ELECTION DAY
ELECTION WORKER TRAINING
MARCH 2020 PRIMARY ELECTION

Updated 1/28/2020
REMINDER FOR THIS ELECTION
STAMP PARTY AFFILIATION

• If voter presents their voter registration certificate during the qualifying process, stamp their party affiliation on the designated line.

• The certificate is not required to be stamped unless the voter requests it.
REMINDER FOR THIS ELECTION
DEMOCRATIC PARTY

• The Democratic Party Convention forms must be available at your qualifying table at all times.

• Presiding Judge, Alternate Judge or Clerk: You must print the complete name of the voter as it shows on the E-Poll Book.

• Provide each voter with a Party Convention form with their ballot/activation card.

SEE NEXT SLIDE FOR EXAMPLE
NOTICE OF YOUR COUNTY AND SENATE DISTRICT DEMOCRATIC PARTY CONVENTION

(complete)

EXAMPLE

John Voter

(name of voter) has affiliated with the Democratic Party for the March 3, 2020 primary election.

Democrats will meet in convention June 6-7, 2020, at the Henry B. Gonzalez Convention Center in San Antonio. Delegates will elect members of the Democratic National Committee, elect delegates to the Democratic National Convention, write a Texas Democratic Party Platform and conduct other party business. Delegates to the State Convention are elected at your local convention. You may also submit resolutions to be a part of our Party Platform at this convention. Join us!

Los Demócratas se reunirán en convención del 6 al 7 de junio 2020 en el Centro de Convenciones Henry B. Gonzalez en San Antonio. Los Delegados eligen a miembros del Comité Nacional Demócrata, delegados para la Convención Nacional Demócrata, escribirán una plataforma para el Partido Demócrata de Texas, y otros asuntos del partido. Los delegados a la Convención Estatal son elegidos en su convención local. Usted también puede enviar resoluciones para formar parte de nuestra plataforma del partido en esta convención. ¡Acúprense!

Your County/Senate District Convention will be Saturday, March 21, 2020.

Su Convención del Condado/Distrito del Senado será el 21 de marzo de 2020.

Pre-register at: 2020TexasDemocrats.org

Doors open at (Las puertas abren a las)

9:00 a.m.

Convention begins at (La convención empezará a las)

10:00 a.m.

YISD Administrative Building

9600 Sims Drive, El Paso, TX 79925

Contact Information (Información de contacto)

El Paso County Democratic Party

Partido Demócrata del Condado de El Paso

1401 Montana Avenue, Suite E, El Paso, TX 79902

apdemparty@yahoo.com

915-239-3077

Texas Democratic Party

Partido Democrático de Texas

Volunteer:

Text: TakeAction to 21333

or sign up at txdem.co/volunteer

Voting Issues/Questions?

www.MyTexasVotes.com

844-TX-VOTES

(844-898-6837)

Prescribed by Texas Democratic Party, Section 172.1114, Texas Election Code. Approved by Texas Secretary of State 12/3.
REMINDER FOR THIS ELECTION
REPUBLICAN PARTY

• The Republican Party Convention forms must be available at your qualifying table at all times.

• Presiding Judge, Alternate Judge or Clerk: Complete bottom half of the front page with the voter’s name (as it shows on the E-Poll Book), election date, your printed name and your signature and position.

• Highlight the voter’s assigned polling place/precinct on the back of the form.
  • Two different stacks will be provided. One with precincts 1-96 and one with precincts 97-208.

• Provide each voter with a Party Convention form with their ballot/activation card.

SEE NEXT SLIDE FOR EXAMPLE
Notice and Invitation to Your Local Precinct Convention (Meeting)

Your biannual precinct meeting to select delegates to the El Paso County Republican Party Convention and submit resolutions to the party for consideration will be held after the polls close on March 3, 2023 at 7:30PM. [Your location is marked on the back].

By voting in this Republican Primary you have agreed to affiliate with the Republican Party and its conventions and you are eligible to be a delegate.

For more information about these conventions, contact:
El Paso County Republican Headquarters at 120 Paragon Lane, Suite 220, (off Mesa St), or Tel 915-842-8255, elpasogop@gmail.com and http://www.texasgop.org/2022conventions

Certificate of Party Affiliation

John Voter has affiliated with the Republican Party on March 3, 2023

Raul Arellano, Clerk

*** Please notify our poll official if you wish to be a delegate to the El Paso County Convention Saturday, March 21st but cannot attend the faction nights precinct meeting. ***
REMINDER FOR THIS ELECTION

- The Democratic Party, Presidential Ballot will be **two pages long** on the ExpressVote machine (touchscreen). Please remind voters to **press next at the bottom right of the page** and to review their selections before they cast their vote.
REMINDER FOR THIS ELECTION
CLOSING PROCEDURES

• Set-up procedures for this election:
  • Separate qualifying tables by party affiliation (Democratic and Republican)
  • Each party will have their set of E-Poll Books; number of poll pads depends on the number of registered voters at your assigned precinct(s).

• Both parties will use the same **ExpressVote machines** and **DS200 machine**.

Delivery of Supplies to the County Courthouse:

• The **DS200 flash drive will be delivered by the Democratic Party** (Presiding Judge and Alternate Judge or Clerk)

• The **Ballot Box (blue bin w/live ballots) will be delivered by the Republican Party** (Presiding Judge and Alternate Judge or Clerk)
Election Judges, are public officials and public officers. Pursuant to the Texas Government Code, Chapter 573, public officers are prohibited from appointing family members within the **first, second and third degrees by consanguinity or affinity** to positions directly compensated from public funds. Please see table below:

<table>
<thead>
<tr>
<th>First Degree</th>
<th>Second Degree</th>
<th>Third Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>Granddaughter and spouse</td>
<td>Great-grandmother and spouse</td>
</tr>
<tr>
<td>Mother and spouse</td>
<td>Grandson and spouse</td>
<td>Great-grandfather and spouse</td>
</tr>
<tr>
<td>Father and spouse</td>
<td>Grandmother and spouse</td>
<td>Great-granddaughter and spouse</td>
</tr>
<tr>
<td>Daughter and spouse</td>
<td>Grandfather and spouse</td>
<td>Great-grandson and spouse</td>
</tr>
<tr>
<td>Son and spouse</td>
<td>Sister and spouse</td>
<td>Niece and spouse</td>
</tr>
<tr>
<td>Mother-in-law</td>
<td>Brother and spouse</td>
<td>Nephew and spouse</td>
</tr>
<tr>
<td>Father-in-law</td>
<td>Sister-in-law</td>
<td>Aunt and spouse</td>
</tr>
<tr>
<td>Stepdaughter</td>
<td>Brother-in-law</td>
<td>Uncle and spouse</td>
</tr>
<tr>
<td>Stepson</td>
<td>Grandmother-in-law</td>
<td>Half-aunt and spouse</td>
</tr>
<tr>
<td></td>
<td>Grandfather-in-law</td>
<td>Half-uncle and spouse</td>
</tr>
<tr>
<td></td>
<td>Step-granddaughter</td>
<td>Great-grandmother-in-law</td>
</tr>
<tr>
<td></td>
<td>Step-grandson</td>
<td>Great-grandfather-in-law</td>
</tr>
<tr>
<td></td>
<td>Half-sister and spouse</td>
<td>Aunt-in-law</td>
</tr>
<tr>
<td></td>
<td>Half-brother and spouse</td>
<td>Uncle-in-law</td>
</tr>
<tr>
<td></td>
<td>Stepsister and spouse</td>
<td>Niece-in-law</td>
</tr>
<tr>
<td></td>
<td>Stepsister and spouse</td>
<td>Nephew-in-law</td>
</tr>
<tr>
<td></td>
<td>Stepbrother and spouse</td>
<td>Step-great-granddaughter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step-great-grandson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step-niece and spouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Step-nephew and spouse</td>
</tr>
</tbody>
</table>
ELECTION DAY BAG PICK-UP

