate or the person authorized to make this appointment
(printed name of candidate or designee)
on behalf of the candidate and with the candidate's knowledge.

Residence Address/Office Address of signer: _____

_____
Signature of Candidate or Designee (circle one)

CERTIFICATE OF APPOINTMENT OF POLL WATCHER FOR PROPOSITIONS OR MEASURES

To the Presiding Judge/Deputy Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.005, Texas Election Code]

Name of Poll Watcher	Name or Number of Proposition on Ballot
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Polling Place or Location at which Watcher is to Serve

Name of the Specific Purpose Political Committee		
The Specific Purpose Political Committee favors or opposes the proposition or measure	Favors	Opposes

_____   _____
Signature of Campaign Treasurer   Printed Name of Campaign Treasurer

_____
Signature of Poll Watcher

Poll Watcher Process & Allowed Activities

Poll Watcher MUST sign the Affidavit in front of the Presiding Judge

The Presiding Judge will sign the Poll Watcher Appointment Form

File the form and the copy of the poll watcher training Certificate of Completion in the Election Supply Box

All forms must be retained in the election record for 22 months.

Restrictions on watcher activities

- **No** conversing with anyone
  - Exception: inform judge/senior clerk about an irregularity or violation of law
- **May not**:
  - demand signatures or that items be produced
  - bring electronic recording devices of any kind into polls

Form is not completely and accurately filled out

Rejection requires a written statement from the Judge

Breaching the peace

Disrupting the process

Removing or Rejecting a Poll watcher
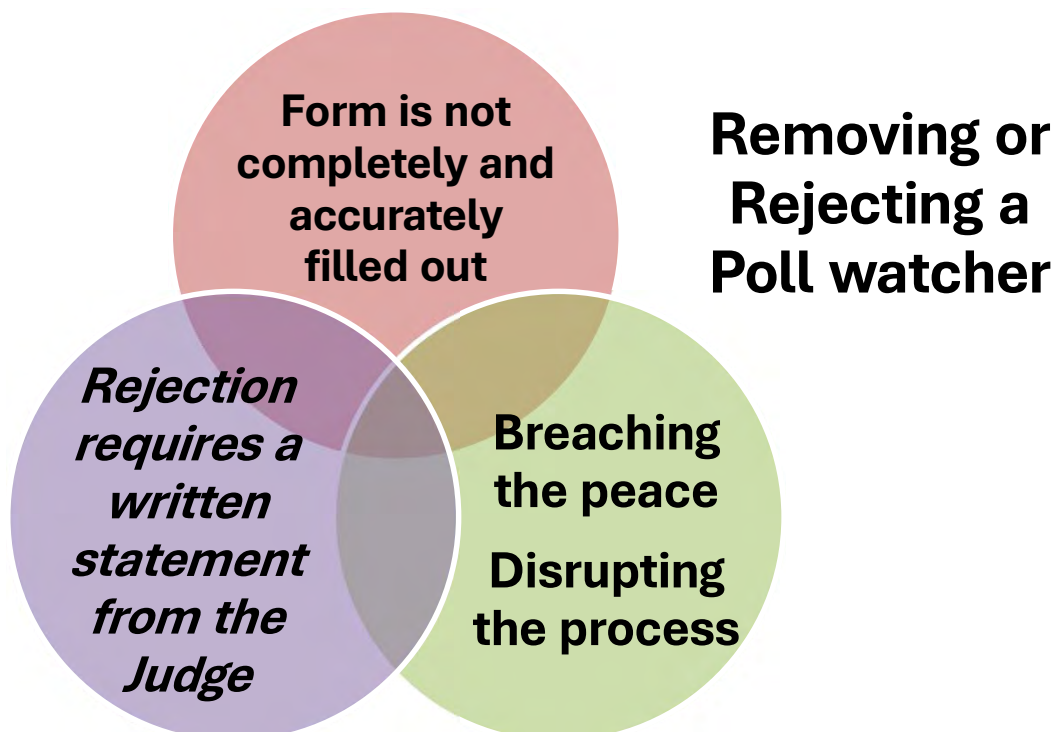
Approved by SOS
8-31-09

TIME SHEET
EARLY VOTING

NAME:

ADDRESS:	CITY:	ZIP:

SOCIAL SECURITY #	PHONE #

LOCATION WHERE YOU WORKED:

YOU WILL GET PAID IN QUARTER HOUR INCREMENTS. PLEASE ENTER YOUR TIME THAT WAY. EXAMPLE: 6:15 or 7:30 or 8:45 or 10:00

	SAT	SUN	MON	TUES	WED	THURS	FRI
DATE							
TIME YOU ARRIVED FOR WORK							
TIME YOU LEFT FOR LUNCH							
TIME YOU RETURNED FROM LUNCH							
TIME YOU LEFT WORK							

DID YOU PICK UP SUPPLIES? _____   DID YOU BRING BACK SUPPLIES? _____

_____   _____
WORKER'S SIGNATURE   *ELECTION OFFICER'S SIGNATURE*

OFFICE USE ONLY							
DAILY HOURS							
LESS LUNCH HOUR							
TOTAL DAILY HOURS							

TOTAL WEEKLY HOURS   PAYROLL   DIRECT PAY _____   VENDOR #

_____   _____   _____

(Regular hours)_____ x (rate)_____ = (total)
_____

(Overtime hours)_____ x (rate)_____ = (total)
_____

(Delivery)_____ x (rate)_____ = (total)
_____

                                                    TOTAL PAY _____

ELECTION DAY

STATEMENT OF COMPENSATION

Name of Election _____

Date of Election _____   Precinct _____

Name of Polling Place _____

Name of Worker _____

Address _____

City_____State_____Zip _____

Social Security #_____Phone # _____

Time in_____Time out _____

Did you return election equipment on election night? _____

_____
Signature of Election Worker

"I state that the above is a true and correct statement of the name, address and hours served of the election official conducting the above named election."

