

# **ELECTION DAY**

#### ELECTION WORKER TRAINING MAY 2024 UNIFORM & SPECIAL ELECTION

Revised 04/17/2024

# **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(b)). 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. Judges must collaborate 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.

# NEPOTISM

 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:

First Degree	Second Degree	Third Degree
Spouse	Granddaughter and spouse	Great-grandmother and spouse
Mother and spouse	Grandson and spouse	Great-grandfather and spouse
Father and spouse	Grandmother and spouse	Great-granddaughter and spouse
Daughter and spouse	Grandfather and spouse	Great-grandson and spouse
Son and spouse	Sister and spouse	Niece and spouse
Mother-in-law	Brother and spouse	Nephew and spouse
Father-in-law	Sister-in-law	Aunt and spouse
Stepdaughter	Brother-in-law	Uncle and spouse
Stepson	Grandmother-in-law	Half-aunt and spouse
	Grandfather-in-law	Half-uncle and spouse
	Step-granddaughter	Great-grandmother-in-law
	Step-grandson	Great-grandfather-in-law
	Half-sister and spouse	Aunt-in-law
	Half-brother and spouse	Uncle-in-law
	Stepsister and spouse	Niece-in-law
	Stepbrother and spouse	Nephew-in-law
		Step-great-granddaughter
		Step-great-grandson
		Step-niece and spouse
		Step-nephew and spouse

### **ELECTION DAY BAG PICK-UP**

#### **Presiding Judge:**

Pick-up your bag before Election Day at:

Area	Location	Date	Times
East	El Paso County-Justice Warehouse, 3850 Justice Dr. 79938	Friday, May 3 <sup>rd</sup> , 2024	at scheduled time

- If you cannot pick-up your bag, your <u>appointed Alternate Judge</u> must pick-up the bag.
- Note: For your safety and the safety of our staff, our department will only offer CURBSIDE BAG pick-up. Have the name ready of the Vote Center where you will be working at.

# **BEFORE ELECTION DAY**

- Training materials available inside the Election Day 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



### 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.

10-2 Prescribed by Secretary of State Article XVI, Section 1, Texas Constitution Sections 1.016, Texas Election Code 9/2023

#### 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. <u>The Statement of Officer must be</u> completed prior to taking the constitutional oath of office.

#### STATEMENT OF OFFICER

I, \_\_\_\_\_\_\_ 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: 05/4/2024 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 execute the duties of the office of <u>Elections Department</u>\_\_\_\_\_\_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.

#### Príscílla Morales

Signature of Election Judge/Alternate Judge/Early Voting Clerk

**DO NOT SIGN** 

Signature of Officer Administering Oath

# **ELECTION DAY**

#### Presiding Judge:

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

7-1 Prescribed by Secretary of State Section 62.003, Texas Election Code 9/2023

Polling Location	Authority Conducting Election
Bassett	Lisa Wise
Date of Election	Type of Election
05/04/2024	Uniform & Special

#### OATH OF ELECTION JUDGES AND CLERKS

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

Judy Smith	Martin Mathis Signature of Alternate Judge	
Signature of Election Judge		
Martha Jones	Louie Smith	
Signature of Election Clerk	Signature of Election Clerk	
Signature of Election Clerk	Signature of Election Clerk	
Signature of Election Clerk	Signature of Election Clerk	
	IRN INSIDE ENVELOPE #2	

# **VOTE CENTER**

- 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.



### **VOTE CENTER**

Presiding Judge:

- Make sure you receive your Vote Center 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 Vote Center by 6:00 a.m.
- Should any facility 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 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.

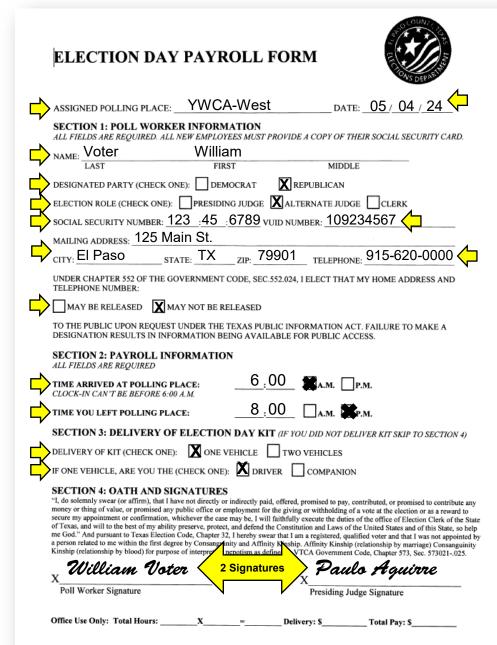
#### **REMEMBER...**

- Arrive at your assigned Vote Center no later than 6:00 a.m. to set-up your voting area.
- Presiding Judge, please call the Poll Worker Support Line at (915) 546-2154 to check-in as soon as you enter your Vote Center no later than 6:15 a.m. Provide a total number of Election Workers that are present at your center.
- About 15 minutes before your Vote Center 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 Vote Center must be open to voters by 7:00 a.m. for voting (Sec. 41.031).

# PAYROLL

- All fields are required.
- All <u>Election Workers must write their social</u> <u>security number legibly. Make sure it is the</u> <u>correct number as any minor misspellings will</u> <u>only delay your payroll process.</u>
- **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
   <u>their own</u> payroll form
- Presiding Judge signs all payroll forms
- Alternate Judge will sign payroll form for the Presiding Judge

# HOURS AT THE VOTE CENTER

#### 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 Vote Center 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.

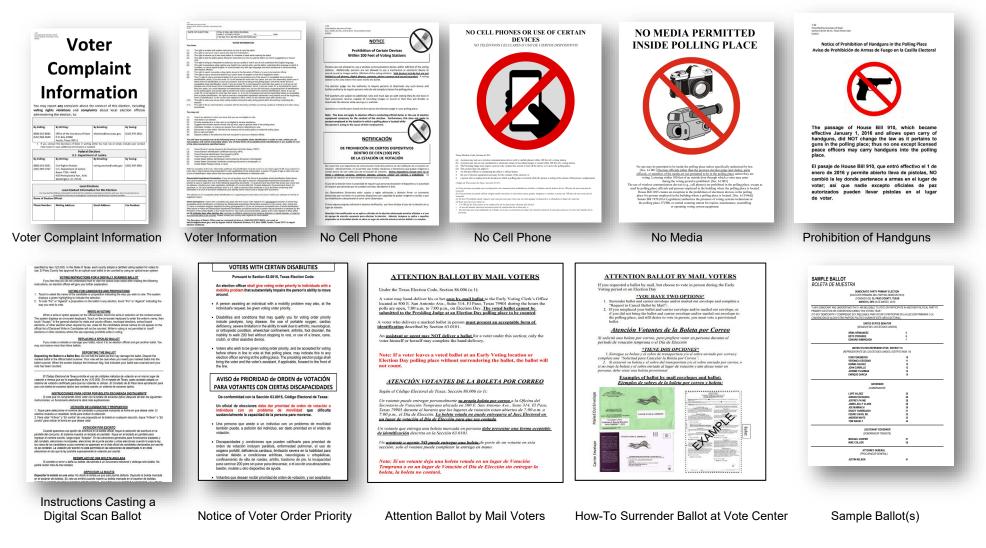
DRESS CODE-ACCEPTABLE ATTIRE FOR ELECTION WORKERS

- 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-<u>UNACCEPTABLE</u> 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
- 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**



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) and Penal Code, 46.03(a)(2)

# NOTICE OF APPROVED FORMS OF ID

- Photo ID postings, available in English and Spanish.
- Must be placed at the <u>entrance door to</u> <u>your Vote Center</u> so it is visible to voters as they enter. (Sec. 62.016).

#### Prescrito por el Secretario de Estado • Sección 62.016, Código Electoral de Texas • 9

Identificación requerida para votantes de Texas Si posee una de las siguientes formas de identificación aprobadas con fotografía, debe presentarla al votar en persona:\*

- ★ Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública
- (DPS, según sus siglas en inglés)
- ★ Certificado de Identificación Electoral de Texas expedido por el DPS
- ★ Tarjeta de Identificación Personal de Texas expedida por el DPS
- ★ Licencia para Portar Armas de Fuego de Texas expedida por el DPS
- ★ Cédula de Identificación Militar de los Estados Unidos con fotografía
- ★ Certificado de Ciudadanía de los Estados Unidos con fotografía
- ★ Pasaporte de los Estados Unidos (libro o tarjeta)

¿ No posee y no puede razonablemente obtener una de estas identificaciones? Llene una declaración en la casilla electoral describiendo un impedimento razonable para obtenerla, y muestre una copia o el original de una de las siguientes formas de identificación adicionales:

- ★ Documento del gobierno con su nombre y dirección, incluyendo su certifica do de registro de votante;
- ★ Factura reciente de servicios públicos;
- ★ Estado de cuenta bancaria;
- ★ Cheque del gobierno;
- ★ Cheque de pago; o

★ (a) Acta de nacimiento certificada nacional (de un estado o territorio de EE. UU.) o (b) un documento que confirma el nacimiento admisible en un tribunal de justicia que establece su identidad (que

puede incluir un documento de nacimiento extranjero). <sup>°</sup> Con la excepción del certificado de ciudadanía estadounidense, para los yotantes entre 18 y 69 años, la identificación

aprobada con fotografia debe estar actualizada o no haber veincido más de 4 años antes de ser presentada para la califacción del votante en la casilla electoral. Una persona de 70 años de ceda do más puede usar una forma de identificación aprobada con fotografia que haya vencido si la identificación es por lo demás válida. **Exercisiones** Vistato con alguna discupidada puede quelar ou registrator de ventans de canada puede usar una forma de intervisiones intervisiones en estar e

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**VOTETEXAS.GOV** 

www.votetexas.gov/es

#### **ID required for Texas Voters**

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:\*

- ★ Texas Driver License issued by the Texas Department of Public Safety (DPS)
- ★ Texas Election Identification
- Certificate issued by DPS
- ★ Texas Personal Identification Card issued by DPS
- \*\* I.D. \*\* FAQS
- ★ Texas Handgun License issued by DPS
- ★ United States Military Identification Card containing your photograph
- ★ United States Citizenship Certificate containing your photograph
- ★ United States Passport (book or card)

Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- ★ A government document that shows your name and an address, including your voter registration certificate;
- ★ Current utility bill;
- $\star$  Bank statement;
- ★ Government check;
- ★ Paycheck; or
- ★ (a) A certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