Presiding Judge:

Pick-up your bag before Election Day at:

<table>
<thead>
<tr>
<th>Area</th>
<th>Location</th>
<th>Date</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>East</td>
<td>El Paso County-Justice Warehouse, 3850 Justice Dr.</td>
<td>Sunday, March 1, 2020</td>
<td>9 a.m. to 5 p.m.</td>
</tr>
</tbody>
</table>

- You must call Vanessa Ruiz no later than Friday, February 28th to confirm.
- If you cannot pick-up your bag, your appointed Alternate Judge must pick-up the bag.
- When picking up the bag, please verify all supplies are inside the bag before leaving the location. A checklist will be provided by our office.
- You are responsible for returning all of the items listed on the checklist so be sure to review it carefully.
BEFORE ELECTION DAY

• Training materials available inside Election Day binder:
  • DS200 Training Guide
  • Express Vote Training Guide
  • Electronic Poll Pad Training Guide (Updated April 2019)
  • Handbook of Election Judges and Clerks (Updated January 2018)
  • Poll Watcher’s Guide (Updated January 2018)
  • Texas Poll Worker Training Guide to Working with Voters with Disabilities

• Training videos available on our website, www.epcountyvotes.com
  • Video: Election Day DS200 and ExpressVote Demonstration
  • Video: Electronic Poll Pad Demonstration
CONSTITUTIONAL OATH

• The Statement of Officer must be completed before the Constitutional Oath of Office is administered.

• Each oath that is administered is valid for the duration of the election officer’s term of office and shall be filed with the election records, Elections Department.

Example

CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, Priscilla Morales, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: Alternate Judge

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: 3/3/2020

Signature of Officer Priscilla Morales

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS.

I, Priscilla Morales, do solemnly swear (or affirm), that I will faithfully exercise the duties of the office of El Paso County Elections, of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Priscilla Morales

Signature of Election Judge/Alternate Judge/Early Voting Clerk

John Smith

Signature of Officer Administering Oath
REMEMBER…

• Arrive at your assigned polling place no later than 6:00 a.m. to set-up equipment, organize forms, etc.

• Presiding Judge, please call the Poll Worker Support Line at (915) 546-2154 to check-in as soon as you enter your polling place no later than 6:15 a.m. and provide a number of Election Workers.

• About 15 minutes before your polling place opens, administer the “Oath of Election Judges and Clerks” for your Election Workers and yourself. Return completed oath inside Envelope #2.

The Texas Election Code states that your polling place must be open to voters by 7:00 a.m. for voting (Sec. 41.031).
POLLING PLACE

• Presiding Judge, Alternate Judge & Clerks:
  • Be professional when communicating with the staff of the facility that you’ve been assigned to.
  • Should any issues or concerns arise (facility, facility staff, voters, electioneers, etc.) you must contact the Elections Department at (915) 546-2154.
  • Do not take it upon yourself to make any decisions on behalf of the Elections Department.
POLLING PLACE

Presiding Judge:

• Make sure you receive your polling place contact information flyer when you pick-up your supplies.

• Call your point of contact at least a day before the election to ensure he/she will be there to open your polling place by 6:00 a.m.

• Should polling place personnel request to move you to a different location/room/area aside from what’s on the flyer, call the Poll Worker Support Line at (915) 546-2154.

• Do not make any decisions or changes regarding polling place location/room/area before contacting the Elections Department first.

• This information is written in contract and must be handled by the El Paso County Elections Department.
PAYROLL

- All Election Workers must write their social security number legibly. Make sure it is the correct number as any minor misspellings will only delay the payroll process.
- Presiding Judge and Clerk must sign at the bottom of the payroll form.
- Presiding Judge must sign all payroll forms.
- Don’t forget to write your Voter Unique Identifier, also known as VUID number.
- Time must be written in quarter hour and indicate a.m. or p.m.
  - Example: Arrived at 6:00 a.m. and worked until 6:15 p.m.
PAYROLL

- Election Worker must complete **their own** payroll form.
- Presiding Judge signs all payroll forms for their party.
- Alternate Judge will sign payroll form for the Presiding Judge.
LEAVING THE POLLING PLACE

• The Presiding Judge:
  • reviews work schedules and assignments with the Clerks (Sec.32.072).
  • treats Clerks uniformly in designating their working hours and duties and in regulating temporary absences (Secs.32.072(c), 32.073(c)).

• When you leave the polling place for a long period of time, you need to note the clock-in and clock-out time on your payroll form.

• Not noting these times on your payroll form is considered theft by deception.

• The Elections Department will remove you and send a complete investigation to the Sheriff’s Department.
DRESS CODE-ACCEPTABLE ATTIRE

- **Pants**: Dress slacks, capris, khakis, cargo pants, and denim jeans.

- **Shirts, Tops and Jackets**: Blouses, dress shirts, sweaters, casual shirts, polo shirts, cardigans, turtlenecks, suit jackets, sport coats, and blazers. Long sleeve and short sleeve shirts must be buttoned at all times.

- **Sleeveless Attire**: Shoulder strap must be 2 inches wide. If the strap is less than 2 inches in width must be accompanied by an overlaying jacket, sweater, cardigan, blazer, etc.

- **Skirts and Dresses**: Casuals dresses, skirts, sheath dresses, and skorts. Length of the dress or skirt should be no more than two inches above the knee.

- **Foot Wear**: Dress shoes, dress heels, loafers, boots, flats, conservative walking shoes, clogs, and tennis shoes. Feet must be covered at all times and toes should not be exposed.

- **Hats**: Are allowed if worn for religious reasons.
DRESS CODE-UNACCEPTABLE ATTIRE

- Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
  - For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neck line, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
- Bib overalls
- **Athletic Wear**: Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
- Clothing with any offensive images, words, or slogans.
- Provocative/revealing/transparent attire
- **Foot Wear**: Thongs, flip-flops and any shoe that expose the entire toe area (excluding footwear prescribed by a Physician is permissible if office receives a written request from a doctor).
- **Hats**: Athletic type hats/caps, visors or beanies.
- Any campaign attire (hats, shirts, pin buttons, etc.) is strictly prohibited during any election.
CUSTOMER SERVICE

• Remember to work as a TEAM!
• Create a pleasant atmosphere that reflects the El Paso County Elections Department mission of excellent customer service. Election Workers, please make every effort to maintain a pleasant and professional atmosphere and to resolve fairly any differences that may arise.
• Have fun! Greet voters with a smile.

