

**EARLY VOTING** 

ELECTION WORKER TRAINING MAY 2024 UNIFORM & SPECIAL ELECTION

## **ELECTION WORKERS**

- The term "Election Worker" refers to both Judges and Clerks. Election Workers carry out all
  procedures in the Vote Center, ensuring all eligible voters who show up at a Vote Center can
  vote. Election Workers are required to always wear name-identifying badges inside the Vote
  Center, These badges must include the Election Worker's name and title or position in the
  Vote Center (TEC) Sec. 61.010(D). This ensures voters can identify who to seek help from.
- There are two types of Judges in the Vote Center. There is a Presiding Judge and an Alternate Judge. Judge so so laborate to oversee the election processes in their assigned Vote Center.
- The **Presiding Judge** is responsible for the management and conduct of the election at the Vote Center where the Judge serves. All Clerks and the Alternate Judge report to and take direction from the Presiding Judge.
- The Alternate Judge serves as backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge shall serve in their absence (TEC Sec.32,001b). The Alternate Judge should be informed and prepared to step into this role, if needed.
- Clerks perform a wide variety of duties in the Vote Center. All Clerks must learn to perform all job functions as situations may arise that require Clerks to change roles.
   All Election Workers are expected to follow Federal and State laws related to the conduct of Elections, as well as follow the policies and procedures of the El Paso County Elections office.

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### **NEPOTISM**

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### 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 (blood) or affinity (marriage) to positions directly compensated from public funds. Please see table below:

	Second Degree	Third Degree
Mother and spouse Father and spouse Daughter and spouse Son and spouse Son and spouse Son and spouse Heatherin-Insw Stepson	Grandsaughter and spouse Grandson and spouse Grandson term and spouse State and spouse Biother and spouse State-and spouse State-and spouse State-and spouse State-grandson term State-grandson term State-grandson term State-grandson term State-grandson term State-grandson term State-spouse State-term and spouse State-term and spouse	Great-grandhoffer and spouse Great-grandhoff and spouse Great-grandhoff and spouse Design and spouse Design and spouse And and spouse Uncle and spouse Uncle and spouse And and spouse Great-grandhoff and spouse Great-grandhoff and spouse Great-grandhoff and Uncle-in-inaw Nephrein-In-iaw Nephrein-In-iaw Step-great-grandboff Step-great-grandboff Step-great-grandboff Step-great-grandboff Step-great-grandboff Step-great-grandboff Step-great-grandboff Step-great-grandboff



### EARLY VOTING BAG PICK-UP

Early Voting Judge:

Pick-up your Early Voting bag at:

### Area Location Date El Paso County-Elections Warehouse, 3850 Justice Dr. Sunday, April 21st, 2024 East

• If you cannot pick-up your bag, your appointed Alternate Judge must pick-up the bag.

Times

at scheduled time

For your safety and the safety of our staff, our department will only offer CURBSIDE BAG pick-up. Have the name of your assigned location ready when you arrive.

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### **BEFORE EARLY VOTING**

Training materials available inside Early Voting binder:
 DS200 Training Guide

- Express Vote Training Guide
   Express Touch Training Guide
- Electronic Poll Pad Training Guide
   Handbook of Election Judges and Clerks
- Poll Watcher's Guide
   How To's: Provisional, Ballot By Mail, Various Forms (Ex: Payroll Form, Register of Official Ballots)
- Texas Poll Worker Training Guide to Working with Voters with Disabilities
- Training videos available on our website, www.epcountyvotes.com DS200 instructions
- Express Vote Instructions
   Express Touch Instructions
- Electronic Poll Pad Instructions

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### 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.
- Note: The Constitutional Oath is signed by the Election Worker once a year. This oath will be executed during one of the Poll Worker Trainings.

EXAMPLE 30-3 Neurobed by Secretary of State Article KA, Section 5, Fexer Construct Sections 1-016, Texas Dention-Code te judge, or early voting clerk, individuals must flational colfs. The Statement of Officer must be

or withholding of a vote at inferration, whichever case Alternate Judge

Under penalties of perjary, I declare the are true. Date 04/22/2024 Signature Priscilla Morales

forales / Elec do solemnly see Priscilla Morales

DO NOT SIGN



# FIRST DAY OF EARLY VOTING

Early Voting Judge:

- About 15 minutes before your location opens, administer the "Oath of Election Judges & Clerks" for your Election Workers and yourself.
- Your Early Voting Location must be open to the public during hours assigned; see the list of Early Voting Location inside your Early Voting binder.
- Return completed oath inside Envelope #2.

	Putting Location	Authority Conducting Election
	Ressett	
	04/22/2024	Uniform & Special
OATH OF E	any candidate or measure	eek to persuade or indu
Tudu Smith	Aastin Mat	
Signature of Election Judge	Expreture of Alternat	
Martha Jones	Louic Smith	
Signature of Election Clerk	Signature of Electron	Clerk
Equators of Electron Cliefs	Expranse of Eactors	Clerk
Signature of Election Clark	Signature of Electron	Clark

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## EARLY VOTING LOCATION

Early Voting Judge, Alternate Judge & Clerks: • Be professional when communicating with the staff of the facility that you've been assigned to.

 stail of the racing that you we 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.



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# EARLY VOTING LOCATION

Early Voting Judge:

- Should any facility personnel request to move you to a different location/room/area aside from what's on your Writ of Election, call the Elections Department at (915) 546-2154.
- Do not make any decisions or changes regarding 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.

### REMEMBER...

Set-up procedures for this election:

- First Day of Early Voting: Everyone arrives an hour before the location is scheduled to open to help set-up voting area.
- Last Day of Early Voting: Deliver all supplies to the Elections Warehouse located at 3850 Justice Dr., El Paso, Texas 79938.
- Do not forget the Ballot Box (blue bin w/live ballots), the DS200 and ExpressTouch flash drives.

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### 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.
- Early Voting Judge and Clerk must sign at the bottom of the payroll form. Early Voting Judge signs all payroll forms for every single Election Worker, including the Alternate Judge.
- Alternate Judge will sign payroll form for the Early Voting Judge.
- · Every Election Worker must complete their own payroll form daily.

Note: Election Worker, you must initial your payroll form <u>DAILY</u> as verification that your time in and time out are correct. Early Voting Judge, make sure that this procedure is completed daily by all Election Workers.

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### PAYROLL FORM

### NEW CHANGES:

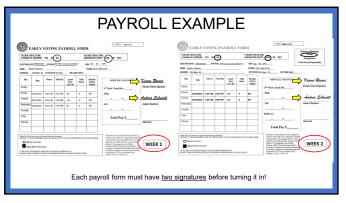
Two separate payroll forms must be completed and turned in by each Election Worker; WEEK 1 and WEEK 2.