\* With the exception of the U.S. Chitzenship Certificate, for voters aged 18-69, the acceptable form of photo identification must be current or have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or other may use a form of acceptable photo identification in that acceptable photo identification in the polling place. A person 70 the favore of the acceptable photo identification is otherwise valid. Exceptions Voter with a doubling must apply with the courty voter register for a premanent exception to howing an exceptible photo identification at the polline vite the actional distribution of the source and the action of the source of the action of





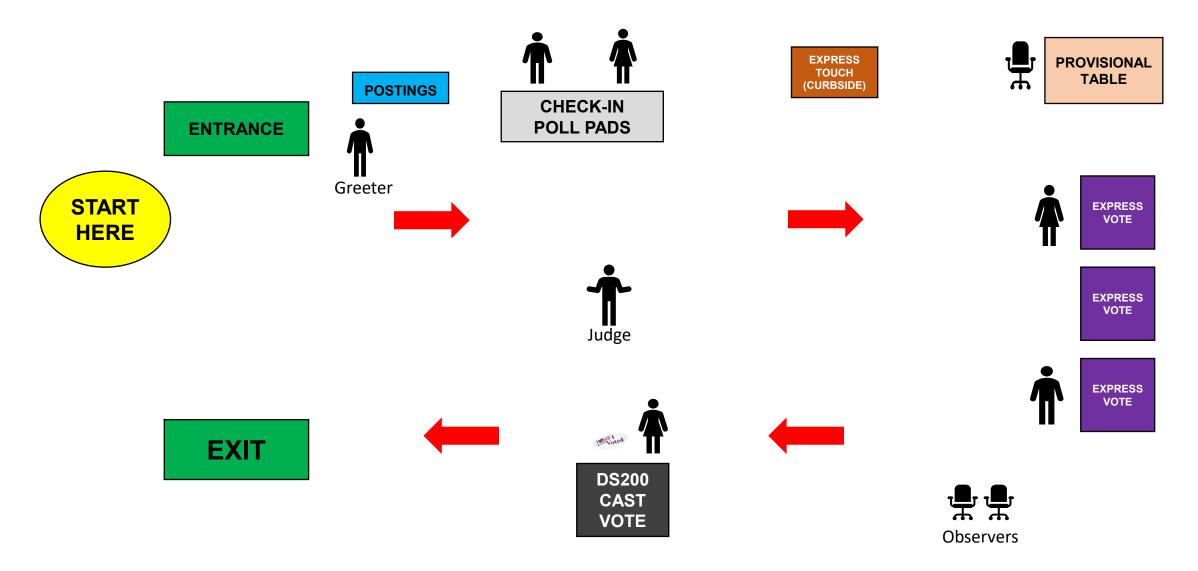
#### VOTING PLACE ARRANGEMENT

#### Train your workers to do the following:

- Try to have a dedicated entrance and exit.
- Clearly state where the voter goes to check-in.
- Place the check-in station near the entrance.
- Arrange the table so there can be a forms table aside from the main check-in station.
- Place the ballot box or scanner (DS200) near the exit.
- Post a dedicated clerk to ensure the ballots are being deposited into ballot box (DS200) before the voter exits.
- Place the ExpressTouch (curbside machine) away from the check-in station to avoid unnecessary noise.
- Make sure the Election Day Presiding Judge has a good view of the polling place at all times.
- If you have poll watchers or observers, remember they have free movement, but you may give them a place to sit.

### **VOTING PLACE ARRANGEMENT**

• This is an example of an ideal set-up. Try to establish a good flow in the voting place.



#### **ELECTRONIC DEVICES**

Persons are not allowed to use wireless communication devices within 100 feet of the Vote Center. Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the Vote Center (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.

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

#### <u>Media</u>

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



# **UPDATING WAIT TIMES**

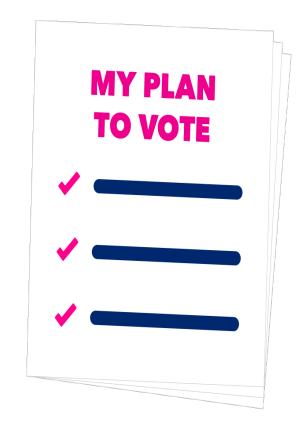
- Every 30 minutes you will need to send a text message to (915) 493-6965.
- Your message will consist of ONLY a single letter
  - Each letter will correspond to a specific wait time:

Letter	Wait Time	
А	Less than 10 minutes wait time	
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 is PROHIBITED</u>.
- **<u>DO NOT</u>** call, text message or download any apps.

#### WRITTEN COMMUNICATION

 Written communications may be used by voters inside the 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).



# 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 Vote Center 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**

#### **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, and/or the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.

7-38 Prescribed by Secretary of State Section 63.0015, Texas Election Code 09/2023

#### NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer 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 individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include 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 device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

#### AVISO de PRIORIDAD de ORDEN de VOTACIÓN PARA VOTANTES CON CIERTAS DISCAPACIDADES

De conformidad con la Sección 63.0015, Código Electoral de Texas:

#### Un oficial de elecciones debe dar prioridad de orden de votación a individuos con un problema de movilidad que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxigeno portátil, deficiencia cardiaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones debe llevar al votante y el asistente del votante, si es aplicable, adelante al frente de la línea.

# 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.

### **ASSISTING A VISUALLY IMPAIRED VOTER**

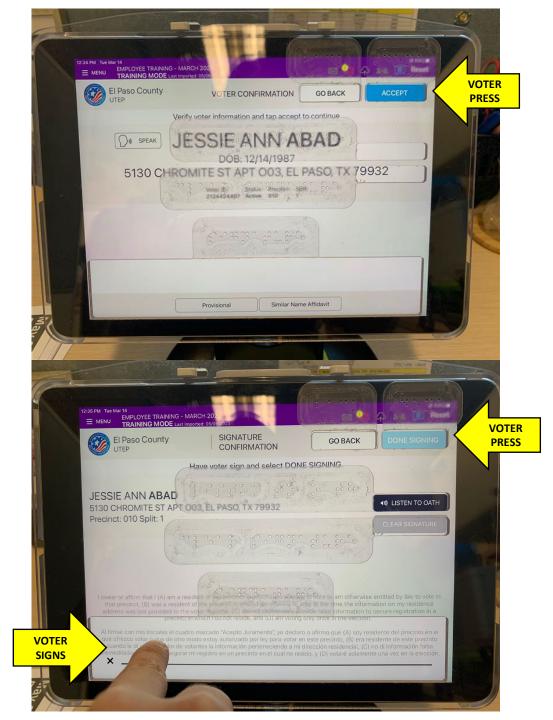
- Become familiar with the ADA keypad and headphones that comes with every ExpressVote and ExpressTouch machine.
- Hand the keypad correctly to the voter and place it in his/her hand.
- Learn to use exact language. Avoid saying, "up here," down there," "over here," "the green button." Instead say, "on 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 deaf, only blind. They do not appreciate having their voting choices
  announced for all to hear.

# 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 mobile device 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.



#### **EXIT POLLING**

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

Sections 61.003(a), 32.075, 81.002

# 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 Vote Center is located (Secs. 61.003(a), 62.010 (a)).
- It is unlawful for a 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 Vote Center will be provided with <u>two large</u> <u>distance marker cones</u>. You must place them 100 from each entrance through which voters may enter the building.



7-35 Precisional by Serverbary of State Percision 51:003 and 62:010, Trevas Election Code 9/2023
DISTANCE MARKER
NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE ENTRANCE TO THE POLLING PLACE
Electioneering within the distance marker constitutes a Class C misdemeanor. A Class C misdemeanor is punishable by a fine not to exceed \$500.
MARCADOR DE DISTANCIA
SE PROHIBE ACCIONES EN PLAN DE CAMPAÑA ELECTORAL ENTRE ESTE PUNTO Y LA ENTRADA AL LOCAL DE VOTACION ADELANTADA
Se prohibe toda acción referente a campañas electorales dentro de los límites señalados por este marcador, siendo infracción de Categoría C, sancionable con una multa hasta de \$500.

The distance marker shall be posted at least 100 feet from any entrance to the building. (Sec. 85.036, Texas Election Code).

### 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 <u>does not appear</u> on the ballot in the <u>current election</u>.
- This case is still in the courts and could change by the next election.

### **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" and "Certificate of Completion." Presiding 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 Presiding Judge or other election officer (Sec. 33.051(f)).
- May not use wireless communication devices (e.g. cell phones) in a Vote Center (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. 33.052(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).

# **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 Presiding Judge</u> at the time the watcher reports for service. The Poll Watcher training will be available 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 Presiding 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 Presiding Judge, the watcher may not discuss the matter further with the Clerk unless the Presiding Judge invites the discussion (Sec. 33.058 (b)).
- The new law amended Sec. 32.075 to provide that a <u>Presiding Judge may not have a watcher removed</u> <u>from the voting place</u> 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, a Presiding Judge may remove a Poll Watcher for a violation of the Penal Code, regardless of whether the Election Judge or Clerk observed the violation. A Presiding 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.

# POLL WATCHER OVERVIEW

#### NEW LAW: HB 1631 (2023, R.S.)

- Eliminated the requirement for poll watchers to serve for five continuous hours at a polling place on Election Day in order for the watcher to serve the hours they choose.
- 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.

### **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 out any irregularities or concerns to the Presiding 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
- <u>are not required</u> 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

# 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 Presiding Judge under Sec. 32.075.
- <u>Primaries Only</u>: 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 Presiding Judge in accordance with the Election Code.

## 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."
- Firearms in the Voting Place
  - 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

 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 voting 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."

# 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 Vote Center.
- Do not attempt to influence the voter in any way.
- Do not discuss issues or candidates at the voting area, even if voters are not present.
- Do not speculate on the outcome of the election.
- Some examples: Controversial propositions, closely contested races, controversial legislation, etc.



## **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 has an acceptable form but did not bring it to your Vote Center, 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.

### **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.

DRIVER LICENSE GOLD STAR not required in Director: Steven Cme Ca order to vote 4d. DL: 12345678 9, Class: CM 4b. Exp: 01/01/2027 3 DOB: 01/01/1995 4a lss: 03/09/2020 DRIVER 2 TEXAS 8. 2120 OLD MAIN STREET ANYTOWN, TX 12345-6789 12. Rest: NONE 9a End: NONE 16. Hgt: 5'-08" 15. Sex F 18. Eyes: BRO 5. DD: 000000000000000000000 avas Drives

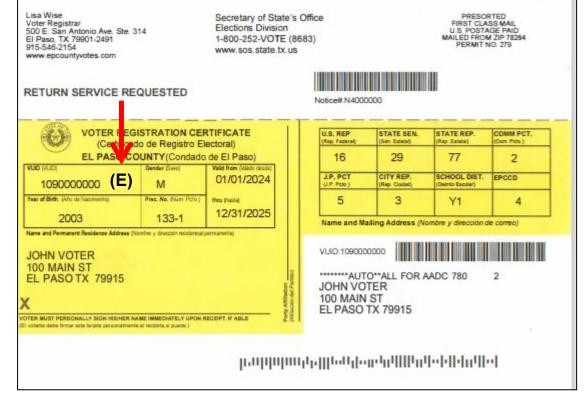
### **DPS RECEIPT WITH PHOTO**

- 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.