*Primaries Only*: If one party has a long line, both Party Chairs have instructed that assistance from opposing party be offered, if available.
PEOPLE ALLOWED IN 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 Election Judge to preserve order. (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/an interpreter. (Secs. 61.032, 64.032(c); 42 U.S.C.A., 1973aa-6; U.S.D.C.W.D. Tex. Civil Action No.1:15-cv-00679-RP)
7. Secretary of State and Staff. (Sec. 34.004)
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. **Primaries Only:** The county chair of a political party conducting a Primary Election may be in a polling place during the voting period as necessary to perform administrative functions related to the conduct of the election. (Sec. 172.1113)
EXIT POLLING

• The Presiding Judge may allow non-disruptive exit polling within the 100 foot boundaries surrounding the polling place.

• The Presiding Judge must determine that such exit polling does not constitute either:
  • “Loitering” in violation of Section 61.003(a) of the Code or;
  • A disruption of order or a contribution to a breach of the peace at the polling place.

• The Presiding Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

Texas Election Code, Sections 61.003(a), 32.075, 81.002
All postings and sample ballot(s) must be visible to the voter immediately entering your polling place (Secs. 62.011, 62.0111, 62.0112, 62.0115, 62.012, 85.036(1) and Penal Code, 46.03(a)(2)
NOTICE OF VOTING ORDER PRIORITY

• The Presiding Judge may allow a voter with mobility problems, and any assistant if requested, to be moved forward in line and be processed before other individuals who arrived to the polling place before the voter.

• An Election Worker cannot require a voter requesting voting order priority to submit proof of the mobility problem.
NOTICE OF APPROVED FORMS OF ID

• Photo ID postings, available in English and Spanish, must be placed at the entrance door to your polling place so it is visible to voters as they enter. (Sec. 62.016).
ASK FOR HELP

• Must be posted inside each ExpressVote machine at all times where it’s visible to the voter.
• Encourages voters to ask for help should they need assistance when casting their vote.

Have a question or need help **BEFORE** you cast your vote?

Ask an Election Official. We are here to help you!

*Tiene alguna pregunta o necesita ayuda **ANTES** de emitir su voto?*

*Pregúntele a un Trabajador Electoral. ¡Estamos aquí para ayudarle!*

*Step 1: Mark your Ballot\n  *Paso 1: Marque su Boleta*
*Step 2: Cast your Vote!\n  *Paso 2: ¡Emite su Voto!*
ATTENTION BALLOT BY MAIL VOTERS

If you requested a ballot by mail, but choose to vote in person during the Early Voting period or on Election Day:

"YOU HAVE TWO OPTIONS:"
1. Surrender ballot and outer envelope and/or mailed out envelope and complete a "Request to Cancel Application to Vote by Mail"
2. If you marked your ballot and outer envelope and/or mailed out envelope, or if you did not bring the ballot and outer envelope and/or mailed out envelope to the polling place, and still desire to vote in person, you must vote a provisional ballot.

Atención Votantes de la Holeta por Correo
Si Solicita una holeta por correo, pero quiere votar en persona durante el periodo de votación temprana o el Día de Elección:

"TIENE DOS OPCIONES:"
1. Retorne su holeta y el sobre de transmisión y/o el sobre emitido por correo y complete una "Solicitud de Cancelación de la Solicitada para Votar por Correo".
2. Si emitió su holeta y el sobre del transmisor y/o el sobre emitido por correo, e si no lo hizo, la holeta y el sobre emitido al lugar de votación y sin ellos no votará en persona, debe votar una holeta provisional.

Examples of ballot by mail envelopes and ballots:

Informational postings for ballot by mail voters. Must be posted with the rest of the postings where it’s visible to the voter, immediately entering your polling place.
ELECTIONEERING
Also known as Campaigning

• Post distance markers 100 ft. in each direction from all entrances through which voters may enter the building in which a polling place is located (Secs. 61.003(a), 62.010(a)).

• 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 (Sec. 61.003).

• Election Workers may not enforce the electioneering or loitering statutes outside the 100 ft. distance marker (Sec. 32.075).
NO POLITICKING

• As an Election Worker, your task is to manage an election, not to engage in or discuss politics.
• You must maintain a non-partisan behavior when working at your polling place.
• Do not attempt to influence the voter in any way.
• Do not discuss issues or candidates at the polling place, even if voters are not present.
• Do not speculate on the outcome of the election.
ELECTRONIC DEVICES

• Persons are not allowed to use wireless communication devices within 100 feet of the polling place. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the polling place (Secs. 61.014(a), 81.002).

  • Examples of what devices should not be used in the station?
    • Cell phones
    • Cameras
    • Tablet computers
    • Laptop computers
    • Sound recorders
    • Any other device that may communicate wirelessly, or be used to record sound or images
ELECTRONIC & RECORDING DEVICES
(SECS. 61.003 & 61.014)

- **Exception:** Election Worker conducting official duties.
- **Exception:** Use of election equipment necessary for the conduct of the election.
- **Exception:** Persons employed at the polling place while acting in course of person’s employment.
- **Exception:** Persons using assistive technology devices. Presiding Judge has discretion on this type of use.

**Media**

Media is prohibited inside the 100 ft. marker. Should any media personnel arrive at your polling place **you must contact the Elections Department**. Presiding Judge, you do not have the authority to allow any media personnel to record or conduct interviews **within** the 100 ft. marker.
WRITTEN COMMUNICATION

• Written communications may be used by voters inside the polling place. Election Workers must periodically check voting machines and common areas of the voting area for sample ballots, pamphlets, brochures or other written materials pertaining to the election that may have been discarded by previous voters (Sec. 61.011).
VOTERS WITH DISABILITIES

- Voters with disabilities have the right to:
  - Vote by themselves and make their own choices
  - Get help from a person of their choice or an Election Worker
  - A physically accessible polling place and the use of an accessible voting machine
  - Vote if they have a guardian, unless a court determines they cannot
  - Be treated in the same way as all other voters. If the voter is properly registered, it is not up to the Election Worker to question or challenge the voter’s registration or competence to vote
VOTERS WITH DISABILITIES

• General guidelines:
  • **Be respectful.** Use common sense. Voters with disabilities want to be treated the same way as everyone else. Show them the same respect you would give every other voter.
  • **Just ask.** Don’t be afraid to offer assistance, but don’t automatically give assistance unless the person has requested it or consented.
  • **Communicate with the voter.** Some voters with disabilities may have an Assistant, Interpreter, or friend with them. Always look and speak directly to the voter, not to their companion.
WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

In recent years, advances in technology have allowed cell phones, tablets and other wireless communication devices to assist voters with disabilities. While the situation is not expressly addressed in the Election Code, an Election Judge may use their authority to allow a voter utilization of these programs/applications at their discretion.
POLL WATCHERS

• “Watcher” means a person appointed to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure (Sec. 33.001).