_____
Signature of Election Judge

FOR OFFICE USE ONLY

Payroll_____Direct Pay_____Vendor Number_____

_____ x_____ = _____
hours   pay rate   total

+_____ = _____
delivery   total pay

Signature of Deputy Election Administrator _____

At the TouchPad: Qualifying Voters

Ask for photo ID

Primary forms (DPS, federal)

- A Voter Registration Certificate (VRC) must be signed by the voter.

Check valid to and from dates on the ID

- If the eligibility date on the VRC is before Election Day, the voter is **eligible** to vote.

Confirm that the address on the Touchpad is current

Process voter as directed

Voter Identification Procedures

Voter Has a Photo ID from LIST A:

Voter Presents ID
(18 to 69 – Must not be expired more than 4 years)
(70 and up – no expiration requirement)

Does the name exactly match?

YES → **NO**

NO → ** By signing the voter affidavit, voter is affirming s/he is the name listed **

VOTE

Voter Does NOT Have a LIST A ID:

Ask the voter if they have a reasonable impediment to obtaining a Photo ID.
(If they own an ID from LIST A, they must provide it)

YES → **NO**

Option 1 → **Return with ID**

YES branch: **Can the voter provide an ID from LIST B?**

YES → **NO**

Option 2 → **VOTE PROVISIONAL BALLOT**

NOTE: Voter has up to **6 days** after the election to **show ID** to cure ballot.

Voter Presents a LIST B ID &
Completes Reasonable Impediment Declaration

Place the completed & signed **Reasonable Impediment Declaration** in the GRAY envelope.

Does the name exactly match?

YES → **NO**

NO → **By signing the voter affidavit, voter is affirming s/he is the name listed **

VOTE

LIST A – DPS & Federal Photo IDs	LIST B – Secondary IDs
Texas Driver License issued by DPS	Copy/Original – Valid Voter Registration Certificate
Texas Election Identification Certificate (DPS)	Copy/Original – Certified domestic birth certificate (US State/Territory)
Texas Personal Identification Card (DPS)	Copy/Original – Current utility bill (with voter's name)
Texas License to Carry a Handgun (DPS)	Copy/Original – Bank statement
U.S. Military Identification Card	Copy/Original – Government check
U.S. Citizenship Certificate	Copy/Original – Paycheck
U.S. Passport or Passport Card	Copy/Original – Government document with name and address *Out-of-state Driver Licenses fall under this category*

Voter Assistance

❖ Who qualifies? Individuals who:

Cannot read the ballot	Are blind
Physically cannot mark the ballot	Need an interpreter

❖ **Anyone** that the voter designates may assist the voter (another voter, a child, anyone)

❖ These individuals may not assist the voter by law:

- The voter's employer or an agent of the employer

- Representative of the union to which the voter belongs

At the TouchPad: Checking in Voters

Place the Authority to Vote signature receipt here

Check-in Tray

Place the 2nd receipt containing the ballot style with the barcode here after it is passed to the Controller
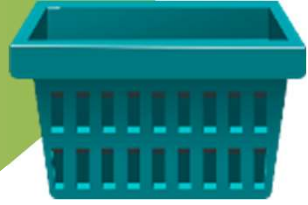
Controller Tray

Scan the receipt with the barcode reader

+

Verify the ballot style on the Access Code receipt before handing it to the voter

Ensure the voter selects one piece of ballot paper

26

At the TouchPad: Primary Election Key Points

- Voters must touch a political party selection on the TouchPad

    - The law states you may **not** verbalize this selection

    - There is no such thing as an "independent" primary

- Party affiliation slip (receipt)
    - "I am a [Democrat/Republican]"...

- Notice of political party convention
    - Contains time, date, & location

Informing Voters at Check-in

➤ If requested, show the voter how to...

Enter the access code	View next or previous page
Mark the ballot using the *touch screen*	Handle a write-in (if any)
Use the ATI module for tactile or audio assistance *before* touching the screen	

Informing Voters at the Scan before They Exit the Vote Center Location

❖ Encourage the voter to **check** & **review** their ballot before casting it

   ❖ If the voter finds a problem on their ballot, tell them to CONTACT THE ELECTIONS OFFICE

❖ NO CHANGES ARE POSSIBLE AFTER A PVR IS CAST

❖ The voter can make ballot changes up to *2 times* for a total of *3 possible ballots* before casting!

Printed Vote Record (PVR)

Spoiling a PVR

- Draw an X over the QR code at the top right (looks like a maze)

- Draw a single line from the bottom corner of one side to the top corner of the other side
  - Write "SPOILED" or "VOID" in clear ink above the line