	TEXAS DEPARTMENT OF PUBLIC SAFETY TEMPORARY IDENTIFICATION CARD VALID UNTIL 07-18-2013
LOCATION: 698	
TIME STAMP: 18:23:30 DATE STAMP: 06:33:2013	
UA/1E 31AMP: 00-03-2013	DUIDUNL NUMBER: 34300744 CARD TYPE ID
	COMMUNICATION IMPEDIMENT
ORGAN DONOR: N	
VOTER REDISTRATION: N	NAME SAMPLE.
	MAA TEST
RECEIPT NUMBER: 405DLA795205390	ADDRESS
	1234 ANYWHERE STREET
	ANYWHERE TX 78755
	DATE OF BRTH: 11-01-1904 EXPIRATION DATE 11-01-2019
	DATE OF BIRTH: 11-01-1964 EXPIRATION DATE 11-01-0019 SEX: M HEIGHT: 5'07" ISSUANCE DATE: 06-02-0013
	EYE COLOR BRO
MALING ADDRESS	
1234 ANYWHERE STREET ANYWHERE TX 78755	SIGNATURE
ANTIMICAL, IA (813)	
	EMPLOYEE
<ul> <li>For driver license related questions, please call 512-424-2600 or ref.</li> <li>Your DL/ID Card will be processed and mailed within 30-60 days.</li> </ul>	er to the DPS website at www.dps.texas.gov or at www.texas.gov.
<ul> <li>You must continue to carry this Temporary Permit until your new car</li> </ul>	d is neceived
<ul> <li>For roadside assistance related to the following issues, please call 1</li> </ul>	
<ul> <li>Stranded with car problems</li> </ul>	
<ul> <li>Hazardous road conditions</li> </ul>	
<ul> <li>Debris in the roadway</li> </ul>	

### ACCEPTABLE ID/(E) NOTATION VOTER Secs.13.002(i),15.001(c),63.001(h).

- Available for voters with documented 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.
- 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.



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 Vote Center, unless the voter falls under *Election Advisory No.2018-08.*
- Examples of 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.

### **REASONABLE IMPEDIMENT DECLARATION**

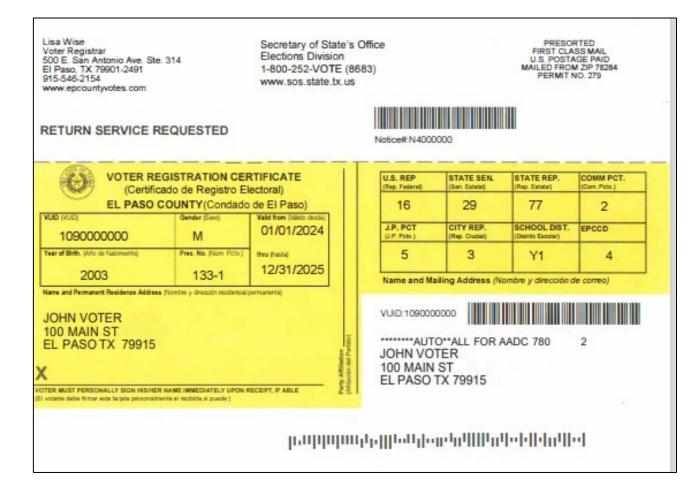
- If the voter has a <u>reasonable impediment</u> or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to present a supporting form of ID <u>and</u> complete a "Reasonable Impediment Declaration." If the voter presents a supporting form of ID and completed the declaration, 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.

## **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**:

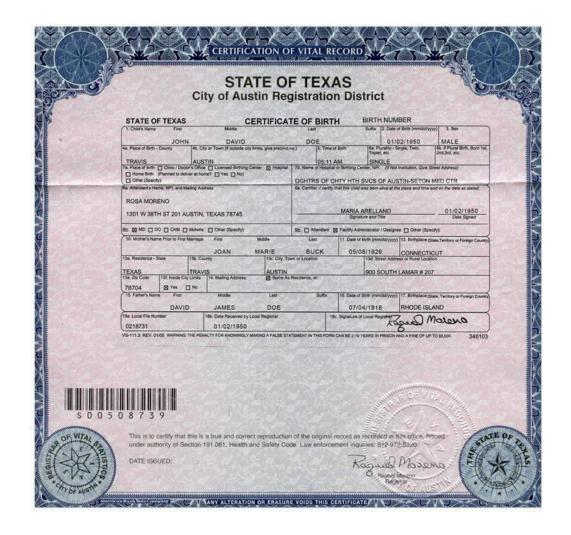
- Valid Voter Registration Certificate
- Certified Birth Certificate
- Copy of or original:
  - Current utility bill
  - Bank statement
  - Government check
  - Paycheck
  - Other government documents with voter's name and an address (original required if it contains a photograph)

### VALID VOTER REGISTRATION CERTIFICATE



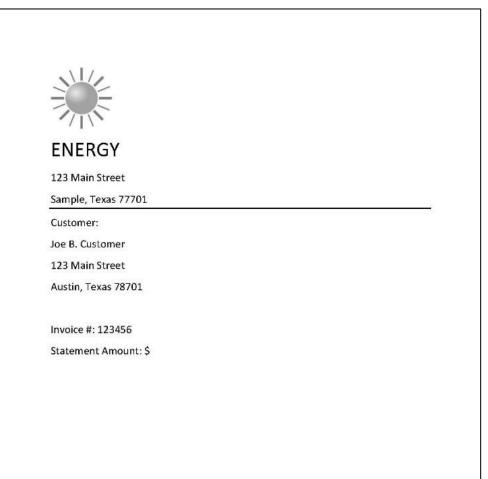
### **CERTIFIED BIRTH CERTIFICATE** (must be an original)

- 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.



### 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.



### 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.

Bank of Texas 123 Commerce Austin, Texas 7870	nk of Texas	
Joe B. Customer 123 Main Street Austin, Texas 7870		
CHECKING SUMMA		
Stating Balance	\$100.00	
DEPOSITS AND ADD	DITIONS	
Paycheck	\$1500.00	

### 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.



### 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 <u>OTHER</u> 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 has to be an address of the voter. It does not have to match the address on the E-Poll book.

### **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

7-62 Prescribed by Secretary of Sta 63.001(i), Texas Election Coc 9/2023		EXAMPI
	REASONABI	LE IMPEDIMENT DECLARATION
	т	O BE COMPLETED BY VOTER
Joh	n Voter	
	VOTER'S DEC	LARATION OF REASONABLE IMPEDIMENT
providing a false state penalty of perjury to at the polling place	o prosecution for perjury un tement or false information hat the information containe	der Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for on this declaration. By signing this declaration, I swear or affirm under ed in this declaration is true, that I am the same individual personally appearing nd that I face a reasonable impediment to procuring an acceptable form of
Ay reasonable impe	diment is due to the following	ng reason(s):
Check at least one b	oox below)	
X Lack of transpo	ortation	Disability or illness
4		ents needed to obtain acceptable form of photo ID
Work schedule		Family responsibilities
Lost or stolen	identification	Acceptable form of photo ID applied for but not received
X John C Signature of Vot		05/04/2024 Date
Sworn to and subscr 4 day of May	ribed before me this $2024$	4 VUID (Voter Unique Identification Number) 1094567890
President Co	unty V Registrar (if applied	
	TO BE	COMPLETED BY ELECTION OFFICIAL
he voter provided	a copy or original of one o	of the following forms of identification:
	issible in a court of law which	(from a U.S. state or territory) birth certificate or a document confirming h establishes the voter's identity (which may include a foreign birth
<u>X</u>	Current utility bill	
B	ank statement	
G	overnment check	
	Government document that gistration certificate)	t shows the voter's name and an address (including the voter's voter
Location: UTE	Paycheck	f Election: 05/04/2024

- 1: Voter must print name, legibly
- 2: Voter must check at least one box
- 3: Voter signs and dates declaration
- 4: Either the Election 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: Election Judge must sign declaration
- 6: Election Judge must check what type of document the voter provided
- 7: Election Judge prints the name of the Vote Center 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. If executed, return inside Envelope #2.

### **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 Sec. 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 <u>says yes</u>...this confirms that their registration records are up to date.
  - If the voter <u>says no</u>...this means that the voter needs to update their address by completing a Statement of Residence.

	STATEMENT O ose residence address do CONSTANCIA DE DOM ección no coincide con la q	es not match voter re-	TE
Last Name Include suffix if any Apellido Incluir suffio si Io hay (Jr., Sr., III) Kennedy	First Name Nombre de pila	Middle Name (If a Segundo nombre (si aplica)	
Residence Address: Street Add f none, describe where you live. (D Domicilio residencial: Número y calle postal. Si no existe un domicilio, describa aón del trabajo). 123 Camelo	Do not include P.O. Box, Rural , y número de apartamento donde vive (no incluya apartado	Route, or Business Addre Ciudad, Estado, y Cóo	igo Sexo (Optativo)
Mailing Address: Address, City, to your residence address. Dirección po apartamento, Ciudad, Estado, y Códi su domicilio residencial).	ostal: Número y calle, y nún	egar correo en	of Birth: month, day, year de Nacimiento: mes, dia, año 5 / 2 9 / 1 9 1 7
City and County of Former Residence in Texas iudad y condado de residencia anterior en exas	City and County of Residence in Texas Ciudad y condado de reside Texas	Area	hone Number (Optional) Include Code no (Optativo) – Incluya código de área
Texas Driver's License No. or No. (Issued by the Department of I	Public Safety)	cation, give last 4	's License or Personal Identifi- digits of your Social Security
Dersonal de Texas (Expedido por el Dep Dública) 87654 I have not been issued a Texas	artamento de Seguridad 321 Driver's License/Personal	personal, proporcione Seguro Social.	
I have not been issued a Texas Yo no tengo una Licencia de cono Understand that giving false informa Conviction of this crime may result in state-ments to affirm before signing. de perjurio bajo las leyes estatales y federa multa de hasta \$4,000, o ambas cosas. Po I am a resident of this county am I have not been finally convicted of incarceration, parole, supervis I have not been determined by a mentally incapacitated or partiall soy residente de este condado y clud.	Artamento de Seguridad Driver's License/Personal ducir de Texas/Cédula de ider ation to procure a voter regi imprisonment up to one y Entiendo que el dar información des. La condena por este delito or favor lea cada una de las tres d a U.S. citizen; and lo fa felony, or if a felon, I sion, period of probation, final judgment of a court of ly mentally incapacitated of adano de los Estados Unidos; un delito grave, o si soy un de ndicional, supervisión, period	Si no tiene licencia de personal, proporcione Seguro Social. Identification Number on tidad personal de Texas istration is perjury, and ear in jail, a fine up to §4 declaraciones antes de firm have completed all of or I have been pardone exercising probate juri without the right to vot y alincuente, he purgado mi o de libertad condicional, c	los 4 últimos dígitos de su número de r Social Security Number. o Número de Seguro Social. a crime under state and federal law. ,000, or both. Please read all three eta de registro electoral constituye un delito miento de hasta un año de cárcel, una tar. my punishment including any term rd; and sdiction to be totally e. pena por completo, incluyendo cualquier the sido indultado; y

### **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 <u>must</u> complete this form and give it back to you before voting.
- If voter refuses to complete a Statement of Residence, then he/she can only vote a Provisional ballot.
- 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 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 signature in the similar name box in the</u> <u>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 by <u>completing a Statement of</u> <u>Residence form</u> or a <u>Voter Registration Application</u>.