The Poll Watcher…

• must provide the Presiding Judge with a “Poll Watcher’s Certificate of Appointment”, which they counter-sign. Presiding Judge, you must keep the Certificate of Appointment in Envelope #2 for return to the custodian of election records after the election (Sec. 66.023(7)).

• must wear a form of identification prescribed by the Secretary of State and provided by the Presiding Judge (Sec. 33.051(f)).

• may not leave the polling place while the polls are open and be readmitted unless the watcher has served for five (5) consecutive hours (Sec. 33.052).

• may not use wireless communication devices (e.g. cell phones) in a polling place (Sec. 61.014).

• may not be accepted for service if Poll Watcher has possession of a device capable of recording images or sound unless Poll Watcher agrees to disable or deactivate the device (Sec. 33.051).
WHAT IS A POLL WATCHER PERMITTED TO DO WHILE ON DUTY?

A Poll Watcher must be permitted, but is not required to:

• witness the installation of voting system equipment at the polling place (Sec. 33.059).
• observe the securing of voting system equipment before the election (Sec. 33.059).
• leave the polling place temporarily in order to use a cell phone or other wireless communication devices (Sec. 62.011).
• sit or stand conveniently near the Election Workers to observe the activities of the election (Sec. 33.056(a)).
• make written notes while on duty. However, if the watcher is permitted to leave the polling place while the polls are open, the watcher 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)).
• observe assistance given to voters by Election Workers (Sec. 33.057).
• witness securing of the voting system equipment at the time the polling place closes (Sec. 125.063).
• receive an English translation of any language spoken other than English between an Election Worker and a voter (Sec. 61.036).
POLL WATCHER OVERVIEW

• A Poll Watcher may not talk with the Presiding Judge, Alternate Judge, Clerks or voters regarding the election while it is in progress, except to point out to a Presiding Judge any observed irregularity or violation of the law (Sec. 33.058).

• If a Poll Watcher points out to a Clerk an occurrence that the Poll Watcher believes to be irregular and the Clerk refers the Poll Watcher to the Presiding Judge, the Poll Watcher may not discuss the matter further with the Clerk unless the Presiding Judge invites the discussion (Sec. 33.058).

• A Poll Watcher can view any election document at any polling place (Sec. 33.056(c)).
  • The Elections Department recommends for all Election Workers to not complete the Social Security number on the payroll form. Give it to Vanessa Ruiz during your Poll Worker training or call it in during the election.

• All Election Workers get a copy of their payroll form (pink form).
QUALIFYING THE VOTER

The voter should be asked whether the voter has obtained one of the acceptable forms of photo ID that is either current or not expired more than four years.

New section of the law as of January 31, 2018

Election Advisory No.2018-08: For voters aged 18-69, photo identification must be current or have expired no more than four years before being presented for voter qualification at the polling place. However, a voter aged 70 years of age or older may use an acceptable form of photo identification, no matter for how long it has been expired, so long as it is otherwise valid.

If the voter says “YES”, the voter is required to present that form of photo ID. If the voter informs you that he/she has an acceptable form but did not bring it to your polling place, the voter may vote a provisional ballot and bring the acceptable form of photo ID to the El Paso County Elections Department within 6 days to cure their ballot.
QUALIFYING THE VOTER

• If the voter says “NO”, ask the voter if he/she has a reasonable impediment or difficulty to obtaining one of the acceptable forms of photo ID.

• If the voter indicates “YES”, you just inform the voter that he/she can present a supporting form of ID and complete a “Reasonable Impediment Declaration.” If the voter presents a supporting form of ID and completed the declaration, the voter will then complete their check-in, and proceed to the voting machine of their choice to cast a regular ballot.
ACCEPTABLE FORMS OF PHOTO ID

1. Texas Driver License issued by the Texas Department of Public Safety (DPS)
2. Texas Personal Identification Card issued by DPS
3. Texas Election Identification Certificate issued by DPS
4. Texas License to Carry a Handgun 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
7. United States Passport (book or card)
ACCEPTABLE FORM OF PHOTO ID
TEXAS ID

- The gold star near the top right of the Texas Identification Card/Texas Driver License **is not required** in order to vote in Texas. You must accept a Texas ID from a voter with or without the gold star and allow him/her to cast a regular ballot.
DPS RECEIPT WITH PHOTO

• Receipts are issued at DPS locations when you apply for a driver’s license, identification card or EIC.
• They are printed on letter sized paper.
• They are used until card is received by applicant in the mail.
• The receipt should not be expired more than four (4) years before being presented for voting.
VOTERS WITH PERMANENT EXEMPTION
Secs.15.001(c) and 13.002(i)

- Available for voters with documented disabilities.
- Voter must apply with the Elections Department for a permanent exemption prior to election.
- If the voter has a permanent exemption, and they present their Voter Registration Certificate with an (E) next to the VUID, they do not need to complete a Reasonable Impediment Declaration.

Designation of (E) next to VUID number
ACCEPTABLE FORMS OF PHOTO ID EXPIRATION DATES

• An acceptable photo ID must not have expired more than four (4) years before being presented at the polling place, unless, the voter falls under Election Advisory No.2018-08.
  • This is different than some previous elections where the expiration date was required to be not more than 60 days.
• Some acceptable photo ID cards do not expire:
  • Texas Identification Cards for persons aged 60 or older may be permanent and marked “INDEF.”
  • Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
  • Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked “INDEF.”
  • Certificates of Naturalization and Citizenship do not expire.
ACCEPTABLE SUPPORTING FORMS

- If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a Reasonable Impediment Declaration:
  - Valid Voter Registration Certificate
  - Certified Birth Certificate
  - Copy of or original:
    - Current utility bill
    - Bank statement
    - Government check
    - Paycheck
    - Other government documents with voter’s name and an address (original required if it contains a photograph)
CERTIFIED BIRTH CERTIFICATE (must be an original)

- It may be from another state or country, does not have to be from Texas.
- It must not be a copy of a certified copy.
- If the voter’s name appears on the E-Poll Book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.
COPY OF OR ORIGINAL CURRENT UTILITY BILL

• It may be a copy or printout.
• To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an Election Worker.
• The address on the utility bill does not have to match the address on the E-Poll Book.
• If the voter’s name appears on the E-Poll Book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.
COPY OF OR ORIGINAL BANK STATEMENT

• It may be a copy or printout.
• The address on the bank statement does not have to match the address on the E-Poll book.
• If the voter’s name appears on the E-Poll book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.
COPY OF OR ORIGINAL GOVERNMENT CHECK

- It may be a copy or printout.
- The address on the government check does not have to match the address on the E-Poll book.
- If the voter’s name appears on the E-Poll book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.
COPY OF OR ORIGINAL PAYCHECK

• It may be a copy or printout.