- Record the spoiled PVR on the **Register of Spoiled Ballots**

Spoiling a PVR

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Presiding Judge

_____
Printed Name of Presiding Judge
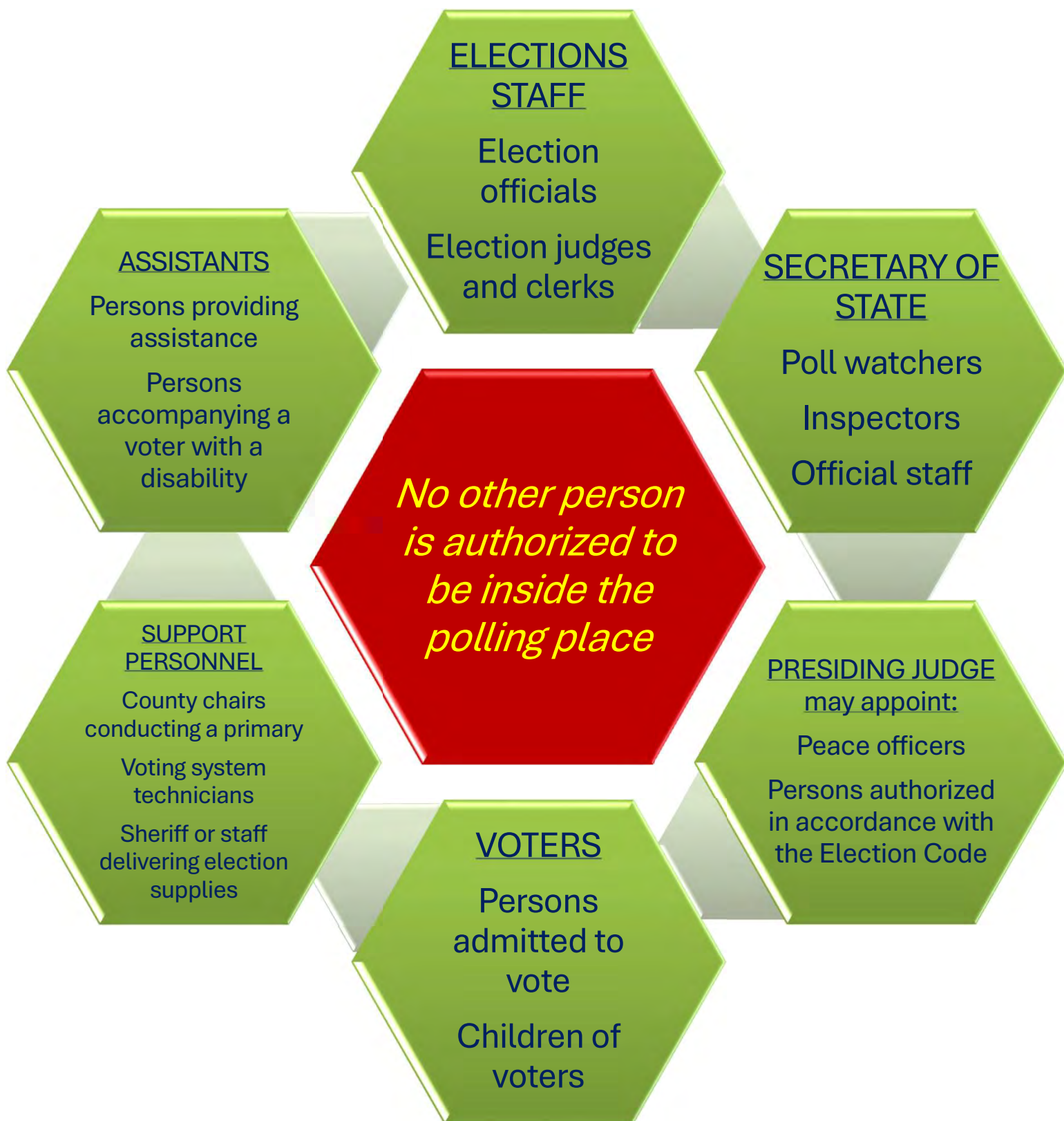
Print	Reset

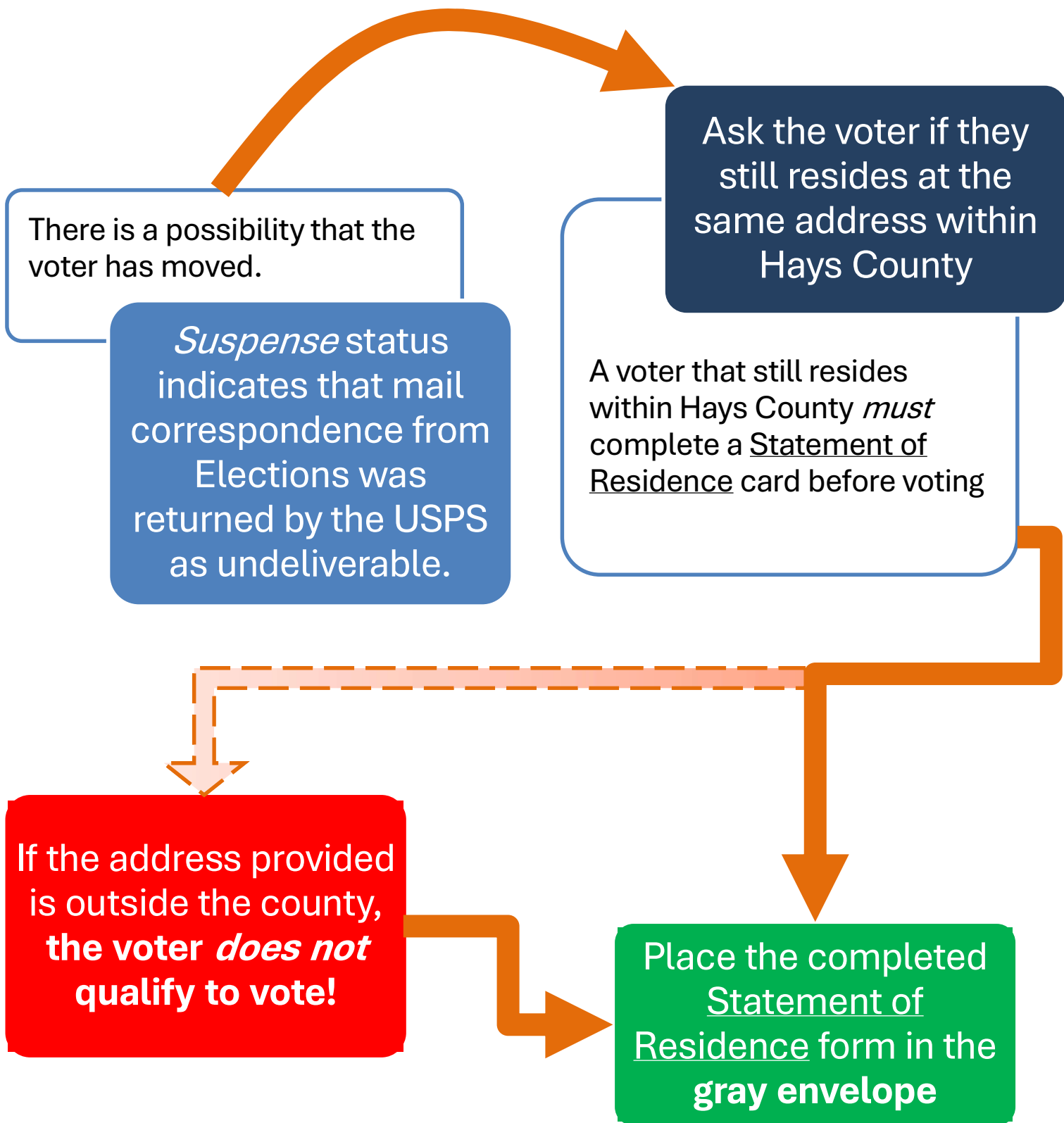**Casting the ballot means inserting the paper Printed Vote Record (PVR) into Scan and seeing the waving flag!**