### SIMILAR NAME WHEN PROCESSING A VOTER

Initial, Middle Name, Former Name (maiden 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

# **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, 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 Activation Card. Either the Presiding Judge or Alternate Judge must initial the back of the activation card; next to the pre-printed number.
- Step 6: 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>

### MAIL BALLOT REQUESTED

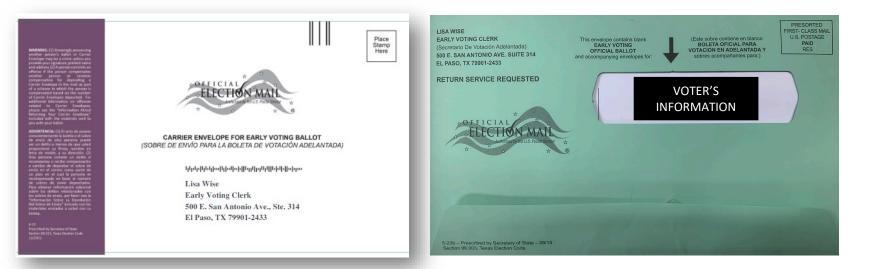
- The voter may cancel his/her mail ballot and cast a regular ballot at your Vote Center by:
  - Completing the "Request to Cancel Ballot by Mail For Use in the Polling Place" (available inside *Envelope for Requests and Canceled Ballots* and;
  - Surrender the mail ballot (both the envelope where ballot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

### **SURRENDER BALLOT BY MAIL**

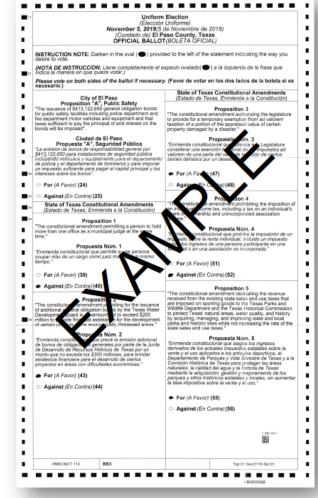
#### CARRIER ENVELOPE

#### MAIL OUT ENVELOPE

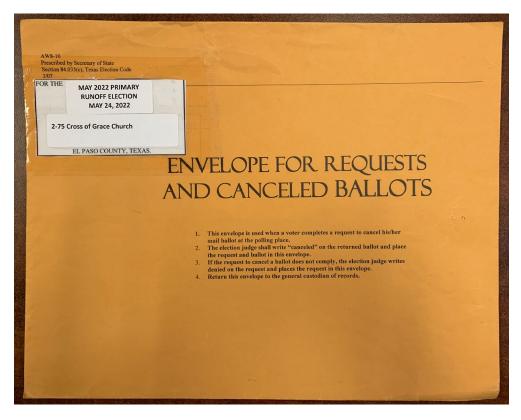


- Examples of ballot by mail envelopes and ballot. Voter must surrender the <u>carrier envelope</u> <u>OR</u> the <u>mail out envelope</u> <u>AND the ballot</u> in order to cast their vote, in person, at your Vote Center.
- If voter does not have any of the documents mentioned above, you must offer him/her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

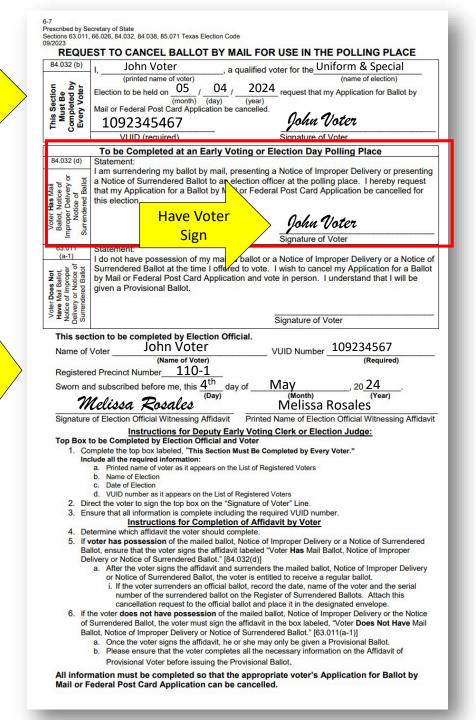
#### BALLOT



### BALLOT BY MAIL CANCELLATION



Note: The "Request to Cancel Application for Ballot by Mail" and all surrendered ballots must be returned in this envelope.



Complete with

voter's name,

election name

and election date

**Complete with** 

voter's name.

precinct were

registered, VUID,

election date and

vour signature

### REGISTER OF SURRENDERED BALLOTS BY MAIL NEW FORM

Pursuant to Sections, 66.026, 66.051(b), 84.032(d-1), 85.071, Texas Election Code

 To keep a register of the names of voters who surrender their ballots by mail at the polling place during Election Day in person in order to cancel their ballots by mail and vote in person.

Note: The Register of Surrendered Ballot form must be returned to the Early Voting Clerk inside of Envelope #4.

7-64 Prescribed by Secretary of State Sections 66.026, 66.051(b), 84.032(d-1), 85.071 Texas Election Code 09/2023		Type of Election UNIFORM & SPECIAL	Polling Location # UTEP	
		Date of Election	Authority Conducting the Election	
		05/04/2024	Lisa Wise	
	REGISTER OF	SURRENDERED BAL	LOTS BY MAIL	
Date Ballot by Mail was Surrendered	Name	e of Voter	Ballot Serial Number (Not Ballot Style)	
05/04/2024	John Voter		0015785	
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The voter may surrender his or her official Ballot by Mail at the polling place and receive a regular ballot once the voter has completed the Request to Cancel A Ballot by Mail for Use in the Polling Place.

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

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

#### Form Instructions:

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

Election Day: Place the cancelled ballot and request in the Envelope for Requests and Cancelled Ballots. Election Day: Deposit the Envelope for Requests and Cancelled Ballots in Ballot Box #4 at the end of day.

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

May 20 24 day of

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

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

### **NOTICE OF IMPROPER DELIVERY** Texas Election Code, Sec.84.033(c)

- If this notice is presented at your Vote Center, 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 the *Envelope for Requests and Canceled Ballots*.

		NOTICE OF IN	MPROPER DELIVERY	
Name of Vo Precinct Nu	nter Jorge mber <u>110</u>	Ramos	VUID Number 1095673213	
early voting	clerk. It has be		Uniform & Special Election was received by t r ballot was returned in violation of the Election Code, a	
Check Reas	on:			
1. <b>X</b>	Your ballot w	vas not returned in the of	fficial carrier envelope.	
2	more than or persons who vote at the s	ne carrier envelope. If a enclosed their carrier er ame address. There was	cial carrier envelope but in another envelope contain nother envelope is used to return the carrier envelope, nvelope in the same larger envelope, must be registered s one or more carrier envelopes returned with your carr i to vote at your address.	
t	below. A car	It has been determined that your carrier envelope originated from the location indicated below. A carrier envelope may not be delivered by a common or contract carrier if the delivery originates from the address of one of the following:		
	a)	headquarters of a polit	tical party or candidate in the election	
	b)	candidate in the election	on unless that is your address	
	c)	specific or general purp	pose political committee involved in the election	
	d)	an entity that requeste	ed the election	
4			delivered your carrier envelope did not provide a rece id not meet with requirements prescribed by state law.	
5	envelopes m		someone other than you, the voter. Note that carr mail, common or contract carrier, or by hand-delivery	
presenting		g this Notice to the presi	ting period or at your regular election day polling place iding election officer at the early voting polling place or	
If you have	any questions re		ase call my office at <u>(915) 546-2154</u> .	
Signature o	f Early Voting Cle			
	-			

Note to Polling Place Election Official: If a voter presents this Notice and offers to vote, the voter must surrender the Notice before being accepted for voting. If otherwise qualified, the voter may then vote a regular ballot at the polling place. You should write the word "Cancelled" on this Notice and return it in envelope #2 with other election records.

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

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

- 1. 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.
- 2. A voter who states that he or she does not possess an acceptable form of photo ID, and that he/she cannot otherwise reasonably obtain an acceptable form of photo ID but did not bring a form of supporting ID to the polling place.
- 3. A voter who states he/she possesses an acceptable form of photo ID but does not have it with him/her to present at the polling place. **NOTE:** The voter may opt to leave the polling place and return at a later time with an acceptable form of ID and vote a regular ballot.
- 4. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief.

**NOTE**: A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a supporting form of ID to the polling place may opt to leave the polling 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.



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

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

- 5. A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration because of a natural disaster that was declared by the president of the United States or the Texas Governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter's identification.
- 6. A voter whose name on the form of identification presented (an acceptable form of photo ID or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the list of registered voters.
- 7. 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>but</u> whose identity cannot be verified by the identification presented.

**NOTE:** If a voter is casting a provisional ballot due to reasons 1-7 above, the Election Judge must advise the voter that in order to have his or her provisional ballot accepted, the voter must present an acceptable form of photo ID to the voter registrar, or, if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, execute a Reasonable Impediment Declaration, and present a supporting form of ID to the voter registrar, or, if applicable, qualify for one of the exemptions (disability, natural disaster, or religious objection to being photographed) within 6 calendar days of Election Day).