• The address on the paycheck does not have to match the address on the E-Poll book.

• If the voter’s name appears on the E-Poll book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.
COPY OF OR ORIGINAL OF OTHER GOVERNMENT DOCUMENT

- Must be an original document if it contains a photograph.
- Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.
- If the voter’s name appears on the E-Poll book, but does not match exactly to the ID provided, a “Substantially Similar Name Affidavit” must be completed by the voter.

For example:
1. Driver’s licenses from other states
2. ID cards issued by federally recognized Native American tribes
3. DPS Receipts (without a photo)
4. Expired Voter Registration Certificates
5. Expired Texas DPS-issued Driver Licenses or personal ID cards (over four (4) years)

Note: Government documents do NOT include Social Security cards (no address), public college or university ID’s without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document has to be an address of the voter. It does not have to match the address on the E-Poll book.
The voter must indicate one of the following impediments:
1. Lack of transportation
2. Disability or illness
3. Lack of birth certificate or other documents needed to obtain form of photo ID
4. Work schedule
5. Family responsibilities
6. Lost or stolen identification
7. Acceptable form of photo ID applied for but not received
1. Voter must print name, legibly
2. Voter must check at least one box
3. Voter signs and dates declaration
4. Either the Presiding Judge or the voter completes the Voter Unique Identifier Number (VUID), and note on the E-Poll Book that the declaration was used by the voter
5. Presiding Judge must sign declaration
6. Presiding Judge must check what type of document the voter provided
7. Presiding Judge prints the name or precinct of the polling place and date of election, legibly

Note: Once declaration is executed by both the Judge and voter, the voter must be allowed to cast a regular ballot.
DECLARATION OF REASONABLE IMPEDIMENT

• You may not question or challenge the voter regarding their lack of acceptable photo ID.
  • If the voter states that they have not been able to obtain an acceptable photo ID, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID, states that they have such a reasonable impediment or difficulty, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form of ID.
  • You may not question the reasonableness of the voter’s reasonable impediment or difficulty or the truth of the declaration.
    • For example, if the voter checks “lack of transportation”, you may not challenge the voter’s access to a bus route or other means of transportation.

A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

Note: The form warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code.
ADDRESSES

• You should not compare the address on any ID to the address on the E-Poll Book. They are not required to match.

• You are only required to confirm with the voter that the address on the E-Poll Book is correct (Sec. 63.0011).

• For example:
  • Ask the voter if he/she still lives on 123 Main Street. This allows the voter to update his/her voter registration record.
  • If the voter says yes…this confirms that their registration records are up to date.
  • If the voter says no…this means that the voter needs to update their address by completing a Statement of Residence.
STATEMENT OF RESIDENCE

• Also known as a change of address form.
• If a voter moved, he/she will need to complete this form before voting.
• Or if the voter has a “Suspense” notation on the E-Poll Book, he/she must complete this form and give it back to you before voting.
• All required fields must be complete, signed and dated by the voter.

• If possible, write the voters Voter ID number on top of the form. This will allow our office to access their voter record faster to make the changes. The voter ID can be found on the E-Poll Book during the check-in process.
SIMILAR NAME AFFIDAVIT

• If the voter’s name on the E-Poll Book is not identical to the voter’s name as it appears on the voter’s photo ID or supporting form of ID, the Election Worker 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 after he/she completes a similar name affidavit.
### SIMILAR NAME WHEN PROCESSING A VOTER

Initial, Middle Name, Former Name (*maiden names or hyphenated names*).

<table>
<thead>
<tr>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Robles</td>
<td>Sandra Robles-Avila</td>
</tr>
<tr>
<td>Jacob Valenzuela</td>
<td>Jacob Andrew Valenzuela</td>
</tr>
<tr>
<td>Aimee L. Smith</td>
<td>Aimee Smith</td>
</tr>
</tbody>
</table>

Slightly Different (*minor misspellings of names*).

<table>
<thead>
<tr>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanessa Miller</td>
<td>Vanesa Miller</td>
</tr>
<tr>
<td>Mark Lopez</td>
<td>Marc Lopez</td>
</tr>
<tr>
<td>Nancy Jones</td>
<td>Nanci Jones</td>
</tr>
</tbody>
</table>

Customary Variation (*English v. Spanish or common abbreviations*).

<table>
<thead>
<tr>
<th>E-Poll Book</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Sanchez</td>
<td>Joseph Sanchez</td>
</tr>
<tr>
<td>Kim Rogers</td>
<td>Kimberly Rogers</td>
</tr>
<tr>
<td>Esperanza Lopez</td>
<td>Hope Lopez</td>
</tr>
</tbody>
</table>
VOTER’S SIMILAR NAME CORRECTION REQUEST FORM

Election Worker must write voter’s name and Voter ID as it shows on the E-Poll Book.

Voter completes this section. Once completed, return inside Envelope #4

Sec. 63.001(c)
QUALIFYING PROCESS

• Chapter 63 of the Texas Election Code

• Step 1: Identify voter by asking for any of the 7 acceptable forms of photo ID. If the voter indicates they do not have an acceptable form of photo ID, you must inform the voter that he/she can present a supporting form of ID and complete a Reasonable Impediment Declaration.

• Step 2: E-Poll Book. Look-up voter with photo ID or supporting form:
  • Voter’s name, precinct number;
  • Address/Residence (does not have to match from E-Poll Book to acceptable photo ID/supporting form);
  • Any notations.

Note: If acceptable form of photo ID or supporting form does not provide an address, you do not need to ask for a second identification for verification.
QUALIFYING PROCESS

• Step 3: Have you Moved? Election Worker must ask every voter if they still live at the address shown on the E-Poll Book. If address is different offer voter to complete a Statement of Residence.

• Step 4: Voter’s Information. Have voter verify his/her information on the E-Poll Book and sign his/her name on the E-Poll Book signature line (Refer to Poll Pad Training Guide for instructions).

• Step 5: Provide Voter with Paper Ballot. Both Judges (Presiding Judge and Alternate Judge) or a Judge and a Clerk must initial the back of the paper ballot; next to the barcode.

• Step 6: Cast Ballot. Direct voter to ExpressVote machine of their choice to mark their ballot. Once ballot is retrieved and marked, voter must scan marked ballot on the DS200.

Note: The address on the voter’s identification does not have to match the voter’s registration address. An Election Worker may not refuse to accept a voter’s identification because the addresses do not match. Doing so is violation of the law!
MAIL BALLOT REQUESTED

• The voter may cancel his/her mail ballot and cast a regular ballot at your polling place by:
  • Completing the “Request to Cancel Application to Vote by Mail” (available inside Envelope for Requests and Canceled Ballots and;
  • Surrender the mail ballot (both the envelope where ballot was received and the paper ballot) to any Election Worker.

• See next slide for example. Should you have any questions or need assistance please call the Elections Department at (915) 546-2154.
• Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope** (yellow) **OR** the **mail out envelope** (green) **and the ballot** in order to cast their vote, in person, at your voting location.