WEEK 1: Make sure all payroll forms are complete and have two signatures from the Election Worker and Early Voting Judge before placing them inside the Payroll Envelope. Payroll forms will be picked up by your Rover on Saturday.

WEEK 2: Make sure all payroll forms are complete and have two signatures from the Election Worker and Early Voting Judge before placing them in the *Payroll Envelope*. Only if applicable, delivery of supplies must be circled, "Driver" or "Companion." Payroll forms must be delivered by the Early Voting Judge to Justice Warehouse on the last day of Early Voting.

### REMINDERS:

- Election Worker must complete their own payroll form.
- · Early Voting Judge signs all payroll forms.
- Alternate Judge will sign payroll form for the Early Voting Judge.



### HOURS AT THE EARLY VOTING LOCATION

Early Voting 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 voting location 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.

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### DRESS CODE-<u>ACCEPTABLE</u> ATTIRE FOR ELECTION WORKERS

- 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.
- Footwear: 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 FOR ELECTION WORKERS

- 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 neckline, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
   Bib overalls
- Did overails
   Athletic Wear: Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
   Clothing with any offensive images, words, or slogans.
- Provocative/revealing/transparent attire.
- Footwear: 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.
   Campaign Attire

**ELECTION POSTINGS & SAMPLE BALLOT** Voter Complaint Information NO MEDIA PERMITTED \_\_\_\_ id Z  $\bigcirc$ 85 0 The parameter of Neurose Mill Fell, which became thereine answers 1, 2018 and advest space same only of tempore, and Kill during the two on 1 parameters of para is the parameters of the same of the parameters para is the parameters of the same of the parameters parameters of the same only tempore with the parameters tempore If parago is found that this and write effective of 1 to more to 2010 a periodic allocate these do paratelles, the paratelle is not performed a strate or simpler the restor, and sport models arrange of simpler and automation paratelle focus paratelles are or larger the value. EARLY VOTING POLLING PLACE NORMA & DOT & YOUGH Early Voting ructions Casting a Digital Scan Ballot Notice of Voter Order Pr All postings and sample ballot(s) must be visible to the voter immediately entering your voting place (Secs. 62.011, 62.0111, 62.0112, 62.0115, 62.012, 85.036(1) 64.011 and Penal Code, 46.03(a)(2)

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### NEW POSTING DISPLAY STAND

- Every Early Voting Location will receive one new display stand. · All postings will be set-up and ready for
- display.
- All that is required from Poll Workers is to set up the stand.
- Instructions will be included.

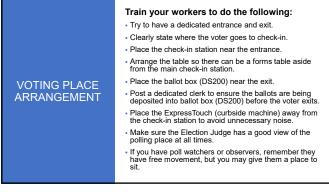


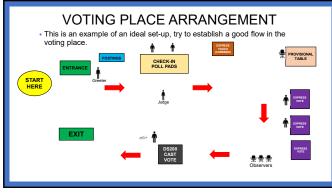
### NOTICE OF APPROVED FORMS OF ID

Photo ID postings, available in English and Spanish.

Must be placed at the <u>entrance</u> <u>door to your Early Voting</u> <u>Location</u> so it is visible to voters as they enter. (Sec. 62.016).

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### ELECTRONIC DEVICES

- · Persons are not allowed to use wireless communication devices within 100 feet of the Early Voting Location. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the voting place (Secs. 61.014(a), 81.002).
- · Examples of what devices should not be used?
- Cell phones (Except for persons using assistive technology devices. Election Judge has discretion on this type of use) Cameras
- Tablet computers
- · Laptop computers
- Sound recorders
- Any other device that may communicate wirelessly or be used to record sound or images.

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### **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 location while acting in course of person's employment.
- Exception: Persons using assistive technology devices. Early Voting Judge has discretion on this type of use.

### Media

Media is prohibited inside the 100 ft. marker. Should any media personnel arrive at your location <u>you must contact the Elections</u> <u>Department</u>. Early Voting Judge, you do not have the authority to allow any media personnel to record or conduct interviews <u>within</u> the 100 ft. marker.

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### UPDATING WAIT TIMES • Every 30 minutes you will need to send a text message to (915) 493-6965. Your message will consist of ONLY a single letter Each letter will correspond to a specific wait time: Letter Wait Time Less than 10 minutes wait time А в 10 to 20 minutes wait time С 20 to 30 minutes wait time D More than 30 minutes wait time Once you send the wait time text you will receive a "Thank You" response. This will signify that your message was sent successfully.

- Cell phones provided by the department are to be used STRICTLY for wait time text messages and/or to contact your Rover/Elections Department. <u>PERSONAL USAGE</u> is <u>PROHIBITED</u>.
- <u>DO NOT</u> call, text message or download any apps.

MY PLAN TO VOTE

## WRITTEN COMMUNICATION

Written communications may be used by voters inside your voting area. 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).

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### 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 Early Voting Location 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.

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### VOTERS WITH DISABILITIES

### Pursuant to Section 63.0015 of Texas Election Code

- An election officer may shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.
- A person assisting an individual with a mobility problem may also, at the individuals request, be given voting order priority.
   Disabilities and conditions that may qualify a voter for voting priority include but is not limited to paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive advice.
- Providing voting order priority is now a requirement, not just a courtesy.



Vitatinas que desean-socié prioridas de orden de valación, y ser aceptados paras veter aretes que otres en la fila para veter en el hagar de voltación, paster indicar esto a cualquier funcionario de elecciones que pestan servicios en el lagar de voltación. El jusz presidente de elecciones debe lavar al voltarle y el asistente del voltante, si es aplicable, adelante al fiterite de la linea.

increases of Dates

### 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.

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### ASSISTING A VISUALLY IMPAIRED VOTER

- Become familiar with the ADA keypad and headphones that comes with every ExpressVote and ExpressTouch machine.
- · Hand the keypad correctly to the voter and place it in his/her hand.
- Learn to use exact language. Avoid saying, "up here," down there," "over here," "the green button." Instead say, "on the upper right of the keypad," "the round center button," "the arrow to the left of the round center button."
- Before reaching out to touch a voter ask permission. "May I touch your hand?" "Do you want to hold my arm so I can guide you?" "Would you like to place your hand on my shoulder so you can follow me?" Keep in mind that although some visually impaired voters use a white cane, some still have a little bit of useful vision, so they may not have to be led to the voting machine.
- Speak directly to the voter even though he/she may have a companion with them. Use a normal tone. They are not deal, only blind. They do not appreciate having their voting choices announced for all to hear.