# **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."
- 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.
- 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. Ensure voters know they have six days to cure their ballot.
- 5. 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.
- 7. Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

# NOT REGISTERED TO VOTE/DID NOT MEET REGISTRATION DEADLINE

All Provisional Voters must be checked-in on the E-Poll Book <u>except</u> 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!

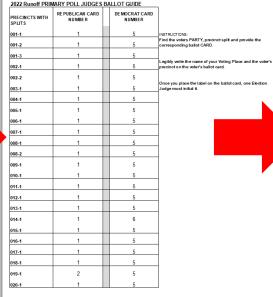
					-	Applicable)	Marcar si C	orresponde)		]	If a voter is una the signature ro	ble to sign his/he ster and make a	r name, an election official shall place the voter's notation as to the reason the voter is unable to sig	name ( n.
ocati	n (Sitio)	Heights	Date of Election (Fecha de elecci 05/04/2024	ón) Type of Election (Tipo de elección) Uniform & Special	Reas. Imped. Deci. 63.001 (i)	onal	Similar Name 63.001(c)	List			Si algún votante r registro de firma	to puede firmar su t s y hará una anota	nombre, un oficial electoral apuntará el nombre del vo ción indicando la causa por la cual el votante no pud	ante en o firma
ounty	Precinct No.	VUID	Poll List (Lista de Votantes)	Voter Address (Domicilio del Votante)	Reas. I Deci. 6	Provisional 63.011	Similar 63.001	Not on 63.006	Date				Signature (Firma)	
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9	97-1		Joe Smith	123 Main St., El Paso, Texas 79901		X				ι			yoe Smith	Î
durante				fense if the person knowingly votes in a primary election or una ofensa criminal si tal persona vota con conocimiento en u				mind notoos		Para Us	Yot on List' Declaración Jurada del Votante Xo en la Lista*	Afficients Declaración Jurada de Nombre Similar del Votante	ign Below (Firme usted abajo)	\$
re label provide miciales mificae	tialing the squa he identification c), al colocar mis nombrada en la id	per § 63.001(c), by ini a the person named on t milar previsto en §63.001( el mismo como la persona	ded under § 65,0101 is substantially similar ded ander § 65,0101 is substantially more anne substancialmente si de registro de votantes, y yo soy uno y e		RS.	omi, "into Marm Lam Marm Lam M	SCIENCE SUCENOUE SUCENOUE ME VEEI	Neeptar De	ionada. ARACIÓN ARACIÓN ARACIÓN	btobote ej enaqu *DECI *AOLI		Vot Init Jinit (Iniciales d Smar Vana	Authority conducting election	
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### HOW TO PREPARE A PAPER BALLOT

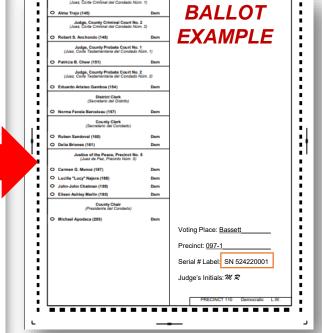


Paper ballots will be inside the black ballot bag.

#### BALLOT GUIDE



SN 5072202161	SN 5072202162	SN 5072202163	SN 5072202164
SN 5072202165	SN 5072202166	SN 5072202167	SN 5072202168
SN 5072202169	SN 5072202170	SN 5072202171	SN 5072202172
SN 5072202173	SN 5072202174	SN 5072202175	SN 5072202176
SN 5072202177	SN 5072202178	SN 5072202179	SN 5072202180
SN 5072202181	SN 5072202182	SN 5072202183	SN 5072202184
SN 5072202185	SN 5072202186	SN 5072202187	SN 5072202188
SN 5072202189	SN 5072202190	SN 5072202191	SN 5072202192
SN 5072202193	SN 5072202194	SN 5072202195	SN 5072202196
SN 5072202197	SN 5072202198	SN 5072202199	SN
SN 5072202201	SN 5072202202	SN 5072202203	SN
SN 5072202205	SN 5072202206	SN 5072202207	SN 5072202208
SN 5072202209	SN 5072202210	SN 5072202211	SN 5072202212
SN 5072202213	SN 5072202214	SN 5072202215	SN 5072202216
SN 5072202217	SN 5072202218	SN 5072202219	SN 5072202220
SN 5072202221	SN 5072202222	SN 5072202223	SN 5072202224
SN 5072202225	SN 5072202226	SN 5072202227	SN 5072202228
SN 5072202229	SN 5072202230	SN 5072202231	SN 5072202232
SN 5072202233	SN 5072202234	SN 5072202235	SN 5072202236
SN 5072202237	SN 5072202238	SN 5072202239	SN 5072202240



This is the "Ballot Guide" to find the corresponding ballot.

This is the "Serial Number Label Sheet." You will use one label to activate the ballot. This is an example of how a ballot looks. Learn how to prepare the ballot for the voter in the next slide.

### HOW TO PREPARE A PAPER BALLOT FOR A PROVISIONAL VOTER

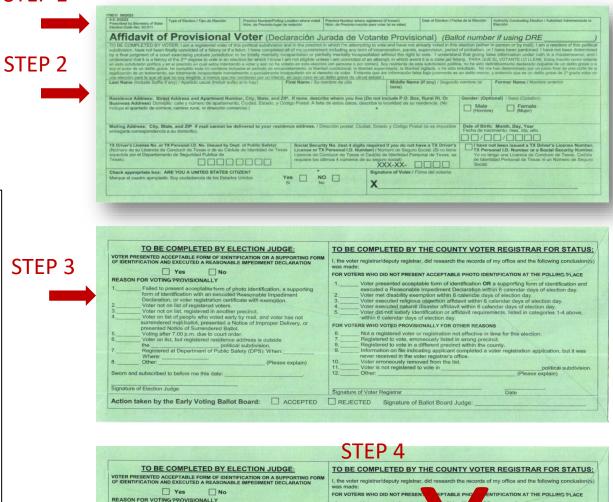
Refer to your Ballot Guide, available inside the *Activation Cards & Provisional Ballot Bag*; black ballot bag.

- Find the voters precinct number with split. Find the correct ballot card number and take out three of the same ballot cards:
  - The Election Judge must direct the provisional voter to choose one of the three ballot cards.
     Once chosen by the voter, the ballot card must be prepared for the voter.
- Write the name of your Vote Center and voter's precinct on the voter's ballot card.
- Place one of the serial number labels on the ballot card; serial labels are located inside the Activation Cards and Provisional Ballot Bag.
- One Election Judge initials.

(Juez, Conte Criminal del Condado Núm. 1 O Alma Trejo (145) Judge, County Criminal Court No. 2 (Juez, Conte Criminal del Condado Núm. 2	Dem	BALLOT EXAMPLE
O Robert S. Anchondo (148)	Dem	EAAIVIPLE
Judge, County Probate Court No. 1 (Juez, Corle Testamentaria del Condado Nún	n. 1)	
O Patricia B. Chew (151)	Dem	
Judge, County Probate Court No. 2 (Juez, Corte Testamentaria del Condado Nún	n. 2)	
O Eduardo Aristeo Gamboa (154)	Dem	
District Clerk (Secretario del Distrito)		
O Norma Favela Barceleau (157)	Dem	j l
County Clerk (Secretario del Condado)		
O Ruben Sandoval (160)	Dem	
O Delia Briones (161)	Dem	
Justice of the Peace, Precinct No. 5 (Jusz de Paz, Precinto Núm. 5)		
O Carmen G. Munoz (187)	Dem	
O Lucilla "Lucy" Najera (188)	Dem	
O John-John Chatman (189)	Dem	
O Eileen Ashley Marlin (190)	Dem	- 1
County Chair (Presidente del Condedo)		
O Michael Apodaca (205)	Dem	Voting Place: <u>Bassett</u>
		Precinct: <u>97-1</u>
		Serial # Label: SN 524220001
		Judge's Initials: $\mathcal{MR}$
		PRECINCT 110 Democratic L.W.
		<del>``</del> `

### **NEW**:AFFIDAVIT OF PROVISIONAL VOTER

- <u>Step 1</u>: The first line of the provisional envelope is completed by the Election Judge.
- <u>Step 2</u>: The remainder of the front envelope must be completed by the voter.
- <u>Step 3</u>: This section is to be completed by the Election Judge.
- <u>Step 4:</u> This section is to be completed by the Elections Department.



STEP 1

Yes No REASON FOR VOTING PROVISIONALLY      Failed to present acceptable form of photo identification, a supporting     form of identification cartificate with exemption.     Voter not on list of registered views.     Voter not on list registered views.     Voter not on list of registered views.     Voter not on list of registered views.     Voter not on list registered views.     Voter not on list registered views.     Voter not on list registered views.     Voter noter nist of registered views.     Voter notered views.     Voter noter nist of registered views.     Voter not	strar/deputy registrar, did research the records of my office and the following conclusion HO DID NOT PRESENCE EPTABLE PHONE ENTIFICATION AT THE POLLING PLACE ar presented acceptable, wolf identifier U OR a supporting form of identification and curded a Reasonable import of Dockron an within 6 salendar days of election day. are med triabality exemption of 6.4 under days of election day.
Where: Units of Fusion Satisfy (DFS), When: 0     Where: (Please explain)     10.     11.     Sworn and subscribed to before me this date: 11.     Signature of Election Judge	er executed natural disasteries in units 6 calendar days of election day. rid kard statisky identification kont requirements, listed in categories 1-4 above, in 6 calendar days of election <b>PMO VOTED PROVISIONALLY C REASONS</b> a registered tovide or register and in we receinct. jistered to vote or register and in we receinct. jistered to vote or in a diff us version do not version. Jistered to vote in a diff us version do not version. version on file indication science in a version version receit registration application, but it was er erroneously remove vote in the list. or is not registered to vote in

### AFFIDAVIT OF PROVISIONAL VOTER (continued)

**Step 1**: The first line of the provisional envelope is completed by the Election Judge.

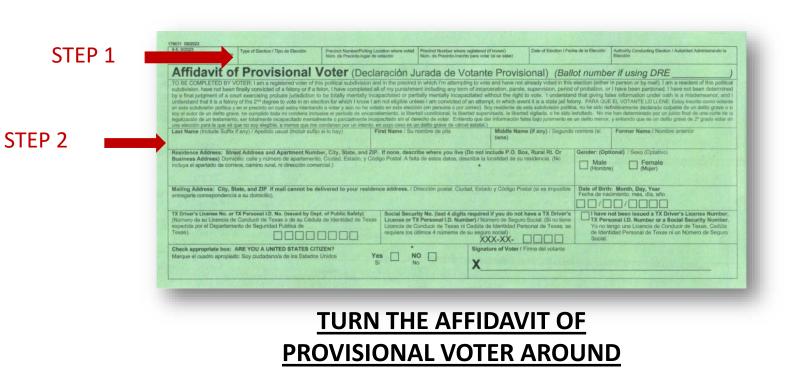
•Write the name of your Early Voting Location, the precinct number where voter is registered and the date of the election.