Curbside Voting

❖ You get to conduct the curbside process after this slideshow training

❖ Remember that when you are acting as the assistant for a curbside voter, <mark>you must scan the voter's Printed Vote Record (PVR) at the end of the voting day!</mark>

Persons Allowed inside the Polling Place

ELECTIONS STAFF

Election officials

Election judges and clerks

ASSISTANTS

Persons providing assistance

Persons accompanying a voter with a disability

SECRETARY OF STATE

Poll watchers

Inspectors

Official staff

No other person is authorized to be inside the polling place

SUPPORT PERSONNEL

County chairs conducting a primary

Voting system technicians

Sheriff or staff delivering election supplies

VOTERS

Persons admitted to vote

Children of voters

PRESIDING JUDGE may appoint:

Peace officers

Persons authorized in accordance with the Election Code

If the Voter Is Listed in Suspense...

There is a possibility that the voter has moved.

Suspense status indicates that mail correspondence from Elections was returned by the USPS as undeliverable.

Ask the voter if they still resides at the same address within Hays County

A voter that still resides within Hays County *must* complete a Statement of Residence card before voting

If the address provided is outside the county, **the voter *does not* qualify to vote!**

Place the completed Statement of Residence form in the **gray envelope**

Who Is Eligible to Vote Provisionally?

Voters not registered in Hays County

Voters who don't present photo ID

Voters who don't surrender their mail ballot

Limited Ballot Voters

- Voters who are currently registered elsewhere in the State of Texas (i.e. a different county) and now reside in Hays County

- A limited ballot:

  - Registers the voter in Hays County

  - Allows them to vote on contests that are common between Hays and their origin counties

Limited ballots are only possible during **Early Voting (not Election Day**) at the Elections Office!

Provisional Voters

An individual who…

* claims to be registered and eligible to vote, but…

- whose name does not appear on the TouchPad
- for whom the Elections Office cannot determine registration status

- is unable to produce a required ID,
  - the 6-day cure *only* applies to these voters

*Ultimately, anybody who can't be confirmed as an eligible voter but **insists on voting** must be offered a provisional ballot!!*

Limited ballots are only possible during **Early Voting (not Election Day**)!

Voter Leaves the Polling Location before Casting the Ballot

PREVENTION

- positioning the Scan near the polling room exit
- placing a clerk at the Scan to guide voters

VOTER IS STILL PRESENT

- if election official notices, they should ask the voter to come back and scan the Printed Vote Record

VOTER HAS LEFT THE BUILDING

- the ballot *must* be spoiled and placed in the spoiled ballot envelope
- be sure to document this on the reconciliation form

An election official may *never* scan a voter's PVR.

The **one** exception is **curbside ballots** that were not cast by the voter's assistant.

Please don't forget to scan them **by the end of the same day they were voted**!

TO KEEP IN MIND...

Best Practices for Ballot Security and Chain of Custody

- **Place ballots fanned out on check-in table**
  - *No more than 15 at a time*

- **Sign no more than 20 at a time (Judge's Signature)**

- **Lock ballots and seal in red ballot bag and return with your paperwork to Election Office at the end of Election Day.**
  - *This amount should be documented on your Ballot and Seal Certificate.*

- **Scanner Ballot Box should have seals on all doors**
  - *Please **DO NOT** remove the red seal on the emergency flap unless told to do so by the Election Office.*

- **All seals should be documented on your Seal Log at the beginning of the day and replaced and logged at the end of the day before returning to the Election Office.**
  - *Gray cart should also be sealed.*
  - *Please break down ballot box and return to the cart before leaving the polling location.*
    - *Video available on ballot box breakdown procedure*

- **Two sets of eyes on everything!**
  - *Includes poll watchers if they're present.*

- **Two people of differing parties return to Election Office at the end of Early Voting.**

Processing Provisional Voters

Type of Election / Tipo de Elección	Precinct Number/Polling Location where voted Núm. de Precinto-lugar de votación	Precinct Number where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección

Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)

TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I 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. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2ⁿᵈ degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony. PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aún no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el período de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor, y entiendo que es un delito grave de 2º grado votar en una elección para la que sé que no soy elegible, a menos que me condenen por un intento, en cuyo caso es un delito grave de cárcel estatal.)