• If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional ballot**.
BALLOT BY MAIL CANCELLATION

Note: The “Request to Cancel Application for Ballot by Mail” and all surrendered ballots must be returned in this envelope.
NOTICE OF IMPROPER DELIVERY
SECS.84.033(c)

• If this notice is presented at your polling place, voter must surrender notice.

• Before processing the voter call the Elections Department at (915) 546-2154 for further instructions.

• You must place the notice inside Envelope No.2.
PROVISIONAL VOTER
Sec. 63.011

• A provisional ballot must be offered to:
  • A voter who does not provide an acceptable form of identification
  • A voter whose name is not an exact match or substantially similar
  • A voter whose identity cannot be verified by the identification presented
  • A voter who has received a disability exemption under, but does not have Voter Registration Certificate indicating such exemption
PROVISIONAL VOTER

• A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application

• A voter who votes during the polling hours that are extended by a state or federal court

• A voter who is registered to vote but attempting to vote in a precinct other than the one in which the voter is registered

• A voter who appears on the E-Poll Book, but whose registered residence address is outside the political subdivision in which the voter is presenting himself or herself to vote
PROVISIONAL PROCEDURE

• If the voter believes they are registered, the Presiding Judge or Alternate Judge must ask if the voter registered or updated their registration at DPS or during a voter registration drive.

• If voter did go to DPS or registered through a voter registration drive, the Election Judge must write the approximate date the voter completed the application on the “Affidavit of Provisional Voter”, also known as the green envelope.
PROVISIONAL PROCEDURE

• In addition to asking about DPS or a voter registration drive, it is okay for the Election Judge to ask additional information about when/how the voter believes they have registered in order to complete the provisional process:
  • When did you mail in your card?
  • What was the name/and or location for which you registered through a Volunteer Deputy Registrar or voter registration drive?

All these questions help the voter! Remember to check or mark reason seven (7) on Affidavit of Provisional Voter.
JUDGES RESPONSIBILITIES

1. Have provisional ballots set aside and provisional material ready.

2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
   - Judge, please direct the voter to choose a paper ballot of their choice once you display three (3) or more ballots of the same card style.

3. Be prepared to move provisional voters out of the main line and to the side for processing, direct provisional voters to designated provisional voting area.

4. Encourage voters who have time to cure their issue to do so.


6. Follow the instructions and fill out all forms completely. Be aware that if there is time, they can leave and return with proper photo ID or supporting form of ID.

7. Follow ballot envelope sealing and deposit procedures properly.
NOT REGISTERED TO VOTE/DID NOT MEET VOTER REGISTRATION DEADLINE

• All Provisional Voters must be checked-in on the E-Poll Book except for those voters that:
  1. Did not meet the voter registration deadline; or
  2. Are not registered to vote.
• A combination form will be provided to process those voters that fall under this category.
• Remember, should any questions arise call the Elections Department first!
PROVISIONAL PROCESS

E-Poll Book Check-In (Provisional Voter)

List of Provisional Voters

Paper Ballot

Secrecy Envelope

Notice to Provisional Voter

Provisional Bag
Note: Use red bag for voted Republican Party provisional ballots

Affidavit of Provisional Voter
AFFIDAVIT FOR PROVISIONAL VOTER (front)

- If voter decides to vote provisional have him/her complete the front of the affidavit

| Type of Election / Tipo de Elección | Núm. of Polls / Núm. de Voto | Primary | 109 | 110 | 3/3/2020 | Lisa Wise
|----------------------------------|-----------------------------|---------|-----|-----|-----------|------
| name of poll place / nombre del lugar de votación | number of polls / número de votos | election type / tipo de elección | 109 | 110 | date of election / fecha de elección | authority administering 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 am 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, and have not been finally convicted of a felony or a felony, 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.

**Para que el voto sea válido en esta elección, en el que estoy intentando votar, no he sido finalmente condenado por un delito grave, o estoy libre del delito grave que cumplió en este estado en una condena, en su jurisdicción, o que he sido indultado. No me ha determinado por un juicio final de una corte de la legalización de un testamento, en un delito grave, o que he sido indultado en el juicio. Entiendo que dar información falsa bajo juramento es un delito menor, y también entiendo que es un delito grave de 2do grado, al emitir un voto en una elección sabiendo que no cumple con los requisitos necesarios.**

**Name / Nombre:**
- Given Name (Include suffix if any) / nombre de pila (incluye sufijo si lo hubiera)
- Middle Name (if any) / segundo nombre (si lo hubiera)
- Last Name / apellido

**Address / Dirección:**
- Residence Address / dirección de residencia
- Mailing Address / dirección de envío

**Driver’s License Number / Licencia de Conducir:**
- TX Driver’s License Number / Licencia de Conducir de Texas
- ID Number / número de identificación personal

**Social Security Number / número de seguridad social:**
- XXX-XX-9900

**Signature of Voter / Firma del votante:**
- Daniel Martinez

Example
**AFFIDAVIT OF PROVISIONAL VOTER**

**TO BE COMPLETED BY ELECTION JUDGE:**

**VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION**

- [X] Yes
- [ ] No

**REASON FOR VOTING PROVISIONAL**

1. [X] 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. (Please explain)
7. [ ] Other: ____________________________ (Please explain)

Sworn and subscribed to before me this date: 3/3/2020

**Melissa Rosales**

Signature of Election Judge

---

**TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:**

- [ ] Voter presented acceptable form of identification within 6 days.
- [ ] Voter met disability exemption within 6 days of election day.
- [ ] Voter executed religious objection affidavit within 6 days of election day.
- [ ] Voter executed natural disaster affidavit within 6 days of election day.
- [ ] Voter was accidentally removed from the list.
- [ ] Other: ____________________________ (Please explain)

Signature of Vote Registrar

Action taken by the Early Voting Ballot Board: [ ] ACCEPTED [ ] REJECTED

Signature of Ballot Board Judge: ____________________________

---

- Check or mark if the voter presented acceptable form of identification
- Check or mark reason for voting provisional
- Print date when affidavit was completed
- Election Judge, sign affidavit

**Example**

**DO NOT COMPLETE THIS SECTION**
Stamp or write “Provisional Photo ID” on back of the affidavit only if option one (1) is checked or marked. Voter must present himself/herself within the 6 day cure period with an acceptable Photo ID to the Voter Registrar’s Office.
If applicable, voter must present himself/herself within the 6 day cure period with an acceptable Supporting ID to the Voter Registrar’s Office. The Reasonable Impediment Declaration will be completed and executed by both the voter and the County Voter Registrar’s office.
ELECTION ADVISORY NO. 2018-08
RE: VOTER IDENTIFICATION PROCEDURES UNDER SENATE BILL 5 (2017)

• **NEW:** A Voter may cure a provisional ballot cast due to the failure to present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at the polls or a Voter Registration Certificate with an “E” notation on it by:
  1. presenting an acceptable form of photo ID; or
  2. if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, executing a Reasonable Impediment Declaration and presenting an acceptable form of supporting ID; or
  3. if applicable, submitting the affidavit for one of the temporary exemptions (natural disaster or religious objection to being photographed); or
  4. if applicable, qualifying for the permanent disability exemption to presenting acceptable photo ID or following the Reasonable Impediment Declaration procedure, within 6 days of Election Day at the Voter Registrar’s Office.