**Step 2**: The remainder of the front envelope must be completed by the voter.

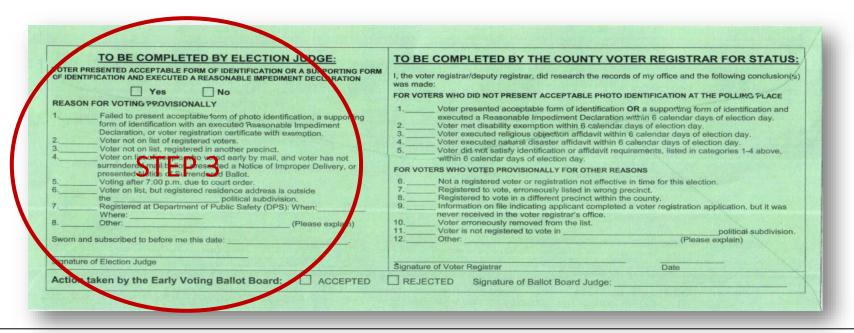
•Please make sure that the voter writes legibly.

•Ensure the voter completes all the fields:

- Name
- Date of birth
- Address
- ID/Social Security (one or the other or both)
- Citizenship question
- Voter signature



### AFFIDAVIT OF PROVISIONAL VOTER (continued)

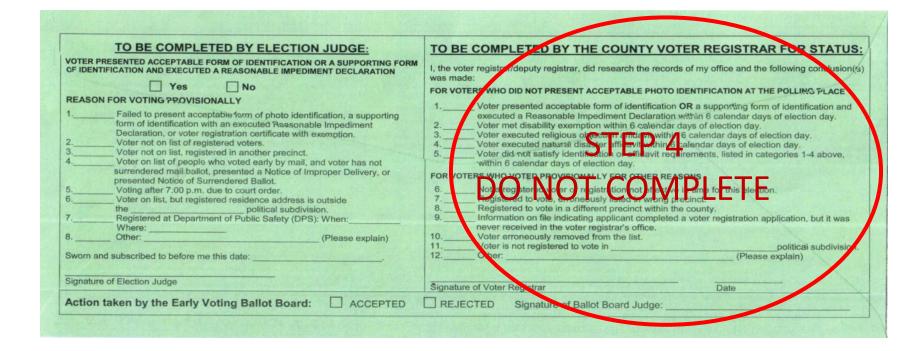


**Step 3**: This section is to be completed by the Election Judge.

- Check or mark if the voter presented an acceptable form of Photo ID or a supporting form of ID and executed a Reasonable Impediment Declaration.
- Check or mark the reason why the voter is voting provisionally.
- Write the date of when the affidavit was completed.
- Sign the bottom of the envelope.

After this you are done!

### AFFIDAVIT OF PROVISIONAL VOTER (continued)



**Step 4**: This section is to be completed by the Elections Department after the election. DO NOT COMPLETE at your voting place!

### 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" their ballot 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.

### 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.

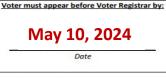
9-2 Prescribed by Secretary of State Sections 63.001(g), Texas Election Code 9-2023

#### NOTICE TO PROVISIONAL VOTER

#### (ONLY For provisional voter that did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (information below) within six days of the date of the election to either present one of the below forms of photo ID OR if you do not possess and cannot reasonably obtain one of the below forms of photo ID, execute a Reasonable Impediment Declaration and present one of the below forms of supporting ID OR submit one of the temporary forms addressed below (e.g., religious objection or natural disaster exemption) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you



\*If you do not have another acceptable

form of photo identification you may

present your acceptable form of photo identification (or if you do not possess and cannot reasonably obtain one of the below acceptable forms of photo ID, execute your Reasonable Impediment Declaration and present one of the below forms of supporting ID, or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement

#### Acceptable Forms of Photo Identification

- Texas Driver's License issued by the Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS\*.
- Texas Personal Identification Card issued by DPS.
- Texas Handgun License issued by DPS.
- United States Military Identification Card containing the person's photograph.
- United States Citizenship Certificate containing the person's photograph; or
- United States Passport (book or card).

With the exception of the U.S. citizenship certificate, the identification must be current or, for voters aged 18-69 years, have expired no more than 4 years before being presented for voters' qualification at the polling place. A person 70 years of age or older may use a form of identification listed above that has expired if the identification is otherwise valid.

Reasonable Impediment Declaration: If you do not possess one of the forms of acceptable photo identification listed above, and cannot reasonably obtain such identification, you may execute a Reasonable Impediment Declaration and present a copy or original of one of the following supporting documents: (1) a government document that shows your name and an address, including your voter registration certificate; (2) current utility bill; (3) bank statement; (4) government check; (5) paycheck; or (6) (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

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 cure period, voters with a disability may apply with the county voter registrar for a permanent exemption to present an acceptable photo identification or following the Reasonable Impediment Declaration procedure in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing the applicant's disability, or from the U.S. Department of Veterans Affairs evidencing a disability rating of at least 50 percent. The applicant must also state that he/she does not have a form of identification prescribed by Section 63.0101 of the Texas Election Code. Those who obtain a disability exemption will be allowed to vote upon display of their voter registration certificate reflecting exemption.

#### TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification listed above or follow the Reasonable Impediment Declaration procedure because of certain natural discurs as declared by the President of the United States or the Texas Governor.

El Paso G

Judge, you must complete this 50 section (voter's name, VUID # AND Su EL Vote Center)

Completed by Polling Place Official:	Smith
Voter's Last Name:	Mantha
Voter's First Name:	Martha
VUID #: 1091045789	000000000000000000000000000000000000000
Precinct No. Hanks Middle School	

### **PROVISIONAL-PHOTO ID VOTERS ONLY**

**Directions to Present Photo ID:** 

**Enrique Moreno County** 

Courthouse:

500 E San Antonio Ave., Suite 314 El Paso, Texas 79901



#### Parking Available: Located behind the County Courthouse

#### El Paso, Texas 79901

- 1. From I-10 Exit on Downtown Exit
- 2. Turn south on Kansas St.
- 3. Proceed South, turn East on Overland Ave.
- 4. Enter County Parking Garage

When you get off your vehicle proceed to the third floor in the parking garage.

You will then enter the courthouse, you will pass county security, then keep

walking straight walk towards the elevators and pass the elevators towards the atrium. Our office will be located on the right side, Suite 314.

Should you have any questions call our office at (915)546-2154.

Our hours of operation are Monday through Friday 8:00 am – 4:45 pm.

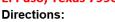
**Excluding Holidays.** 

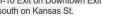
For more information visit our website at www.epcountyvotes.com.



apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

### 500 E Overland Ave.





## **PROVISIONAL PROCESS**



Affidavit of Provisional Voter

Notice to Provisional Voter

Notice to Provisional Voter

**ONLY FOR PHOTO ID Voter** 

**Provisional Transport Bag** 

**Provisional Bag** (blue bag)

# WHAT IS CURBSIDE VOTING?



- If a voter is physically unable to enter the 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 Vote Center (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 voting 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 Vote Center

NOTE - NEW LAW: SB 477 (2023, R.S.) amended Section 64.009 of the Code, effective June 18, 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, the 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.

# **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.
- Curbside voters <u>DO NOT receive an</u> <u>activation card</u> during the check-in process.
- Voter will vote on the ExpressTouch.
- If curbside voter is a provisional voter (not registered to vote, does not have an acceptable form of ID, does not have their mailed 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!



### **NEW FORM:** PERSON PROVIDING TRANSPORTATION TO SEVEN OR MORE VOTERS (CURBSIDE VOTING)

65 rescribed by Secretary of State ections 64.009, 64.034, Texas 2023			Type of Election Uniform & Spe		Polling Location Fire Station #15		
			Date of Election 05/4/2024		Authority Conducting Election Lisa Wise		
	PERSON THAT PROVIDED RMACIÓN DE PERSONA Q						
Signature of Person that Provided Transportation Firma de persona que proveyó transportación	Printed Name of Person that Provided Transportation Nombre de persona que proveyó transportación en letra de molde	Address of Person Transporta Dirección de persona que p	ation	Did the person who prov function as an assistani Chapter 64, Subchapter providing transportation ¿La persona que proveyó como asistente del votante der proveer transportación	t to the voter under er B in addition to to the polling place transportación sirvió bajo 64.034 además		
Luis Robles	Luis Robles	123 Main St., El Pa	so, TX 79901	Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		
				Yes/Sí	No/No		

#### Instructions:

A person that simultaneously provides transportation to 7 or more curbside voters to the polling place must complete and sign this form.

If the person that provided transportation also assists the voter, the person must repeat the Oath of Assistance aloud and sign it prior to rendering assistance.

RETURN INSIDE ENVELOPE #2

- Complete only if a person simultaneously provides transportation to 7 or more curbside voters to the voting place.
- <u>Does NOT</u> 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).

7-63 Prescribed by Secretary of State	Type of Election Uniform & Special	Polling Location Fire Station #16	
Sections 64.0322, 64.034, Texas Election Code 9/2023	Date of Election	Authority Conducting Election	
OATH OF ASSISTANCE	05/4/2024	Lisa Wise	

Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." Juramento de la Persona Asistiendo al Votante: "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia; no sugeriré, con palabra, señal, o gesto, como debe votar el votante; prepararé la boleta del votante según lo indique el votante; no presioné ni coaccioné al votante para que me eligiera como asistente; no soy el empleador del votante, un agente del empleador del votante, o un oficial o agente de un sindicato al cual el votante pertenece; no comunicaré información sobre cómo el votante ha votado a otra persona; y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

.1	Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Did you receive or accept a or other benefit from a c political committee? (Re forma de compensación candidato, campaña	candidate, campaign, or cibió o aceptó cualquier
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
10					Yes	No

#### Instructions:

- 1. Administer the Oath of Assistance to the Assistant.
- 2. The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
- 3. Instruct the Assistant to:
  - a. Sign the form
  - b. Print his or her name
  - c. Provide his or her address
  - d. Put his or her relationship to the voter in the column
  - Indicate whether he or she received or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.