Last Name (Include Suffix if any) / Apellido usual (Incluir sufijo si lo hay)	First Name / Su nombre de pila	Middle Name (if any) / Segundo nombre (si tiene)	Former Name / Nombre anterior

Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include P.O. Box, Rural Rt. Or Business Address) Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal: A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)	Gender: (Optional) / Sexo (Optativo) ☐ Male (Hombre) ☐ Female (Mujer)

Mailing Address: City, State, and ZIP If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).	Date of Birth: Month, Day, Year Fecha de nacimiento: mes, día, año ☐☐ / ☐☐ / ☐☐☐☐

TX Driver's License No. or TX Personal I.D. No. (Issued by Dept. of Public Safety) (Número de su Licencia de Conducir de Texas o de su Cédula de Identidad de Texas expedida por el Departamento de Seguridad Pública de Texas) ☐☐☐☐☐☐☐☐	Social Security No. (last 4 digits required if you do not have a TX Driver's License or TX Personal I.D. Number) / Número de Seguro Social (Si no tiene Licencia de Conducir de Texas ni Cédula de Identidad Personal de Texas, se requiere los últimos 4 números de su seguro social) XXX-XX- ☐☐☐☐	☐ I have not been issued a TX Driver's License Number, TX Personal I.D. Number or a Social Security Number. Yo no tengo una Licencia de Conducir de Texas, Cedula de Identidad Personal de Texas ni un Número de Seguro Social.

Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos	Yes ☐ Sí NO ☐ No	Signature of Voter / Firma del votante X_____

> "I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2ⁿᵈ degree to vote in an election for which I know I am not eligible unless I am convicted of an attempt, in which event it is a state jail felony."

TO BE COMPLETED BY ELECTION JUDGE:

VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION OR A SUPPORTING FORM OF IDENTIFICATION AND EXECUTED A REASONABLE IMPEDIMENT DECLARATION

☐ Yes   ☐ No

REASON FOR VOTING PROVISIONALLY

1. _____ Failed to present acceptable form of photo identification, a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration 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 surrendered mail ballot, presented a Notice of Improper Delivery, or presented Notice of Surrendered Ballot.
5. _____ Voting after 7:00 p.m. due to court order.
6. _____ Voter on list, but registered residence address is outside the _____ political subdivision.
7. _____ Registered at Department of Public Safety (DPS): When: _____ Where: _____
8. _____ Other: _____ (Please explain)

Sworn and subscribed to before me this date: _____

Signature of Election Judge _____

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:

FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE

1. _____ Voter presented acceptable form of identification OR a supporting form of identification and executed a Reasonable Impediment Declaration within 6 calendar days of election day.
2. _____ Voter met disability exemption within 6 calendar days of election day.
3. _____ Voter executed religious objection affidavit within 6 calendar days of election day.
4. _____ Voter executed natural disaster affidavit within 6 calendar days of election day.
5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 calendar days of election day.

FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS

6. _____ Not a registered voter or registration not effective in time for this election.
7. _____ Registered to vote, erroneously listed in wrong precinct.
8. _____ Registered to vote in a different precinct within the county.
9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.
10. _____ Voter erroneously removed from the list.
11. _____ Voter is not registered to vote in _____ political subdivision.
12. _____ Other: _____ (Please explain)

Signature of Voter Registrar _____   Date _____

Action taken by the Early Voting Ballot Board: ☐ ACCEPTED   ☐ REJECTED   Signature of Ballot Board Judge: _____

1. "..., a supporting form of identification with an executed Reasonable Impediment Declaration, or voter registration certificate with exemption."
7. "Registered at Department of Public Safety (DPS): When: ___ Where: ___"

Surrendering Mail Ballots at the Polls

7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
09/2023

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number (Not Ballot Style)

The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place.

This form shall be used for Early Voting or Election Day.

After the voter and the election official have completed the Request to Cancel a Ballot by Mail for Use in the Polling Place, execute these steps:

Form Instructions:

1. Write the date that the ballot was surrendered at the polling place.
2. Write the voter's name on the form.
3. Write the serial number of the official ballot that was surrendered. DO NOT write the Ballot Style.
4. Verify that the word "cancelled" was written on all pages of the ballot as well as both sides. [TEC 84.033(c)]
5. Attach the Request to Cancel a Ballot by Mail for Use in the Polling Place to the cancelled ballot.
   Early Voting: Place the cancelled ballot and request in the designated envelope and place in a separate locked container.
   Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots.
   Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day.

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

_____
Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting
or Presiding Judge on Election Day

Election Day

DAILY REPORTS INTERACTIVE EXERCISE

SUSPEND POLLS TAPES - EARLY VOTING - RECONCILATION LOG INSTRUCTIONS

The **BALLOT COUNT SUMMARY** — will _print automatically_ when you suspend polls on both the **SCANNER** & the **CONTROLLER**.
On the **CONTROLLER** you __MUST PRINT__ the **ACCESS CODE SUMMARY REPORT**. Use this to complete back of Reconciliation Log.

Election Header (left)

General Election

Election Date: 11/8/2022

Hays County, Texas
LBJ Student Center, Texas State University
Election Day Voting

Verity Controller

S/N: C1902376607

Version: 2.5.1

Ballot Counter:	1227
Lifetime Counter:	3290

Controller ⟷ **Start of the Day #**

Close Polls Report

Date & Time Printed:
11/08/2022   9.08 PM

Polls are Closed

Ballot Count Summary Report

Qty Pcts/Splits Included:	146
Pcts/Splits Voted Total:	61
Total PVRs Printed:	1227

End of the Day #

Report includes a
total of 37 provisional ballot(s)

Provisional Count

Official Signatures

_____

Election Header (right)

General Election

Election Date: 11/8/2022

Hays County, Texas
San Marcos Public Library
Election Day Voting

Verity Controller

S/N: C1902381707

Version: 2.5.1

Lifetime Counter	2377

Access Code Summary Report

Date & Time Printed:
11/08/2022   9.52 PM

Access Codes

Total Codes Issued	665
Printed	657
Open	0
In Progress	0
Expired	0
Deactivated	5
Spoiled	3

Judge/Head Clerk Signs Here

45

SUSPEND POLLS TAPES - EARLY VOTING - RECONCILIATION LOG INSTRUCTIONS

The **BALLOT COUNT SUMMARY** — will print automatically when you suspend polls on both the **SCANNER** & the **CONTROLLER**.