• Ballot will not be counted, if the voter fails to present himself/herself to the Elections Department to provide an acceptable form of ID within the six (6) day cure period.
VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE

- If the voter states that they **DO NOT** possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID, **but has not brought a supporting form of ID to the polling place**, the voter should be offered a provisional ballot.

- The voter may “cure” by appearing at the County Voter Registrar’s Office within 6 calendar days of Election Day and presenting an acceptable supporting form of ID and completing a Reasonable Impediment Declaration.

Note: The Election Worker should explain that the voter may also opt to leave the polling place, and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.
NOTICE TO PHOTO ID PROVISIONAL VOTER
Sec.63.001(g)

• Only for acceptable ID (photo ID/supporting form) voters who voted provisional.
• Once “Notice of Provisional Voter” is completed by either Election Judge, inform voter to present himself/herself to the Elections Department within six (6) days from Election Day with acceptable form of ID in order to have provisional ballot counted.
• Provide voter with map which will offer directions to the El Paso County Elections Department.

SEE NEXT SLIDE FOR EXAMPLE
NOTICE TO PROVISIONAL VOTER

For provisional voter that did not [X] present an acceptable form of photo ID and [X] complete a reasonable identification declaration

A determination whether your ballot will be counted will be made by the early voting board during the election. If you have not submitted a reasonably complete application to vote, your ballot will not be counted. If you are voting in the current precinct, you will be required to visit your local county, voter register's office (telephone information below) with a First Time Provisional Voter’s ID Card and present either one of the following forms of photo ID:

- Texas Driver’s License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Voter Identification Card issued by DPS
- Texas Enhanced Driver’s License issued by DPS
- United States Military Identification Card containing the person’s photograph
- United States Citizenship Certificate containing the person’s photograph
- United States Passport (book or card)

With the exception of the U.S. citizenship certificate, the identification must be carried or, for voters aged 60-69 years, have expired no more than five years before being presented for voter qualification at the polling place. A person 70 years or older may use a form of identification listed above that has expired for a period of no more than 10 years.

Reasonable Identification Declaration: A person who does not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, may execute a reasonable identification declaration and present a copy or original of one of the following supporting documents: (a) a government document that shows your name and at least one other identifying factor, such as your voter registration certificate or (b) an original social security card or (c) a certified copy (from a U.S. state or territory) of a birth certificate or (d) a document containing both a photograph and your signature that includes a biographical statement, which may include bringing both forms of identification.

The address on an acceptable photo identification or a supporting document does not have to match your address on the list of registered voters.

PERMANENT EXEMPTION

During the early period, voters with a disability may apply for a temporary exemption. For a person with a disability, the exemption will be granted to persons with a disability who do not have a reasonably complete application to vote and who present an acceptable form of photo identification listed above. The application must include documentation that meets the disability requirements.

TEMPORARY EXEMPTION

During the early period, a voter may apply for a temporary exemption for the county voter registrar's office when the election is not reasonably complete and only for a person with a disability who does not present an acceptable form of photo identification listed above. The application must meet the disability requirements.


date

Example

Judge, you must complete this section (voter’s name, VUID # and Polling Place)
CURBSIDE VOTING

• What is curbside voting?
• If a voter is physically unable to enter the polling place without assistance or likelihood of injury to his or her health, one Election Worker may deliver a ballot to the voter at the entrance or curb of the polling place (Sec. 64.009(a)).
• The voter must be qualified by the Election Worker before the voter can receive the ballot (Sec. 64.009(b) and (c)).
• If the voter is not only physically unable to enter the station, but is also eligible for voter assistance in making his/her ballot:
  • Two Election Workers 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 (Sec. 64.032(c); 42 U.S.C.A. 1973aa-6).
CURBSIDE VOTER

- Curbside voters **will be checked-in** on the E-Poll Book
- You must process a curbside voter as a provisional voter on the E-Poll Book
  - You must select “Other” as your reason;
  - Under the “Details” box you must type *Curbside Voter*
- Voter will vote a paper ballot; give the voter ample time to cast his/her vote
- Provide voter with a curbside envelope; see next slide
- Remember, should any questions arise call the Elections Department first!
CURBSIDE
(PAPER BALLOT)

Election Judge:

• Write the precinct number on the ballot (front left corner of ballot).

• Place ballot inside curbside envelope.

• Place curbside envelope inside curbside ballot bag, also known as purple bag.
RENDERING ASSISTANCE TO A VOTER

Voters who are eligible for assistance:

- Any voter who is physically unable to mark his or her ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6);
- Any voter who cannot read the languages on the ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6).

Definitions of assistance (Sec. 64.0321):

- Reading the ballot to the voter
- Directing the voter to read the ballot
- Marking the voter’s ballot as directed by the voter
- Directing the voter to mark the ballot

The person who is to provide assistance must first take an Oath of Assistance administered by one Election Worker (Sec. 64.034).
INTERPRETERS, ASSISTANTS & USING ENGLISH

- All Election Workers, while on duty at the polling place, must use English, except when helping a voter who does not understand English (Secs. 61.031, 61.036).

- The voter may also select an Interpreter, to communicate with the Election Workers attending to the voter in a language that is not English, regardless of whether the Election Worker who attempts to communicate with the voter understands or does not understand the language used by the voter (Sec. 61.032; Docket No. 60, 66).

- An Interpreter may interpret for any number of voters. For each voter, the Interpreter must take the Oath of Interpreter (Sec. 61.035).

- If Assistant or Interpreter is chosen by voter:
  - Effective after August 12, 2016 under the Federal Voting Rights Act to, contrary to Sec. 61.033 of the Texas Election Code, require that Interpreters in Texas have the same eligibility requirements as Assistants.
  - A voter’s chosen Assistant or Interpreter may help regardless of their residence, citizenship status, voter registration status, age, or if he/she helped another voter.
PAPER BALLOTS

• All polling places are supplied with paper ballots to be used for provisional/curbside voting and marking cards for the ExpressVote machines/DS200. The “Register of Official Ballots” form will help you keep track of those ballots. You will have two different “Register of Official Ballots”, one for provisional/curbside ballots and the other one for the ExpressVote machines and DS200 ballots.

• Return both “Register of Official Ballots” forms inside ballot bag with unused and spoiled ballots and seal with red seal.