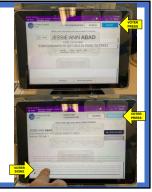
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# WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

- Section 1.022 of the Texas Election Code provides that a provision of the Code may not be interpreted to prohibit or limit the right of a qualified individual with a disability to request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under Federal or State law.
- In recent years, advances in technology have allowed cell phones, tablets and other wireless communication devices to assist voters with disabilities. As an example, a voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an election official. 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.

### **BRAILLE POLL PAD** SCREEN

- Place the Braille Poll Pad Screen when the voter confirmation screen appears.
- This screen provides braille literacy for blind and visually impaired voters.
- Voter will be able to sign at the bottom of the screen once he/she verifies their information.



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# **EXIT POLLING**

 The Early Voting Judge may allow non-disruptive exit polling within the 100-foot boundaries surrounding the Early Voting Location.

- The Early Voting Judge must determine that such exit polling does not constitute either:
- "Loitering" in violation of Sec. 61.003(a) of the Code or; • A disruption of order or a contribution to a breach of the peace at •
- the Early Voting Location.
- The Early Voting Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

Sections 61.003(a), 32.075, 81.002

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# **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 an Early Voting Location 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 <u>may not enforce</u> the electioneering or loitering statutes outside the 100 ft. distance marker (Sec. 32.075).
- Each location will be provided with <u>two large</u> <u>distance marker cones</u>. You must place them 100 feet from each entrance through which voters may enter the building.





### ELECTIONEERING

- On September 30, 2021, the U.S. District Court for the Southern District of Texas issued a final judgement in Ostrewich v. Hudspeth, a lawsuit challenging the electioneering provisions in the Texas Election Code, Secs. 61.003, 61.010, and 85.036.
- In the Ostrewich case, the district court upheld Sec. 61.010 but struck down Secs. 61.003 and 85.036 in the context of voters' apparel during voting as a violation of the First Amendment to the U.S. Constitution.
- Based on the district court ruling, a person may not wear apparel or a similar communicative device relating to a candidate, measure, or political party appearing on the ballot in the current election under Sec. 61.010, but a person may wear such apparel relating to a candidate, measure, or political party that does not appear on the ballot in the <u>current election</u>.
- This case is still in the courts and could change by the next election.

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### 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 Early Voting Judge with a "Poll Watcher's Certificate of Appointment" and "Certificate of Completion." Early Voting Judge, you must keep the "Certificate of Appointment" and "Certificate of Completion" 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 Early Voting Judge or other election officer (Sec. 33.051(f)).

 serving at an Early Voting Location may be present at the location at any time it is open...the watcher may serve during the hours the watcher chooses (Sec. 33.053).

may not use wireless communication devices (e.g. cell phones) in the voting place (Sec. 61.014). The watcher must be allowed to leave to use a wireless communication device and be readmitted to the voting place, if the watcher returns promptly (Sec. 30.052(b)).

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).

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## POLL WATCHERS

- A Poll Watcher must complete the Poll Watcher training administered by the SOS and <u>present the</u> <u>certificate of completion to the Early Voting Judge</u> at the time the watcher reports for service. The Poll Watcher training Witb a valiable on the Texas Election Training Portal, www.sos.texas.gov (Sec. 33.051).
- Before being accepted for service, <u>a watcher must take an oath</u> administered by the election officer (Sec. 33.051 (a)(h)). This oath has been added to the certificate of appointment that the poll watcher presents and signs in the presence of the Early Voting Judge.

Oath: "I swear or affirm that I will not disrupt the voting process or harass voters in the discharge of my duties."

### Activities a Poll Watcher may observe:

- All election activities relating to closing the voting place, including the sealing and transfer of a memory card, flash drive, data storage device, or other medium now existing or later developed for use with voting system equipment.
- Follow the transfer of election materials from the voting place to the regional tabulating center, central counting station, or other location designated to process election materials.

### DUTIES AND PRIVILEGES OF A WATCHER

The new law amended Sec. 33.056 to provide that a watcher is entitled to sit or stand near enough to see and hear the election officers conducting the observed activity, except as otherwise prohibited by Chapter 33. A watcher may not be denied free movement where election activity is occurring within the location at which the watcher is serving. A watcher who is entitled to "observe" an election activity under the Election Code is entitled to sit or stand near enough to see and hear the activity.

A watcher may point out to an Election Judge or Clerk any observed irregularity or violation of law. However, if the Clerk refers the watcher to the Early Voting Judge, the watcher may not discuss the matter further with the Clerk unless the Early Voting Judge invites the discussion (Sec. 33.058 (b)).

The new law amended Sec. 32 075 to provide that an <u>Early Voting Judge may not have a watcher</u> removed from the voting place for violating a provision of the Election Code or any other provision of law relating to the conduct of elections unless the violation was observed by an Election Judge or Clerk. However, an Early Voting Judge may remove a Poll Watcher for a violation of the Penal Code, regardless of whether the Election Judge or Clerk observed the violation. An Early Voting Judge may call a law enforcement officer to request a Poll Watcher be removed if the Poll Watcher commits a breach of the peace or a violation of law.

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### POLL WATCHER OVERVIEW

A Poll Watcher can view any election document at any voting place (Sec. 33.056(c)).

Election Worker Payroll Forms

 Any requests for documents must be made as a Public Information Request and handled accordingly. Have the Poll Watcher contact the Elections Department for more information.

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### STATE INSPECTOR

A State Inspector:

 is appointed by the Secretary of State's office to designated voting places across the state (Sec. 34.001)

must wear an identifying name tag or badge while on duty at the voting place (Sec. 61.010(b))

 must be permitted to observe all election activities performed by the Election Judges and Clerks (Sec. 34.002)

 is permitted to point our any irregularities or concerns to the Early Voting Judge
 <u>may not observe</u> the preparation of a voter's ballot, unless the voter is being assisted by an Election Judge or Clerk

are not required to take an oath administered by the Election Judge

### WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- An Election Judge or Clerk
- A Poll Watcher
- · The Secretary of State
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code
- An election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies
- A State Inspector
- A person admitted to vote
- A child under 18 years of age who is accompanying a parent who has been admitted to vote

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### WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

• A person providing assistance to a voter under Sec. 61.032 or 64.032

- A person accompanying a voter who has a disability.
- A special peace officer appointed by the Early Voting Judge under Sec. 32.075
- 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, as authorized by Sec. 61.001 & 172.1113
- · A voting system technician, as authorized by Sec. 125.010
- The county election officer, as defined by Sec. 31.091, as necessary to perform tasks related to the administration, of the election.
- A person whose presence has been authorized by the Early Voting Judge in accordance with the Election Code.