On the **CONTROLLER** you **MUST PRINT** the **ACCESS CODE SUMMARY REPORT**. Use this to complete back of Reconciliation Log.

Election Header

General Election

Election Date: 11/8/2022

Hays County, Texas

Hays County Government Center

Election Day Voting

Verity Scan ⬅ Scan

S/N: S1902534908

Version: 2.5.2

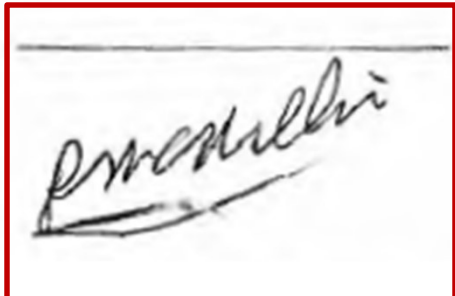| Ballot Counter | 557 | **Start of the Day #** |

| Lifetime Counter: | 1653 |

Ballot Count Summary Report

Date & Time Printed:

11/08/2022   7:49 PM

Qty Pcts/Splits Included   146

Pcts/Splits Voted Total   60

| Total Ballots Cast: | 557 | **End of the Day #** |

Judge/Head Clerk Signs Here

46

Lunch

Opening the Polls

Embed Nio videos here

Create step-by-step polls open through close, setup, & spoiled ballots video(s)

OPENING POLLS

1. First you will confirm that the **Seals** that are attached to the handles of the devices match the SEAL LOG. The Judge (or head clerk) will initial it. Remove and store the seals in the main envelope.
   a. **For 1ˢᵗ day of EARLY VOTING and ELECTION DAY ONLY:**
      Make sure to unlock the Ballot Box and make sure that the Ballot Box and PVR bag are empty.
      i. Relock and reseal the Ballot Box door. Record on the Seal Log.

   IMPORTANT: Only unlock the front two locks.

   DO NOT REMOVE THE RED EMERGENCY SLOT SEAL.

2. You must OPEN POLLS on the <u>first day of Early Voting</u> and on <u>Election Day</u>. On any other day of Early Voting, you will follow the REOPENING SUSPENDED POLLS instructions at the end of these instructions.

3. Open the cases and lock the lid brace in place.

*IMPORTANT: **Never tilt a device** up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.*

4. Next you may need to Unlock (A) the Tablet before Unlatching (B) and Removing (C) it.

5. Seat the Tablet in the Cradle (A), Tilt it back (B), and Lock it in place (C).

6. Double check that all the devices' power cords are plugged into surge protectors and that all the devices (except Scan) are properly daisy chained.

7. On the Controller, connect the <u>Barcode Reader</u> to the USB port located above the report printer.

8. Press the red button on the back of all devices to power them on.

9. The Verity Duos will temporarily display a Power-On Self-Test. They may also display *Controller Not Found*; this should go away after you open polls on the Controller.

   ** This can largely be avoided by fully turning on your Controller before powering on your Duos. **

OPENING POLLS continued

10. Next, you will need to assign the booth numbers on each Duo.

   a. Select the number on the screen that you would like to assign to the Duo.

   b. Once assigned, Duo will display the chosen number in green.

      i. You may change the booth number by selecting *Change this booth number*.

   c. Repeat steps A & B for all Touch Duos.

   d. Each number may be assigned only once. If a number is already assigned to another booth, 'Used' will appear in place of that number on the screen.

11. On both the Verity Controller and Verity Scan, select Print Zero Report.

12. Using the Zero reports, check the following:
   a. Verify the ballot count total on the Zero report.
   b. Verify that the polling place on the reports is correct.
   c. Verify that the clock in the bottom left corner of each screen displays the correct time.

THE JUDGE MUST SIGN THE ZERO REPORT!

IMPORTANT: If these items are incorrect, contact our office.

13. On both the Controller and Scan, select Open the Polls.

51

OPENING POLLS continued

14. On both Controller and Scan, enter the Open Polls <u>Code</u>, and then select Accept. The Open Polls reports will print. (The CODE list is taped over the blue backdrop of the Controller and Scan cases.)

    IMPORTANT: Once you open polls, you can no longer print a Zero report.

15. Fill out and file all the Report Tapes in the:
    i. (Early Voting) DAILY REPORTS ENVELOPE
    ii. (Election Day) Main Reconciliation Log Envelope

16. Identify any issues as far AHEAD OF TIME as possible. **This should not be 5 minutes before polls open!!!**

    Main #: 512.393.7314   ALT #: 512.393.7310

REOPENING SUSPENDED POLLS DURING EARLY VOTING

1. You will follow steps 1 thru 8 from the OPENING POLLS instructions.
                    (DO NOT REOPEN THE BALLOT BOX)
    a. Booth numbers should automatically save from the 1st day, so you should not have to reassign them.
    b. When reopening polls, you will <u>NOT print a Zero report</u> (the ballot count is non-zero).

2. On both Controller and Scan, enter the Open Polls Code, and then select Accept. The Open Polls reports will print.

3. File the Open Polls Report Tapes in the (Early Voting) DAILY REPORTS ENVELOPE.
        a. All completed *Daily* envelopes should be stored in the white Main Reconciliation Envelope.

SUSPENDING POLLS (Early Voting)

1. On Verity **Controller**, select Menu at the top of the screen.

2. Select Suspend Polls.

3. Enter the Suspend Polls Code and select Accept.

The **Suspend Polls** and **Ballot Count Summary** reports will print automatically.

The polls are now suspended.