The above oaths were sworn and subscribed to before me this \_\_\_\_\_day of \_\_\_\_\_\_ May \_\_\_\_\_, 2024 \_\_\_\_\_. Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha arriba.

Melissa Rosales

Signature of Election Officer Melissa Rosales

**RETURN INSIDE ENVELOPE #2** 

Printed Name of Election Officer

## **USING ENGLISH & INTERPRETERS**

- 1. 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)).
- 2. 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)).
- 3. 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).
- 5. An interpreter may interpret for any number of voters. For each voter, the interpreter must take the "Oath of Interpreter" (Sec. 61.035).
- 6. 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).

7-63 Prescribed by Secretary of State Sections 64.0322, 64.034, Texas Election Code 9/2023	Type of Election Uniform & Special	Polling Location H.D. Hilley Elementary
	Date of Election	Authority Conducting Election
	05/04/2024	Lisa Wise

#### OATH OF INTERPRETER

Oath of Interpreter: "I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by any election officer or to an election officer by the voter." Juramento del Interprete: "Yo juro (o afirmo) que, a mi mejor habilidad, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral."

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 arriba fueron declarados bajo jurame	before me this 4 <sup>th</sup> day of May, 20 24. nto y suscritos ante mi en la fecha arriba. Melissa Rosales
3. Instruct the Interpreter to sign the form.		Signature of Election Officer Melissa Rosales
	RETURN INSIDE ENVELOPE #2	Printed Name of Election Officer

## **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.

7-93 Prescribed by Secretary of State Section 64.007, Texas Election Code 9/2023	Type of Election Uniform & Special Date of Election 05/04/2024 TER OF SPOILED BALLO	Authority Conducting t Lisa Wise	he Election	SPOILED BALLOT (EXPRESSVOTE MACHINE
Ballot Serial Number		poiled Spoiled by Voter Worker	Other (Ballot wouldn't scan, or other administrative error)	VOTER)
000002     Jo       Jo     Jo       Jo </td <td>of the election named herein, of correct Register of Spoiled Ballo</td> <td>ots for the above-me , <sub>20</sub>24 22 James esiding Judge</td> <td>entioned</td> <th>For Piere saves The piere saves</th>	of the election named herein, of correct Register of Spoiled Ballo	ots for the above-me , <sub>20</sub> 24 22 James esiding Judge	entioned	For Piere saves The piere saves

	Type of Election	Polling Location #
te Code	<b>Uniform &amp; Special</b>	W.E. Neill
	Date of Election	Authority Conducting the Election
	05/4/2024	Lisa Wise

#### REGISTER OF SPOILED BALLOTS

7-93

9/2023

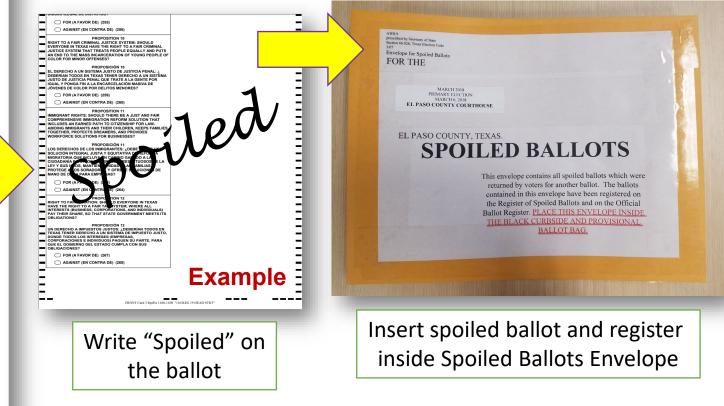
Prescribed by Secretary of Sta

Section 64.007, Texas Election

Ballot Serial Number	Name of V	oter by	poiled Voter	Spoiled by Election Worker	Other (Ballot wouldn't scan, or other administrative error)
00002	Jonathan Mar	quez Y	ES	NO	NO
				6 <u>8</u>	
				.c) (c)	
				2. <i>1</i> .	
	-	1			
		8		0 0	
	-				-
		1		<i></i>	
		50 10			
		¢.		¢ 8	
e undersigned Presiding J we and foregoing is a true	and correct Register	of Spoiled Ballo	ots for th	ne above-me	ntioned
en under my hand, this	day of _	iviay	ana chao	, 20_24	
tion. en under my hand, this					
		Signature of Pre			
		Felipe Ra	amire	Z	

Printed Name of Presiding Judge

## SPOILED BALLOT (CURBSIDE PROVISIONAL VOTER)





### **ELECTION DAY SEAL LOG**

LOCATION

ELECTION

MAY 4 2024 UNIFORM & SPECIAL ELECTION

**SAMPLE POLL PLACE** 

DS200 MACHINE					
SERIAL NUMBER         INT. USE ONLY         INT. USE ONLY         INT. USE ONLY           SN #         GREEN SEAL         RED SEAL					
123456487		504241001	789465111	36548852	

UNIT	BLUE SEAL LID	RED TAIL SEAL BALLOT	GREEN TAIL SEAL MAIN BALLOT	BLUE SEAL BLUE BALLOT BIN	
0	158244557	365445212	125488556	365478552	
		EXPRE	SSVOTE MA	CHINE	
	SERIAL NUMBER	BLUE SEAL LID			INT. USE ONLY RED SEAL
1	1231454587	6454877			N/A
2	1234548961	6548777			N/A
3	1231545677	6548799			N/A
4	1231548588	6548772			N/A
5					
6					
7					
8					
9					
10					

#### DATE: 05 04/2024

JUDGE Vanessa Ruiz ALTERNATE Brenda Negrete

PLEASE PLACE ALL USED SEALS ON THE BACK OF THIS SHEET **RETURN INSIDE ENVELOPE # 2** 

### **ELECTION DAY SEAL LOG**

- Serial numbers must match; place all used seals on the back of the sheet.
- Broken tail seals must be returned inside yellow bank bag.
- Open all ExpressVote machines assigned to your Vote Center.
- You will also receive a log sheet for the ExpressTouch.

Do not leave logs inside binder. Return logs inside Envelope #2

7-26 Approved by Secretary of State Section 127.156, 65.013, Texas Election Code 1/2024

#### REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE

lection Name: Uniform & Special Polling Place: Nixe	on Elementary	
bate: 05/04/2024 DS200 Identification N	lumber(s): 5481546	5
NSTRUCTIONS: This is the most important form completed by the lease fill in each of the lines below and sign the form. Direct each or f present) to sign the form. File each copy of this form in the approp	lerk and up to two poll	watchers
	Initial Ballots Issued	*Supplemental Activation Card Paper Ballots
A. Number of Blank Activation Cards/Paper Ballots Received	300	
B. Total Count of voted ballots from DS200 Results Tape This count can also be found on the DS200 "Public Count"	100	
C. Number of Spoiled Ballots + unused blank ballots pre-initialed by the Election Judge + fleeing voters The number of ballots recorded on the "Register of Spoiled Ballots" form and placed in "Envelope for Spoiled Ballots" + any unused blank ballots pre-initialed by the Election Judge but not issued to voters + fleeing voters, if any.	5	
D. Number of Unused Ballots (Subtract lines B and C from A) Total number of blank activation cards remaining, include Supplemental cards, if applicable.	195	
E. Total number of ballots accounted for (Add Lines B+C+D) A & E should be equal.	300	
F. Total number of ballots unaccounted for (Line A minus Line F) Answer should be ZERO.	0	
G. Total number of names checked-in on the E-Poll Book(s) Record the total number of voters who received ballots including Provisional Voters.	105	
H. Number of Ballots in the transfer case (Blue Bin) (Line H minus line G) DO NOT COUNT VOTED BALLOTS AT YOUR POLLING PLACE!	100	1

"NOTE: Supplemental means that your Polling Place ran out of Activation Cards/Paper Ballots and your District Supervisor/Rover delivered more cards to your Polling Place.

Record the serial number of the seal used on the transfer case :\_\_\_\_\_45282

AFFIDAVIT

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this	4th	day of	3	May	20 24
Presiding Judge:	Susana Escobedo		Clerk:		
Alternate Judge:	Rene Martinez		Clerk:		
Poll Watcher (if present):			Clerk:		
Poll Watcher (if present): _			Clerk:		

White copy (Envelope #2), Yellow copy (Black Ballot Bag), Blue copy (Presiding Judge), Pink Copy (Alternate Judge)

### **REGISTER OF OFFICIAL BALLOTS**

Secs. 85.032, 127.064 through 127.068

### How to complete:

- Form will be inside the black "Activation Cards & Provisional Ballot Bag"
- Write legibly the election name, your assigned voting place, Date of Election and DS200 ID number.
- A. Provide number of cards/ballots received, provide supplemental activation cards, if applicable.
- B. Provide "Public Count" from the DS200; number appears at the bottom middle of the screen.
- C. Provide count of Spoiled Ballots + unused blank Ballots pre-initialed by Election Judge + fleeing voters, if applicable.
- D. Provide number of Unused Ballots; use formula on form.
- E. Provide count of total ballots accounted for; use formula on form.
- F. Provide count of total ballots unaccounted for; use formula on form.
- G. Provide total count from ALL assigned E-Poll Books; numbers appears at the top middle of the E-Poll Book screen.
- H. Provide total number of Ballots in the transfer case; use formula on form (*do not count voted ballots at your polling place*).
- Write the serial number of the blue seal used during closing procedures on the blue bin.
- Date of Election.
- Both Election Judges sign; Poll Watcher signs if present during closing procedures.
- White Copy (Envelope #2) Yellow Copy (Black Bag) Blue Copy (Presiding Judge) Pink Copy (Alternate Judge)

#### REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE (Provisional Voters Only) Date: 5/4/24 Election Name: Uniform & Special Polling Place: YWCA West INSTRUCTIONS: This is one the most important forms completed by the ELECTION JUDGE! Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

#### Number of Voted Provisional Ballots

The number of voted Provisional Ballots sealed in Affidavit Envelopes. This number should match the total number of names on the List of Provisional Voters.

#### AFFIDAVIT

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station.