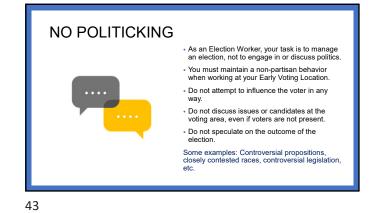
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### HOW TO POLITELY ADDRESS DIFFICULT ISSUES

 Electioneering
 "Excuse me, but I'm not sure if you are aware that campaigning is prohibited by
 law within 100 feet of the entrance to the building where the voting place is located.'

- <u>Firearms in the Voting Place</u>
   Approach and say, "I'm not sure if you are aware that the Texas Penal Code prohibits firearms in the voting place even if you are licensed to carry."
- Poll Watchers

<u>Voll Watchers</u> Approach and say, "Pardon me, I noticed that you were using your phone to make notes. State law prohibits the use of wireless devices in the voling place. Please feel free to step outside briefly if you need to use your phone. It doesn't interrupt your hours of service as long as you promptly return."



QUALIFYING THE VOTER

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

Note: With the exception of the U.S. citizenship certificate, which does not expire, the ID must be current or, for voters aged 18-69, have expired no more than four (4) years before being presented for voter qualification at the voting place. <u>A person 70 years of age or older</u> may use a form of photo ID listed in the next slide that has expired for any length of time if the ID 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 <u>has an acceptable form but did not bring</u> <u>it to your Early Voting Location, the voter may vote a provisional ballot</u> and bring the acceptable form of photo ID to the EI Paso County Elections Department <u>within 6 days to cure their ballot</u>.

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### ACCEPTABLE FORMS OF PHOTO ID

- 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 Handgun License issued by DPS
- 5. United States Military Identification Card containing the person's photograph
- 6. United States Citizenship Certificate/Certificate of Naturalization containing the person's photograph
- 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 <u>is not required</u> 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.



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# 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.



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### ACCEPTABLE ID/(E) NOTATION VOTER Secs.13.002(),15.001(c)63.001(h) · Available for voters with documented Secretary of State's Office Elections Division 1-806-252-VOTE (M683) www.scs.state.bx.us isa Wae yan Bagatur 00 E. San Antonio Ave. Bis. 314 19 Res. 15, 79801-2481 15:545-2154 disabilities. Voter has a disability and has applied for and received a disability exemption from the Voter Registrar's office in accordance with the Texas Election Code. CITVERS ACHOOL SHIT and (E IN VOTER

If the voter presents their Voter Registration Certificate with an (E) after the VUID number, they do not need to present one of the seven forms of photo ID or follow with the Reasonable Impediment Declaration procedure.



### ACCEPTABLE FORMS OF PHOTO ID **EXPIRATION DATES**

- An acceptable photo ID must not have expired more than four (4) years before being presented at your location, unless the voter falls under *Election Advisory No.2018-08.*
- Examples of acceptable photo ID cards that 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.

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### REASONABLE IMPEDIMENT DECLARATION

- If the voter has a <u>reasonable impediment</u> or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to 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 on the E-Poll Book and proceed to the voting machine of their choice to cast a regular ballot.

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### 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
- Pavcheck
- · Other government documents with voter's name and an address (original required if it contains a photograph)

# <section-header>

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### 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.

2002		
2005		
713		
ENERGY		
123 Main Street		
Sample, Texas 77701		
Customer		
Joe B. Customer		
123 Main Street		
Austin, Texas 78701		
Invoice #: 123456		
Statement Amount: \$		

# 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.



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# 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.



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# 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.



### 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.
- Examples:
- 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)

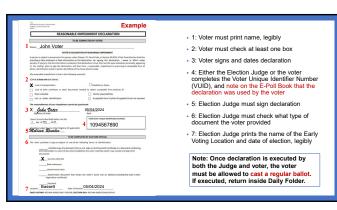
Note: Government documents do NOT include Social Security cards (no address), public college or university IDs without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document must be an address of the voter. It does not have to match the address on the E-Poll Book.

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### REASONABLE IMPEDIMENT DECLARATION

• 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



### DECLARATION OF REASONABLE IMPEDIMENT

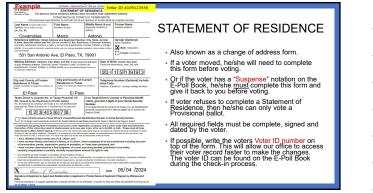
- You may not question or challenge the voter regarding their lack of acceptable photo ID.
   If the voter states that they have not been able to obtain an acceptable photo ID, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID, states that they have and 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.

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### **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 ves...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.



### SIMILAR NAME PROCESS

- 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 <u>he/she places their initials in the similar name box in</u> <u>the E-Poll Book</u>, these procedures are outlined in the Texas Election Code, section 63.001.
- . If the voter would also like to update their name on their voter registration record, they can do so <u>by completing a Statement of</u> <u>Residence</u> form or a <u>Voter Registration Application</u>.

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nical, middle Name, Former Name (ma	iden names or hyphenated names).
E-Poll Book	ID
Sandra Robles	Sandra Robles-Avila
Jacob Valenzuela	Jacob Andrew Valenzuela
Aimee L. Smith	Aimee Smith
Slightly Different (minor misspellings of	names).
E-Poll Book	ID
Vanessa Miller	Vanesa Miller
Mark Lopez	Marc Lopez
Nancy Jones	Nanci Jones
Customary Variation (English v. Spanish	or common abbreviations).
E-Poll Book	ID
Jose Sanchez	Joseph Sanchez
Kim Rogers	Kimberly Rogers
Esperanza Lopez	Hope Lopez

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## 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 fills out a Reasonable Impediment Declaration, ask for the supporting form of ID.
- Step 2: E-Poll Book. Look-up voter with photo ID or supporting form:
   Voter's name, Date of Birth;
   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, <u>you do not need to ask for a second identification for verification</u>.

## **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 Activation Card to Cast Ballot. Direct voter to ExpressVote machine of their choice to mark their activation card. Once card is retrieved and marked, voter must scan marked activation card on the DS200.

Note: The address on the voter's identification **does not have to match** the voter's registration address. <u>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!</u>

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## MAIL BALLOT REQUESTED

- The voter may cancel his/her mail ballot and cast a regular ballot at your location by:
   Completing the "Request to Cancel Ballot by Mail For Use in the Polling Place" (available inside *Envelope for Requests and Canceled Ballots*) and;
- Surrender the mail ballot (both the envelope where ballot was received/return envelope and the paper ballot) to any Election Worker.