SUSPENDING POLLS (Early Voting)

<mark>4. You must now print an **Access Code** Report.</mark>

Use the **Access Code** Report TAPE and the **Ballot Count** Report TAPE to fill out your **Daily Reports Envelope**.

<mark>**(see example of SAMPLE TAPES to find your numbers)**</mark>

5. Print an <u>extra</u> **Access Code** report to leave on the Verity <u>Controller</u>.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

6. On the <u>Controller</u>: Disconnect the BARCODE READER from the USB port located above the report printer. Set the barcode reader to the side of the case.

7. On Verity **Scan**, press the blue poll worker button on the back.

8. Select Suspend Polls.

9. Enter the Suspend Polls Code and select Accept.

The **Suspend Polls** and **Ballot Count Summary** reports will print automatically.

The polls are now suspended.

10. Use the **Ballot Count** Report TAPE to fill out your **Daily Reports Envelope**.

(see example of SAMPLE TAPES to find your numbers)

11. Print an <u>extra</u> **Ballot Count** Report TAPE and leave it on the machine.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

12. Put all reports inside the <u>DAILY REPORTS ENVELOPE</u>. The completed *Daily* envelopes will go inside the white Main Reconciliation envelope.

13. On **ALL DEVICES**, when you have finished printing reports, press the RED power button on the back of each device to power them off. (Controller, Duos, and Scan).

IMPORTANT: Wait for the device to be completely powered down and show a BLACK SCREEN before you UNLOCK the tablet.

SUSPENDING POLLS (Early Voting) continued

14. Once **ALL DEVICES** are powered off and screens are BLACK: Unlock the Tablet (A), Undock it from the cradle (B), Store it in the lid (C), and Lower the lever (D).
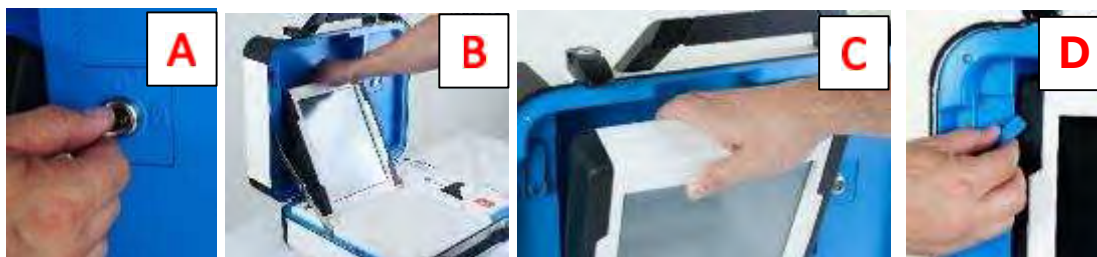
15. Close all device lids, lock the latches, and put a **Seal** around the handles. Make sure to log the seal number on the SEAL LOG Sheet.

16. Verify the **Seal** # on the Provisional Bag and ensure it matches the # on the Seal Log Sheet.

17. You also need to shut down the Tenex TouchPad. Follow the separate instructions for opening and closing procedures in your TOUCHPAD MANUAL in the white binder or the TENEX user guide in the gray supply bag.

18. SUSPENDING ONLY:
    1) Make sure that SEALS are on everything.
    2) Do not leave the INITIAL STAMP out. Place it with unused ballot paper.
    3) ***DO NOT LEAVE OUT*** unused ballot paper.
   4) Make sure arrangements for a Key handoff have been made ahead of time.

ON THE LAST DAY OF EARLY VOTING

19. The Head Clerk and assistant clerk will remove the **Seal** from the Ballot Box and unlock it. Remove the gray ballot bag with the scanned ballots inside. You must seal the bag closed with a **Seal** and log the seal # on the Seal Log Sheet.

20. **UNPLUG** Scan from the back. From inside the Ballot Box, slide the white rope latch FORWARD to release Scan.

21. Make sure **Seal** on the Provisional Bag Slot is intact daily and matches that of the Seal Log Sheet. IF THERE IS A DISCREPANCY, CONTACT THE ELECTIONS OFFICE IMMEDIATELY.

22. Log out, lock, and shut down the TouchPad. Follow the separate instructions in your MANUAL.

23. If possible, leave equipment set up for Election Day. If not, break down and lock in a secure place. Give yourself enough time before Election Day to set up the polling place.

24. **JUDGES BRING BACK: Large Envelope containing listed Items**

    * Note: We DO NOT need the Black Ballot Box *

(1) Verity Scan and Controller

(2) Gray PVR Bag (Scanned ballots SEALED inside)

(3) EXTRA Blank Ballot Paper: (Ballot Register is SIGNED & SEAL # is recorded)

(4) Provisional Bag

(5) Supply Bag ("used" paperwork)

(6) Seal Log Envelope

(7) Reconciliation Envelope

(8) KEYS (Building and voting machine keys)

(9) Spoiled Ballot Log Envelope

(10) Surrendered Mail Ballot

(11) Time Keeping paper work

(12) Poll Watcher paper work

CLOSING POLLS (ELECTION DAY)

IMPORTANT: Wait until after 7 pm and after the last voter has cleared the line to close polls. Once polls are closed, they cannot be reopened on that device.

1. On Verity <u>Controller</u>, select Menu at the top of the screen.
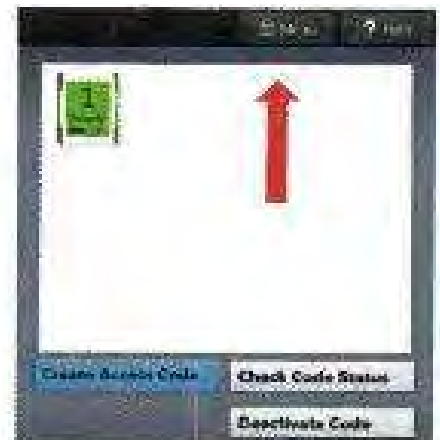
2. Select Close Polls.