• Do not detach carbon copy. Both forms needs to be verified by the receiving station before you can keep the carbon copy for your records.
REGISTER OF OFFICIAL BALLOTS
Secs. 85.032, 127.064 through 127.068

El Paso County Elections Department

LISA VISE
ELECTIONS ADMINISTRATOR

Number of ballots/cards received
Number of ballots defectively printed
Number of spoiled ballots returned by voter
Number of unused ballots
Number of ballots voted (curbside + provisional)

TOTAL

30

(A)

(B)

(C)

(D)

(E)

(F)

Marking Cards

30

(B)

(C)

(D)

(E)

(F)

A & F SHOULD BE EQUAL

I, the undersigned, Presiding Judge of the Election held on the 3rd day of March, 2051 & 52, in El Paso County, Texas, do hereby certify that the above and foregoing statement of official ballots of said Election is true and correct, and that all ballots returned by me were locked in the appropriate ballot box or bag as required by law.

WITNESS MY HAND this the 3rd day of March, 2051 & 52.

Melanie Johnson
Presiding Judge

NOTE: AFTER COMPLETING AND SIGNING THE REGISTER OF OFFICIAL BALLOTS FORM, INSERT THE FORM WITH THE UNVOTED BALLOTS IN THE BAG AND PLACE A SECURITY SEAL ON THE BAG. JUDGE AND ALTERNATE JUDGE MUST INITIAL THE SEAL.

For Official Use Only

RECEIVING STAFF AT THE COURTHOUSE

Print first and last name: Equal Opportunity Employee
SPOILED BALLOT

• A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an Election Worker and exchange it for a new ballot (Sec. 64.007(a)).
  • A voter may spoil up to **two ballots and vote a third ballot** (Sec. 64.007(b)).
• The Election Worker shall put the name of the voter and the ballot number on the *Register of Spoiled Ballots*, write on the FRONT of the ballot “Spoiled”. *Both the register and the spoiled ballot, if any, must be returned inside the Spoiled Ballots Envelope.*
• Place the *Spoiled Ballots Envelope* along with the register inside Curbside and Provisional Ballot Bag (black bag).
Write "Spoiled" on the ballot. Number of ballot is on the back of the ballot. Insert spoiled ballot and register inside Spoiled Ballots Envelope.
Write "Spoiled" on the ballot.

Insert spoiled ballot and register inside Spoiled Ballots Envelope.
NEW: BALLOT CANCELLING ON MARKING DEVICE

- When a voter no longer desires to mark their ballot on the ExpressVote machine or wants to use a different ExpressVote machine, the Election Worker must press the “Exit” on the bottom/middle of the screen.

- A warning “Exit?” screen will appear giving the voter the option to press the “Previous” button to resume marking their ballot or to press the “Next” button to exit the screen and cancel their ballot. Once a ballot is cancelled, the ExpressVote machine will return the blank paper ballot to the voter.
• Serial numbers must match; place all used seals on the back of the sheet.
• Broken tail seals must be returned inside red bank bag.
• Open all ExpressVote machines assigned to your polling place.

Do not leave logs inside binder. Return logs inside Envelope No. 2.
NOTICE OF VOTER COUNT
SEC. 61.007(C)

• The notice shall remain posted at the entrance to your polling place until poll is closed for voters.

• Go to the DS200 to record “Public Count” on this form during every two hour interval.
RECEIPT FOR TRANSFER BALLOT BOX

Presiding Judge:

- Only complete top right box and print precinct number, your name and the name of your Alternate Judge.
- **DO NOT SIGN OR WRITE TIME IN.** Representative from the Central Counting Station will complete this portion of the form.

Note: Presiding Judge, you must archive the carbon copy once executed by both you and the Central Counting Station Representative for 22 months.
VOTING MACHINES AND SIGNS

• Only Election Workers can open and close the voting system.
• Any voting system problem(s) please close machine(s) and call tech support immediately at (915) 546-2154.
• Take plenty “Vote Here” signs for your polling place.
• At the end of the day leave “Vote Here” signs and voting system in same area where you first located the voting system at the beginning of the day.
END OF DAY 2’s & 4’s

At the end of the day, the various forms that came out of the Election Day bag at the beginning of the day must be distributed to appropriate authorities in particular envelopes. Unused forms go back into the Election Day forms envelope.

- **Envelope 2**
  - Reasonable Impediment Declaration, if any
  - Poll Watcher Certificate of Appointment (if presented)
  - Notice of Total Number of Voters Who Have Voted (must be posted at entrance to polling place during the day)
  - Oath of Election Judges and Clerks/Oath of Assistance and Interpreters
  - Election Day Seal Log (will be available inside Election Day binder)
  - Notice of Defective Delivery, if any

- **Envelope 4**
  - Statement of Residence, if any
  - Texas Voter Registration Application (English and Spanish), if any
  - Voter’s Similar Name Correction Request Form, if any
VOTING SYSTEM
CLOSING PROCEDURES

• After closing your polling place, Presiding Judge and Alternate Judge must remove flash drive/USB from the DS200; see “DS200 Closing Procedures” inside your binder.

• Place flash drive/USB inside red bank bag.

• You must lock the red bank bag with red seal inside the clear pouch. Sealed bank bag must be returned with the rest of the supplies.

DO NOT FORGET THE FLASH DRIVE/USB!!!
CLOSING THE POLLS

- Officially close and lock the door to the polling place at 7:00 p.m. (Sec. 41.031(a)).
- Every voter in line before 7:00 p.m. must be allowed to vote (Sec. 41.032).
  - Have all voters enter the polling place, if possible, and lock the door
  - If it is not possible to get all of the people waiting in line into the polling place, position an Election Worker after the last person in line at 7:00 p.m.
  - Distribute numbered identification cards, tokens, etc. to people waiting in line at the time for official closing of the polls (Sec. 41.032 (b)).
- Do not begin closing the voting system until last voter has finished voting.
- Pack all supplies provided by the Elections Department inside Election Day bag.
- Return to the El Paso County Courthouse, 3rd floor, to deliver the Election Day bag. Remember to park inside the county garage to receive parking pass validation.
When preparing to leave your polling place, items listed on this form **MUST** be returned to the El Paso County Courthouse.

This form will be available in the back of your Election Day binder.
DELIVERY OF ELECTION DAY BAG, ASSIGNED E-POLL BOOKS & BALLOT BLUE BIN

• Both the Presiding Judge and Alternate Judge or Clerk must deliver the Election Day bag, all assigned e-poll books and the locked and sealed ballot blue bin (located inside the DS200) to the El Paso County Courthouse.

• It’s recommended that both Election Judges ride together, but it’s not required.

• Alternate Judge can follow the Presiding Judge in a separate vehicle, if necessary.
ATTENTION PRESIDING JUDGE
DELIVERY OF FLASH DRIVE

• YOU WILL BE REQUIRED TO RETURN TO YOUR ASSIGNED POLLING PLACE THE NIGHT OF ELECTION DAY FOR ANY ITEMS YOU FORGET.

• YOUR ASSIGNED ROVER AND E-POLL BOOK NOTIFICATIONS WILL REMIND YOU THROUGHOUT THE DAY OF CERTAIN POLLING PLACE PROCEDURES, INCLUDING TO NOT FORGET THE FLASH DRIVE!
END OF TRAINING

For more information or questions regarding this training contact Melissa Rosales at MeRosales@epcounty.com

www.epcountyvotes.com