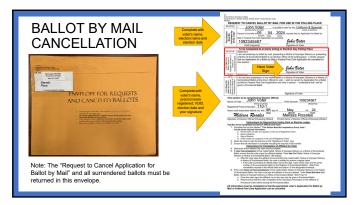
See next slide for example. Should you have any questions or need assistance please call the Elections Department at (915) 546-2154.

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### SURRENDER BALLOT BY MAIL MAIL OUT ENVELOPE CARRIER ENVELOPE BALLOT interface. "And Electronic at Ш 222 - 1.555 themessar ENVELOPE FOR EARLY VOTING BALLOT TO PARK LA BOLETA DE VOTINO DA ADELA

- Examples of ballot by mail envelopes and ballot. Voter must surrender the <u>carrier envelope OR</u> the <u>mail out envelope</u> <u>AND the ballot</u> in order to cast their vote, in person, at your Early Voting Location. Voting Location.
- If voter does not have any of the documents mentioned above, you must offer him/her to cast a provisional ballot.





### REGISTER OF SURRENDERED BALLOTS BY MAIL NEW FORM Pursuant to Sectione, 66.026, 66.051(b), 84.032(d-1), 85.071, Texas Election Code

- Pursuant to sections, on UCA, on USI(0), 49 UV3(-1), 69 UV7, 1648 Election - To keep a register of the names of voters who surrender their ballots by mail at the polling place during early voting in order to cancel their ballots by mail and vote in person.
- mail and vote in person. • Early Voting: The Ballots by Mail that were surrendered at the polling place by voters shall be returned to the Early Voting Clerk not later than the end of the last day of Early Voting. This allows the Early Voting Clerk to properly cancel the voter's Application for a Ballot by Mail so that the voter will no longer be noted as having applied for a Ballot by Mail and can be noted as having voted in person.

Note: The Register of Surrendered Ballot form must be returned to the Early Voting Clerk inside the Daily Folder on a daily basis; <u>only</u> if completed.

Media	Uniform & Special	YWCA-WEST
NATION OF THE OF THE PAST OF T	Date of Electron	failurity Contacting the Decision
9-960	05/04/2024	Line Wee
REGISTER OF	SURRENDERED BAL	LOTS BY MAIL
	e of Voter	Ballot Serial Number
5/4/24 JOHN VOTE		445697
		face and receive a require ballot once the
oter has completed the Request to Can	cel A Ballet by Mail for Use re	the Foling Place.
his form shall be used for Early Voting-	or Election Day	
where the voter and the election official he	in conclusion the Decrement to	Cannol a Ballet by Mail for Line in the
foting Place, execute these steps		
form Institutions.		
Write the date that the ballet was sur-	rendered at the polling place.	
With the voter's name on the form. With the secial number of the official	hald that was surrandored. S	O NOT arts the Ballet Skie
Verify that the word "cancelled" was	written on all pages of the ball	t as well as both sides. (TEC \$4.000)cl
Attach the Request to Cancel a Ballo Early Voting: Place the cancelled ball		
		e for Requests and Canoelled Builuts. duts in Ballet Box #4 at the end of day.
the undersigned Deputy Early libbing 0 unned herein, do hereity certify that the		and surget Basister of Surgendered
Ath Ath	May	24
Hor Lovez		
Ignature of Early Vising Cash Deputy II	and the second second	
r Presiding Judge on Election Day	ad used care used use	*
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r Presiding Judge on Election Day		
	TWO AETURN INSIDE DA	ILY POLDER

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### NOTICE OF IMPROPER DELIVERY Texas Election Code, Sec.84.033(c) • If this notice is presented at your location, voter must surrender notice. • Before processing the voter call the Election Dependence to (1016.566 0.054

- Before processing the voter call the Elections Department at (915) 546-2154 for further instructions.
- You must place the notice inside *Envelope* #2.

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- Constraints of the second second
- ble Allerse ender en je is a bill anderensky an endere en je is anderensky anderens
- Less The intervent or particle storm who delivered you need or needed who are specification of the intervent particle delivered you need or needed you delivered by the intervent particle delivered by the intervent part intervent particle delivered by the intervent part

DS/04/2024 feet Nates to Head Part Station Official: If a user presents this failed and offers to vide sequences for historical proof of the state of the word "Canadate" on this factor regular ballist at the poling place. This should write the word "Canadate" on this factor

RETURN IN ENVELOPE #2

### PROVISIONAL VOTER

(Handbook for Election Judges and Clerks, 36-37)

At all elections, the following individuals are eligible to receive a provisional ballot:

- all elections, the tolowing individualis are eligiple to receive a ovisional ballot: A voter who states he/she does not possess an acceptable form of photo ID, and that he/she can reasonably obtain an acceptable form of photo ID. A voter who states that he or she does not possess an acceptable form of photo ID and D build externing of the states of supporting D and an an eligiplace. A voter who states that he or she does not possess an acceptable form of photo ID build to the states of the possesses an acceptable form of photo ID build does not have it with himher to present at the poling place. NOTE: The voter may opt to leave the poling place and return at a later time with an acceptable form of ID and vote a regular ballot. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration process from the time the voter has held his belie. NOTE: A voter who does not possess and could otherwise not reasonably obtain an acceptable form of ID and Ub ut just did not bring a form of supporting ID to the poling place may opt to leave the poling place and return at a later time with an acceptable form of photo ID built built did not bring a low of supporting ID to the poling place may opt to leave the poling place and return at a later time with an acceptable form of photo ID built paid did not bring a low of supporting ID to the poling place may opt to leave the poling place and return at a later time with an acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration.