3. Select *Yes, close the polls.*

IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

4. On Verity <u>Controller,</u> enter the Close Polls Code and select Accept.

The **Close Polls** & **Ballot Count Summary** Report Tapes will print automatically.

The polls are now closed.

5. You must now print an **ACCESS CODE SUMMARY TAPE.**

6. Use the **Access Code Summary** & the **Ballot Count Summary** Report TAPES to fill out the Reconciliation Log.

See example of SAMPLE TAPES to find your numbers

7. Print an <u>Extra</u> **Access Code Summary** Tape and leave it on the machine.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

8. Disconnect the <u>BARCODE READER</u> from the USB port located above the report printer. Set the barcode reader to the side of the case.

CLOSING POLLS (<u>ELECTION DAY</u>) continued

9. On Verity <u>Scan,</u> press the blue poll worker button on the back.

10. Select *Close Polls*.

11. Select *Yes, close the polls*.

IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

12. Enter the Close Polls Code and select Accept.

The **Close Polls** & **Ballot Count Summary** Reports will print automatically.

The polls are now closed.

CLOSING POLLS (ELECTION DAY) continued

13. Use the **Ballot Count** Report Tape to fill out the Reconciliation Log.

(See example of SAMPLE TAPES to find your numbers)

14. Print an <u>Extra</u> **Count Summary** Report to leave on the machine.

THE JUDGE MUST SIGN THE BOTTOMS OF ALL REPORTS.

15. Put all report tapes inside the white Main Reconciliation Log Envelope.

16. On **ALL DEVICES** (Controller, Duos, and Scan), when you have finished printing reports, press the RED power button on the back of each device to power them off.

IMPORTANT: Wait for the device to be completely powered down and showing a BLACK SCREEN before you UNLOCK the tablet.

62

CLOSING POLLS (<u>ELECTION DAY</u>) continued

17. Once **ALL DEVICES** are powered off and screens are BLACK, Unlock the Tablet (A), Undock it from the cradle(B), Store it in the lid (C), Lower the lever (D).

18. Close all device lids, Lock the latches, and put a **Seal** around the handles. Make sure to log the seal number on the SEAL LOG Sheet.

19. The Judge and Alt Judge unlock the Ballot Box. Remove the gray PVR Bag with the scanned PVRs inside. You must **Seal** the bag closed the seal # on the Seal Log Sheet.

20. **UNDERLINE UNPLUG** Scan from the back. From <u>inside the Ballot Box</u>, slide the white rope latch FORWARD to release Scan.

21. You also need to close the TouchPad check-in station. Follow the separate instructions in your TOUCHPAD MANUAL.

22. Break down all equipment. Load Duos back on the black cart just as you received it so that it can be picked up the next day.

23. <u>JUDGES WILL BRING BACK:</u> Larger Envelope Containing Listed items

    (1)   Verity Scan

    (2)   Verity Controller

    (3)   Gray PVR Bag (Scanned PVRs SEALED inside)
            We DO NOT need the BLACK BOX

    (4)   Provisional Bag

    (5)   Seal Log Envelope

    (6)   SPOILED Ballot Log Envelope

    (7)   White Main Reconciliation Log Envelope

    (8)   ==EXTRA Blank Ballot Paper (LOG on BALLOT & SEAL CERTIFICATE, SEAL — JUDGE MUST SIGN)==

    (9)   Supply Bag with all the "used" paperwork & envelopes inside it

    (10)   KEYS (Building & Voting Machine Keys)

    (11)   Surrendered Mail Ballot Box

    (12)   Timekeeping Paperwork

    (13)   Poll Watcher Paperwork

Type of Election	Polling Location #
Date of Election	Authority Conducting the Election

REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)

I, the undersigned Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.

Given under my hand, this _____ day of _____, 20_____.

_____
Signature of Presiding Judge

_____
Printed Name of Presiding Judge

THE END

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LA FIN *Ceci n'est pas espagnol!*

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结束

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Appendix

Not be to shown in presentation

Processing Provisional Voters

Call the voter registration clerk to:

- attempt to locate the voter in the database
- get the voter's VUID
- determine the ballot style

If the voter registration clerk is unable to verify the voter's information:

- give the clerk the street address
- ask for the ballot style

Have the voter complete a provisional envelope. This also serves as a voter registration application

- The voter *does not* need to complete a Statement of Residence!

Voter must sign the green provisional combination form

68

ARE YOU
VOTEReaDY?

Find out what you need to vote, including which forms of ID are approved to bring to the polls.

BRING 1 OF THE 7 APPROVED FORMS OF ID WITH YOU TO THE POLLS.

TEXAS DRIVER

Texas Driver License*

TX ELECTION ID

Texas Election ID Certificate*

TX PERSONAL ID

Texas Personal ID Card*

TEXAS HL

Texas Handgun License*

U.S. CITIZEN

U.S. Citizenship Certificate with Photo

U.S. MILITARY

U.S. Military ID Card*

PASSPORT USA

U.S. Passport* (Book or Card)

DO NOT POSSESS AND CANNOT REASONABLY OBTAIN ONE OF THESE PHOTO IDS?

You can still vote. Simply fill out a Reasonable Impediment Declaration and show a copy or original of one of the following approved IDs:

- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government document with your name and an address including your Voter Registration Certificate

And if you're eligible to vote by mail,

learn about the requirements and how to identify yourself on your ballot by mail materials.

Find out more about voting in Texas at

VOTETEXAS.GOV
POWERED BY THE *TEXAS SECRETARY OF STATE*

or call 1-800-252-VOTE (8683)

*For voters aged 18 – 69 years, photo ID can be expired for up to four years. For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.