WITNESS MY HAND this5 <sup>th</sup>	day of March	20 24
Presiding Judge: Susana Escobedo	Clerk:	
Alternate Judge: <u>Rene Martinez</u>	Clerk:	
Poll Watcher (if present):	Clerk:	
Poll Watcher (if present):	Clerk:	

White copy (Envelope #2), Yellow copy (Black Ballot Bag)

### **REGISTER OF OFFICIAL BALLOTS** (PROVISIONAL BALLOTS)

### How to complete:

- Form will be inside the black "Activation Cards & Provisional Ballot Bag"
- Write legibly the Date of Election, Election Name and your assigned Polling Place.
- Provide number of Voter Provisional Ballots, number should match the total number of names on the List of Provisional Voters and number of Provisional Affidavits
- Both Election Judges sign; Poll Watcher signs if present during closing procedures
- White Copy (Envelope #2), Yellow Copy

### NOTICE OF VOTER COUNT SEC. 61.007(c)

- The notice shall <u>remain posted at the</u> <u>entrance to your Vote Center until it is</u> <u>closed</u> for voters.
- Obtain these numbers from the "Public Count" of both the DS200 and Express Touch.
- Write down your count every <u>two</u> <u>hours;</u> beginning at 9:30 a.m.
- Return inside Envelope #2 during closing procedures.

#### VOTING PLACE: Clint ISD Early College

**NOTICE OF TOTAL NUMBER OF VOTERS WHO HAVE VOTED** (AVISO DEL NÚMERO DE VOTANTES QUE HAN VOTADO)

Number of Voters (NÚMERO DE VOTANTES)				
9:30 A.M.	29			
11:30 A.M.	60			
1:30 P.M.	99			
3:30 P.M.	135			
5:30 P.M.	177			

Signature of Presiding Judge (Firma del Juez Presidente)

#### NOTE TO PRESIDING JUDGE

The total number of voters as shown on the poll list shall be posted at the times listed. The notice shall remain posted until the polls close.

NOTA AL JUEZ PRESIDENTE:

El número de votantes establecido en la lista de votantes se mostrará a las horas señaladas arriba. El aviso quedará puesto hasta que cierren los lugares de votación.

#### **RETURN INSIDE ENVELOPE #2**

### 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, verify that the serial number on the clip matches the serial number on this form; two initials are required.
- During closing procedures, seal the ballot bag with a red or white clip seal and write down the serial number on this form; two initials are required.
- This process must be completed by both Election Judges; only one signature is required during closing procedures.
- Return the executed form inside Envelope #2.

Revised by El Paso County Elections Departmen 09/2023

#### ELECTION DAY

#### ACTIVATION CARDS & PROVISIONAL BALLOT BAG-SEAL LOG

**ATTENTION**: You must keep a count of all activation cards throughout the day. Please secure the "Activation Cards & Provisional Ballot Bag" with a red or white clip seal at closing time.

Polling Place: Chayo Apodaca	Election Date: 05/04/2024
Election Judges, please verify:	

	Serial #	Presiding Judge Initial	Alternate Judge Initial
Opening Seal Number	918573	CR	RG
Closing Seal Number	918574	CR	RG

Election Judge Signature Claudia Ramirez

**REMINDER:** 

- Activation cards are to be used for in-person voting at your polling place.
- Paper ballot copies are to be used for provisional voters or emergency use only.
- Curbside voters must cast their vote on the ExpressTouch machine.

**RETURN INSIDE ENVELOPE #2** 

# **VOTING MACHINES & 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 of "Vote Here" signs for your Vote Center.
- 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.



# ENVELOPE #2 & ENVELOPE #4

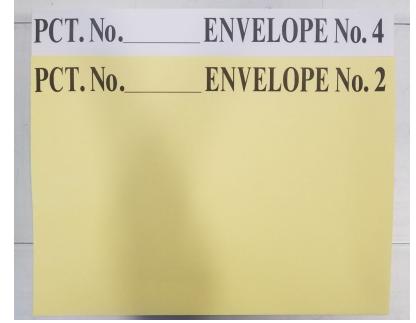
At the end of the day, any completed forms must be distributed to appropriate authorities in particular envelopes. The following forms must be placed in the correct envelope ready to return to Justice Warehouse. Unused forms go back inside the Election Forms envelope:

### Envelope 2

- Reasonable Impediment Declaration
- Poll Watcher Certificate of Appointment
- Notice of Total Number of Voters Who Have Voted
- Oath of Election Judges and Clerks
- Oath of Assistance
- Oath of Interpreters
- Election Day 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

### **Envelope 4**

- Statement of Residence
- Texas Voter Registration Application (English/Spanish)
- Register of Surrendered Ballots by Mail



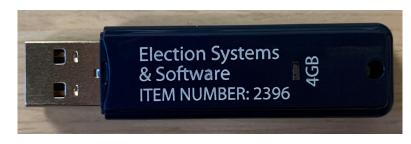
# **CLOSING YOUR VOTE CENTER**

Officially close and lock the door to your Vote Center 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 Vote Center, if possible, and lock the door.
  - If it is not possible to get all the people waiting in line into the Vote Center, 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.

# **DELIVERY OF FLASH DRIVES**

- After closing your Vote Center, the Presiding 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 must lock the yellow bank bag with red seal provided inside the clear pouch.
- Sealed bank bag <u>must</u> be delivered by the Presiding Judge to the El Paso County Courthouse, 500 E. San Antonio Ave., 3<sup>rd</sup> floor.
- During the day, our office staff with send you E-Poll Book reminders of certain Vote Center procedures and reminders.
- If you forget either flash drive, you will be required to return to your Vote Center to retrieve that flash drive and bring it to the courthouse. This is the law!



## **DS200-BLUE BALLOT BIN**

- Both key holes must be locked during closing procedures by both the Presiding Judge and the Alternate Judge. Place the blue tamper seal across the flaps once closed.
- Keys are located inside your orange bag.
- Step-by step instructions are also available inside your binder.



### RECEIPT FOR TRANSFER BALLOT BOX

Election Judge:

- Only complete top right box and print the name of your Vote Center, your name and the name of your Alternate Judge.
- <u>**DO NOT SIGN OR WRITE TIME OF DELIVERY**</u>. 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.

8-3 Prescribed by Secretary of State Section 127.068, Texas Election Code	Type of Election Date of Election
9-2023	Uniform & Special 05/04/2024
	Authority Conducting Election Lisa Wise
	TFOR TRANSFER CASE OT BOX WITH LIVE BALLOTS)
	e of the central counting station, do hereby
acknowledge receipt of the transi	
the transfer case was delivered b	
Butch Cassidy	, two authorized election officers of that
	transfer case was unbroken/broken (circle one) at
the time of delivery.	DO NOT COMPLETE
TIME OF DELIVERY OF TRANSFE	
Si	DO NOT SIGN gnature of Presiding Judge of Central Counting Station designated representative
WHITE COPY: CENTRAL COU	NTING STATION YELLOW COPY: ELECTION JUDGE

# DELIVERY OF ELECTION DAY BAG, ASSIGNED E-POLL BOOKS & BALLOT BLUE BIN

The **Alternate Judge** must deliver the:

- Election Day Bag (Follow the Election Day Closing Guide)
- all assigned E-Poll Books
- trash can and alcohol wipes
- locked and sealed DS200-Blue Ballot Bin

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

## ELECTION DAY CLOSING GUIDE

Preparing to leave your Vote Center:

- Yellow bank bag <u>MUST</u> be returned to the El Paso County Courthouse.
- Everything else listed on this form including the Election Day bag <u>MUST</u> be returned to the Elections Warehouse.
- This form will be available in the back of your Election Day binder.

Note: The red bank bag has been replaced with the yellow bank bag.

DELIVER TO THE COURT YELLOW BANK BAG Return DS200 and ExpressTouch flash drive(s), z		allot status accounting	
report(s) and all broken seals. Please have Bag Completely Sealed.	eto report(s), o	anor status accounting	IL PLAT DOUBLY BALTANS
DELIVER TO THE ELECTION			
(Blue Election Bag containing eve	erything w	· · · · · · · · · · · · · · · · · · ·	
Provisional Ballot Bag Provisional voted ballots must be inside <u>this</u> bag and sealed with both the yellow seal and red seal. Early Voting Provisional Seal Log Sheet and Early Voting List of Provisional Voters must be returned inside this bag. THIS ITEMIS TO BE PLACED INSIDE Y		Orange Bag Return voting system <u>keys</u> ( <u>unist</u> band), all unused seals, cellphone, cell phone charger, and voting system passwords. THIS ITEMIS TO BE PLACED	
BLUE ELECTION BAG AT THE TO	p	BLUE ELECTION BAG AT	THE TOP
Cancelled Ballots Envelope Return any completed and <u>unused</u> Requests to Cancel Applications for Ballot by Mail. Any surendered ballots by mail must be returned.		Spoiled Ballots Envelope Return any spoiled ballots inside this envelope. The <i>Register of</i> <i>Spoiled Ballots Forms</i> must be returned inside this envelope.	And a second sec
THIS ITEM IS TO BE PLACED INSIDE Y BLUE ELECTION BAG AT THE TO		THIS ITEM IS TO BE PLACED I BLUE ELECTION BAG AT	
Payroll Envelope	-0	Envelopes 2 and 4	PCT.No. ENVELOPE No.4
Presiding Judge: Return all executed payroll forms. Please make sure all payroll forms are completed and signed by both you and the Election Worker.	-	Presiding Judge must return envelopes 2 and 4. Guide can be found <u>inside</u> binder.	PCT.NsENVELOPE Ns.1
THIS ITEM IS TO BE PLACED INSIDE Y BLUE ELECTION BAG AT THE TO		THIS ITEM IS TO BE PLACED I BLUE ELECTION BAG AT	
Black Curbside & Provisional Ballots Bag Bag must be sealed with <u>unvoted</u> paper ballots. The <i>Register of Official Ballots</i>		E-Poll Book(s) # <u>of</u> poll pads depends on location and must be locked.	POLL PRD
Forms must be completed and returned inside this THIS ITEM IS TO BE PLACED INSIDE BLUE ELECTION BAG AT THE TO	YOUR	THIS ITEM IS TO BE RETURNED BLUE ELECTION E	
Trash can and Wipes		Blue Ballot Box	1
Leftover Supplies: wipes, trash cans and bags must be returned how they were initially given to you.	LECTIONS	Ballot Box must be locked and sealed. For instructions see DS200 Closing Procedures inside your binder. Complete and turn in Receipt of Transfer Ballot Bo	
THIS ITEM IS TO BE RETURNED ALON BLUE ELECTION BAG	G WITH	THIS ITEM IS TO BE RETURNED BLUE ELECTION E	
Drop – Off for both Courthouse and Elect Presiding Judge: Yellow Bank Bag must floor, located at 500 E. Overland Ave. (rer	be dropped o nain in your	off at the El Paso County Public Park vehicle).	
Alternate Judge: Election Day Bag, Poll dropped at the El Paso County Elections W			

# END OF TRAINING

For more information or questions regarding this training contact

Marco Covarrubias, Training Coordinator Supervisor at M.Covarrubias@epcounty.com.