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### PROVISIONAL VOTER (continued) (Handbook for Election Judges and Clerks, 36-37)

- (Handbook for Election Judges and Clerk
   At all elections, the following individuals are eligible to receive a
   provisional ballot:
   A voler who does not present an acceptable form of photo ID or follow the
   Resonable impediment Declaration because of a natural diasater that was
   declared by the president of the United States or the Texas Governor, occurred
   ot earlier than 45 days before the date the ballot was
   cast, and caused the date the state wased the
   destruction of or inability to access the voter's identification.
   A voter whose name on the form of identification
   respective of the state of the state of the state of the states of the texas (and caused the
   destruction of on the form of identification)
   excepted the application is assumption to be identification in the Reservence
   match or be substantially similar to the name as it appears on the list of
   registered whores.
   A core who presented a form of identification for acceptable form
   or be substantially similar to the name as it appears on the list of
   registered whores.
   A core who presented a form of identification for acceptable form
   or be substantially similar to the name as it appears on the list of
   registered whores.
   A voter who presented a form of identification for acceptable form
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registered voters. A voter who presented a form of identification (an acceptable form of photo identification or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) <u>Jutt</u> Moses identify cannot be verified by the identification presented. NOTE: if a vote is cassing a phovisional ballot due to reasons 1-7 above the Election NOTE: who have the cassing a phovisional ballot due to reasons 1-7 above, the Election ACCE is the voter must present an acceptable form of photo ID to the voter registrar, or, if the voter dross not possess and cannot reasonable voter acceptable form of photo ID, execute a Reasonable Impediment Declaration, and present a form of supporting ID to the voter registrar, or, if applicable quality for one present a form of supporting ID to the voter registrar, or, if applicable, quality for one photographed) within 6 calendar days of Election Day).



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# PROVISIONAL PROCEDURE

- If the voter believes they are registered, the Early Voting 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."
- 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 material ready.
- 2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
- 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. Ensure voters know they have six days to cure their ballot.
- Make sure to write the name of all provisional voters on the "List of Provisional Voters." Note: You will need this list when completing the "Register of Official Ballots" during closing procedures.
- 6. Be aware that if there is time, they can leave and return with proper photo ID or supporting form of ID.
- Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

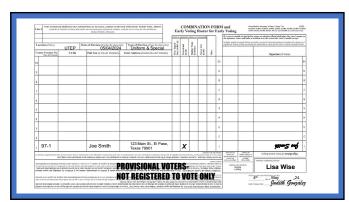
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### NOT REGISTERED TO VOTE/DID NOT MEET REGISTRATION DEADLINE

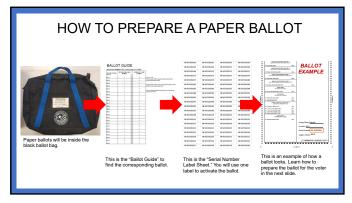
All provisional voters must be checked-in on the E-Poll Book  $\underline{\text{except}}$  for those voters that:

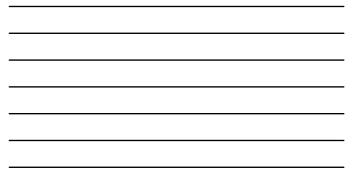
- 1. Did not meet the voter registration deadline; or
- 2. Are not registered to vote.
- A combination form will be provided to process those voters that fall under this category.

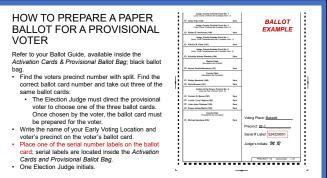
Remember, should any questions arise call the Elections Department first!





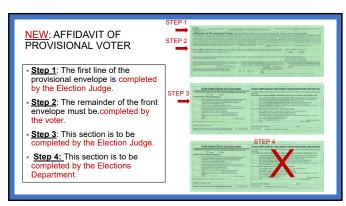


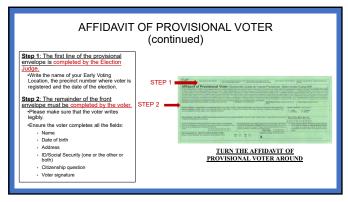


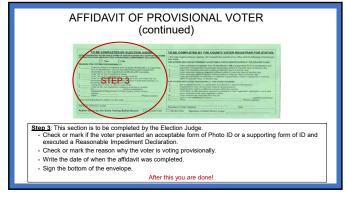


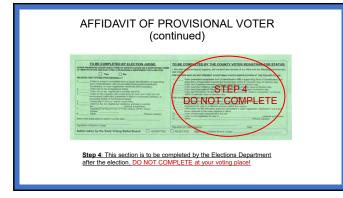












# VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE

- 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 <u>has not brought a supporting form of ID to the voting place</u>, 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.

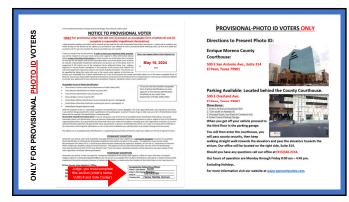
Note: The Election Worker should explain that the voter may also opt to leave the voting place and return at a later time with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.

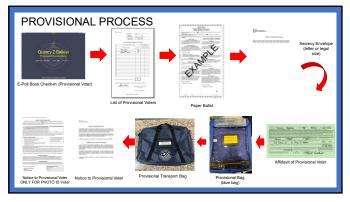
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### NOTICE TO PHOTO ID PROVISIONAL VOTER (Sec. 63.001(g))

- 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





### EARLY VOTING PROCESS ONLY: VOTED PROVISIONAL BALLOTS

- If your location has voted provisional ballots, your appointed Rover will pick them up.
- Please complete the Early Voting Provisional Log Sheet Seals everyday even if you do not have any voted provisional ballots. Leave both fields (NEW RED SEAL # and INITIAL) blank or write N/A when you do not break the seal.
- The Early Voting Provisional Log Sheet Seals and red clip seals will be located inside the Provisional Bag in a zip lock bag. Only one Election Judge initials.
- Please return the log sheet inside your Provisional Bag on the last day of Early Voting.

Elections Departm 500 E San Antoni El Pano, TX 2000 Phone: 915-546-2154 Fax: 915-546-2220 × HEET SEALS DATE 4/25/2022 4/20/2022 4/27/2022 4/28/2022 4/28/2022 4/29/2022 5/1/2022 5/1/2022 5/2/2022 5/3/2022 MR MR MR 21392530 21392530 MR 235899 L BAG

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### VOTED PROVISIONAL BALLOTS (continued)

### During the Day

- The voter will insert his/her voted provisional inside the Provisional Bag (Blue Bag).
- Closing Procedures Every Night (To be completed by Election Judge ONLY) At the end of the day, if the Judge has any voted provisionals, the assigned District Supervisor (Rover) will pick them up and transport them in the navy-blue bag. DO NOT SEAL THE BAG UNTIL YOUR ROVER ARRIVES!
- Judge will be instructed to break the red seal on the blue bag and place the voted provisionals inside the Provisional Transport Bag (Navy-Blue Bag). · Judge will complete and initial the provisional log sheet provided by the
- Rover. Judge will place the log sheet inside the navy-blue bag. Judge will close the navy-blue bag and use a new red seal to close it.

## WHAT IS CURBSIDE VOTING?



### If a voter is physically unable to enter your voting 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 Early Voting Location (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)).

ballot (Sec. 64.009(b) and (c)). If the voter is not only physically unable to enter the polling place, but is also eligible for voter assistance in marking 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).

You will receive one A-Frame sign for your Early Voting Location. NOTE: NEW LAW: SB 477 (2023, R.S.) amended Section 64.009 of the Code, effective June 8.2023; requires for a polling place to designate a space for curbside voting. DO NOT PLACE THE A-FRAME IN AN ADA/ACCESSIBLE PARKING SPACE. Also, new law states that a voter requesting curbside voting "may call or text to request assistance." The cell phone number displayed on the sign will be answered by an Elections Department staff member that Will call your location to provide you with the voter(s) information and vehicle information.

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# CURBSIDE VOTER

- You may not question or challenge the voter for voting curbside! • Curbside voters <u>will be checked-in</u> on the E-Poll Book.
- E-Poll Book.

  Curbside voters DO NOT receive an activation card during the check-in process.
- activation card during the check-in process
   Voter will vote on the ExpressTouch.
- Voter will vote on the Express rough.
   If curbside voter is a provisional voter (not registered to vote, does not have an acceptable form of ID, does not have their malied ballot) you must provide voter with paper ballot, secrecy envelope and the Affidavit of Provisional Voter. Deposit the sealed affidavit (containing voted ballot) inside the Provisional Bag.
- Remember, should any questions arise call the Elections Department first!



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# PERSON PROVIDING TRANSPORTATION TO SEVEN OR MORE VOTERS (CURBSIDE VOTING)

 Complete only if a person simultaneously provides transportation to 7 or more curbside voters to the voting place.

 Does NOT apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood).

If complete, return inside Envelope #2.

### 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).

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7-43 Preseri	bod by Secretary of State				IAL EASTSIDE AN	
Sector 2023	n 64 0322, 64 034, Texas Election		ASSISTANCE	Date of Election 05/04/2024	Authority Conduc Lisa Wise	ing Election
how the simplo voter sime neg votanti	e voter should vote. I will prepa- per, or an officer or agent of a la sho is not eligible for assistance presentó que es elegible para re a para que me eligiera como asi	are the voter's ballot as the voter dis abor union to which the voter belong a, the voter's ballot may not be count color asistencia; no superiré, con pa sistente; no soy el empleador del vot	egiury that the voter I am assisting represented to m city. I did not pressure or operations the voter inits choc (s; ) will not communicate information about how the did. <sup>-1</sup> Jurnamento di la Presona Astatisted of Vot labora, serial, e operate, como debe votar el votante; percisiva assistencia a un votante que no es elegible p porciona asistencia a un votante que no es elegible p	seing me to provide assistance; I om voter has voted to another pence; ar <b>ante:</b> "Yo juro (o afirmo) bajo pena d repararé la boleta del votente segon i cial o agente de un sindicato al cual e para recibir asistencia, la boleta del v	not the voter's employer, id I understand that if ass is perjurio que el votante o indique el votante; no p il votante pertenece; no o otante podría no ser con	an agent of the voter istance is provided to al que estoy asiatiend resioné ni coaccioné i comunicané informació lada."
	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letre de Molde)	Address of Assistant (Dirección del Aalatente)	Relationship of Assistant to Voter (Relación del Asistante al Votante)	political committee? (R forms de componsació	any form of compensatio candidate, campaign, or ecibio o aceptis cualquier m u obra boneficio de un a o comité acáltico ?i
1	Michael Scott	Michael Scott	123 Main St., El Paso, TX 79901	Brother	Yes	(No)
2					Yes	No
3					Yes	No
4					Yes	No
5					Yes	No
6					Yes	No
7		-			Yes	No
8					Yes	No
9					Yes	No
30					Yes	No
1. A 2. T	atruct the Assistant to: a. Sign the form b. Print his or her name c. Provide his or her addres d. Put his or her relationship e. Indicate whether he or all	ath aloud and complete the form for	compensation or other benefit from a candidate,	juramento y suscritos ante mi en la fec		Rosales Mor sales

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### **USING ENGLISH & INTERPRETERS**

- The voter may select an interpreter who is not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs (Sec. 61.033(1)).
- If a person is appointed to serve as an interpreter by an election officer, the interpreter must be a registered voter of the county in which the voter needing the interpreter resides or a registered voter of an adjacent county (Sec. 61.033(2)).
- If a voter cannot communicate in English, an election officer may communicate with the voter in a language the officer and the voter understand (Sec. 61.031(b)). If an election officer and a voter communicate in a language other than English, any other election officer or a poll watcher, upon request, must receive an English translation of anything spoken (Secs. 61.031, 61.036).
- 4. The voter may also select an interpreter subject to the qualifications described in this Section E to communicate with the election officer(s) attending to the voter in a language that is not English, regardless of whether the election officer who attempts to communicate with the voter understands or does not understand the language used by the voter (Sec. 61.032).
- An interpreter may interpret for any number of voters. For each voter, the interpreter must take the "Oath of Interpreter" (Sec. 61.035).
- The interpreter may be a person provided by the authority conducting the election. However, even if an interpreter is provided, a voter may use an interpreter of his or her own choosing (Sec. 61.032).

7.43 3 Precribed by Secretary of State Sectors 64 (322, 64 (3)4, Tessa Electon Code 9/2023		Type of Election Uniform & Special Date of Election 05/04/2024	Poling Location Commissioner's Corner Authonity Conducting Election
OATH OF INTERPR	OATH OF INTERPRETER		
Oath of Interpreter: "I swear (or affirm) that, to the best of my any election officer or to an election officer by the voter." Juram cada pregunta, respuesta o declaración que cualquier oficial ele	iento del Interprete: "Yo juro (o afirmo) que, a mi r	mejor habilidad, interpret	
Luz Lopez			
Instructions: 1. Administer the Oath of Interpreter to the Interpreter. 2. The Interpreter must repeat the Oath aloud.	The above oaths were sworn and subscribed to Los juramentos señalados aniba fueron declarados bajo juran	rento y suscritos ante mi en la fe	tay of April 2024. The andre and a Rosales
<ol> <li>Instruct the Interpreter to sign the form.</li> </ol>		Signature of E	
		Meliss	a Rosales
			of Election Officer
	RETURN INSIDE ENVELOPE #2	2	

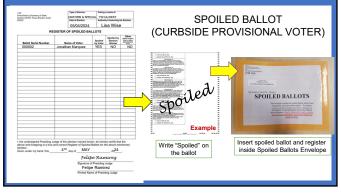
### SPOILED BALLOT

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)).

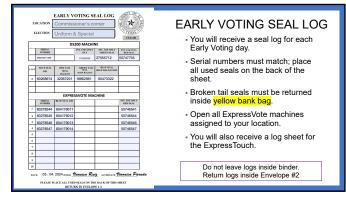
• The Election Worker shall put the name of the voter and the ballot number on the *Register of Spoiled Ballots*, write on the FRONT of the ballot "Spoiled". Both the register and the spoiled ballot, if any, must be returned inside the Spoiled Ballots Envelope.



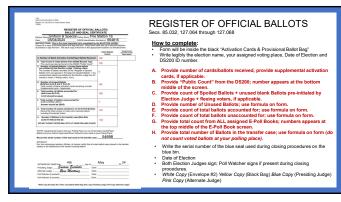




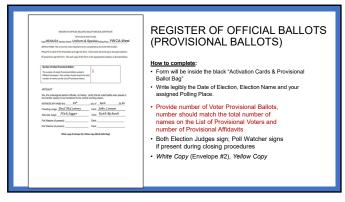












### ACTIVATION CARDS & PROVISIONAL BALLOT BAG SEALS LOG

- This form will be located inside the "Activation Cards & Provisional Ballot Bag" also known as the black ballot bag.
- During opening procedures on the first day, verify that the serial number on the clip matches the serial number on this form; two initials are required.
- During closing procedures on the last day, seal the ballot bag with a red or white clip seal and write down the serial number on this form.
- This process must be completed by both Election Judges; only one signature is required during closing procedures on the last day.
- Return the executed form inside Envelope #2.

Voting Los	otion Bowling Family-Y	MCA Election Date: 04/24/2024
	please verify:	
ing day sea	a # 918574 Early Voting	y Judge Initial 🕸 🕿 Alternate Judge Initial 🔊
Day	Date (MM/DD/YYYY)	New Seal Number
Day 1	10/23/2023	918575
Day 2	10/24/2023	918576
Day 3	10/25/2023	918577
Day 4	10/26/2023	918578
Day 5	10/27/2023	918579
Day 6	10/28/2023	918580
Day 7	10/30/2023	918581
Day 8	10/31/2023	918582
Day 9	11/01/2023	918583
Day 10		
Day 11		

EARLY VOTING

LOT BAC SEAL LOC

ACTIVATIO

Day Day Day Day Day Day

ant day seal #\_918587

ntye Signature Rubben Gamez RETURN INSIDE ENVELOPE #2

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# • 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 of "Vote Here" signs for your Early Voting Location.
- 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 first day.





### YELLOW CANVAS BAG

Place the VOTED ACTIVATION CARDS extracted from the BLUE BALLOT BOX in the Yellow Canvas Bag, the Early Voting Supervisor assigned to your location will pick-up bag daily during the Early Voting Period, (except for last day).

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### DAILY ENVELOPE

Early Voting Judge:

Envelopes are labeled by location.

Texas Voter Registration Application (English/Spanish)
Reasonable Impediment Declaration

Early Voting Daily Report

· Register of Surrendered Ballots by Mail

Daily envelope will be picked up by your appointed Rover every other day.

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### **ENVELOPE #2**

Any completed forms during the Early Voting period must be distributed to appropriate authorities in particular envelopes. The following forms must be placed inside Envelope #2 ready to return on the last day of Early Voting. Unused forms go back inside the Election Forms envelope:

- Poll Watcher Certificate of Appointment
- Oath of Election Judges and Clerks
- Oath of Assistance
- · Oath of Interpreters
- Early Voting Seal Logs
- Activation Cards & Provisional Ballot Bag-Seal Log Register of Official Ballots/Ballot and Seal Certificate
- (White Copy) Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting

PCT. No. ENVELOPE No. 2





### EARLY VOTING DAILY REPORT

Remember:

- Early Voting Judge and Alternate Judge, complete your Early Voting Daily Report and return inside your Return Forms Envelope, form is double-sided.
- For any voting machine or E-Poll Book issues call the Elections Department immediately!
- Main Line: (915) 546-2154.

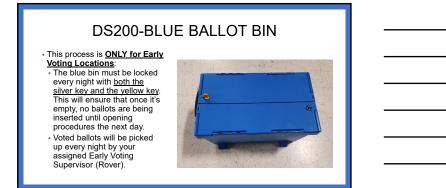


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## DELIVERY OF FLASH DRIVES

- After closing your location, the Early Voting Judge and Alternate Judge **must** remove two flash drives, one from the DS200 and one from the
   ExpressTouch; see "DS200 and ExpressTouch Closing Procedures" on binder
   for instructions.
   Place both flash drives inside yellow bank bag. Judges, you <u>must</u> lock the
   yellow bank bag with red seal provided inside the clear pouch.
- Sealed bank bag <u>must</u> be delivered with the rest of the election supplies to Justice Warehouse.
- If you forget either flash drive, you will be required to return to your Early Voting Location to retrieve that flash drive and bring it to the warehouse. This is the law!





### RECEIPT FOR TRANSFER BALLOT BOX Early Voting Judge:

- Only complete top right box and print the name of your Early Voting Location, 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: You must archive the carbon copy once executed by both you and the Central Counting Station Representative for 22 months.

And the second s	Type of Electron Uniform & Specia	Date of Electron
A ALC: N	Uniform & Specia Automy Conducting	
	Lha Wae	0000
	case for poling place Johnny R	Canual line Nutrition Center
	analor case was under	skarvbraken (circle one) at
the time of delivery.	DO NO	T COMPLETE
TINE OF DELIVERY OF TRANSFER		COMPLETE
5.0	DO NOT SI atara of President Juda negradol representative	of Castral Counting Station
	ING STATION TELLOW MUST ARCINE THE CAR DOLLAR A ACCOMENCE B ELECTION CODE, BECT	ON COPY FOR 32

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### DELIVERY OF EARLY VOTING SUPPLIES

The Early Voting Judge and Alternate Judge must deliver the:

- Early Voting Bag
- All assigned E-Poll Books
- Locked and sealed DS200-Blue Ballot Bin

To the Elections Warehouse, 3850 Justice Dr., El Paso, Texas 79938.

Note: Leave the trash can and alcohol wipes with all voting machines at the Early Voting Location. Alternate Judge can follow the Early Voting Judge in a separate vehicle.

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### EARLY VOTING LAST DAY GUIDE

Preparing to leave your location on the <u>last day</u> of Early Voting:

 Items listed on this form must be at the very top of the bag.

 This form will be available in the back of your Early Voting binder. Note: The red bank bag has been replaced with the yellow bank bag.



