



# ELECTION DAY

## ELECTION WORKER TRAINING MAY 2024 UNIFORM & SPECIAL ELECTION

Revised 04/17/2024

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## 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.

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## 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
	Step-sister and spouse	Niece-in-law
	Step-brother and spouse	Nephew-in-law
		Step-great-granddaughter
		Step-great-grandson
		Step-niece and spouse
		Step-nephew and spouse

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### 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 appointed Alternate Judge 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.

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### 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](http://www.epcountyvotes.com)**

- DS200 Instructions
- Express Vote Instructions
- Express Touch Instructions
- Electronic Poll Pad Instructions

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### CONSTITUTIONAL OATH

- The Statement of Officer must be completed before the Constitutional Oath of Office is administered.
- Each oath that is administered is valid for the duration of the election officer's term of office and shall be filed with the election records, Elections Department.
- Note: The Constitutional Oath is signed by the Election Worker once a year. This oath will be executed during one of the Poll Worker Trainings.

El Paso County  
2000 Gateway Center  
El Paso, Texas 79901  
www.epcountytexas.gov

**CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK**  
Prior to being sworn in as a presiding judge, alternate judge, or early voting clerk, you must complete the statement of officer and take the constitutional oath. The Statement of Officer should be submitted to the Department of Elections, and then kept in the voting center.

**STATEMENT OF OFFICER**

I, Priscilla Morales, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised, or attempted to pay or promise any other person or persons, or myself, for the purpose of influencing the result of any public office or employment for the purpose or withholding of a vote at the election at which I am elected or appointed to serve the Department of Elections, and have not done so during the term of my office.

This statement is made by me, Priscilla Morales, as Alternate Judge.

Witness (Judge or Justice Clerk)  
Date: 05/4/2024 Signature of Officer: Priscilla Morales

**CONSTITUTIONAL OATH OF OFFICE**

As the holder and in the discharge of the duties of the office of Priscilla Morales, I do solemnly swear (or affirm) that I will faithfully execute the duties of my office, ELECTIONS DEPARTMENT, and that I will support and defend the Constitution and laws of the United States and of the State of Texas.

Priscilla Morales  
Signature of Officer (Presiding Judge, Alternate Judge, or Early Voting Clerk)

**DO NOT SIGN**  
Signature of Officer (Presiding Judge)

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# 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.

Small image showing the Oath of Election Judges and Clerks form with fields for Name, Election Office, Election Date, and a checkbox for Uniform & Special. It also includes the text of the oath and signature lines for the Presiding Judge and Clerks.

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# 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.

Small image of a person in teal scrubs standing next to a sign that says "Vote HERE" with a wheelchair symbol and a person with a white cane symbol.

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# 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.

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### 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).

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### PAYROLL

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

**ELECTION DAY PAYROLL FORM**

ASSIGNED POLLING PLACE: YWCA-West DATE: 05.04.24

**SECTION 1 - POLL WORKER INFORMATION**  
 SECTION 1 - POLL WORKER INFORMATION  
 BY SIGNING AND CHECKING THESE BOXES, YOU AGREE TO PROVIDE A COPY OF YOUR SOCIAL SECURITY CARD

Name: Voter: William SEX: [ ] MALE [ ] FEMALE

PREFERRED PARTY CHECK ONE: [ ] DEMOCRAT [X] REPUBLICAN

WORKED HOURS: [ ] 7:00 AM TO 8:00 AM [X] 8:00 AM TO 9:00 AM

SOCIAL SECURITY NUMBER: 123 45 6789 LAB NUMBER: 109234567

POLLING LOCATION: 123 Main St. CITY: El Paso STATE: TX ZIP: 79901 TELEPHONE: 915-400-0000

I HEREBY CERTIFY TO THE GOVERNMENT OF TEXAS THAT MY HOME ADDRESS AND EMPLOYMENT NUMBER ARE:

[ ] YES [X] NO (I MAY NOT BE RELEASED)  
 IF YOU CHECK YES, YOU MUST PROVIDE THE EMPLOYEE IDENTIFICATION ACT (EID) TO NAME A SUPERVISOR TO WHOM THE INFORMATION WILL BE AVAILABLE FOR PUBLIC ACCESS.

**SECTION 2 - PAYROLL INFORMATION**

TIME ARRIVED AT POLLING PLACE: 6:00 AM [X] AM [ ] PM

TIME LEFT THE POLLING PLACE: 8:00 AM [ ] AM [X] PM

**SECTION 3 - DELIVERY OF ELECTION DAY KIT** (IF YOU DID NOT DELIVER AT THE POLLING PLACE)  
 DELIVERY OF KIT CHECK ONE: [X] YES [ ] NO

IF NO CHECKS AND YOU THE CHECK ONE: [X] YES [ ] NO

**SECTION 4 - OATH AND SIGNATURES**  
 I, the undersigned, do hereby certify that the information provided on this form is true and correct to the best of my knowledge and belief, and that I am not providing any false or misleading information to the government of Texas. I understand that providing false or misleading information is a criminal offense under the laws of the State of Texas and the federal government, and may result in the revocation of my employment and the imposition of criminal penalties. I understand that this information may be made available to the public.

William Voter [Signature] Preside Aguirre [Signature]

Officer No. 1: \_\_\_\_\_ Officer No. 2: \_\_\_\_\_

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### PAYROLL

- Election Worker must complete **their own** payroll form
- Presiding Judge signs all payroll forms
- Alternate Judge will sign payroll form for the Presiding Judge

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### 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.

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### 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.

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### DRESS CODE-UNACCEPTABLE ATTIRE FOR ELECTION WORKERS

- Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
  - For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neckline, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
- Bib overalls
- **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**

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### 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))

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### NOTICE OF APPROVED FORMS OF ID

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

**Identificación requerida para votantes de Texas**

- Licencia de Conducir de Texas expedida por el Departamento de Seguridad Pública (DPS), según sea válida en inglés.
- Certificado de Identificación Expedido de Texas expedido por DPS.
- Tarjeta de Identificación Personal de Texas expedida por DPS.
- Licencia para Puntos de Venta de Texas expedida por DPS.
- Cédula de Identificación Militar de las Fuerzas Armadas de los Estados Unidos.
- Certificado de Ciudadanía de los Estados Unidos con fotografía.
- Pasaporte de los Estados Unidos (libre de pasaporte).

**ID required for Texas Voters**

- 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.
- Texas handgun license issued by DPS.
- United States Military Identification Card containing your photograph.
- United States Passport (book or card).

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### 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.

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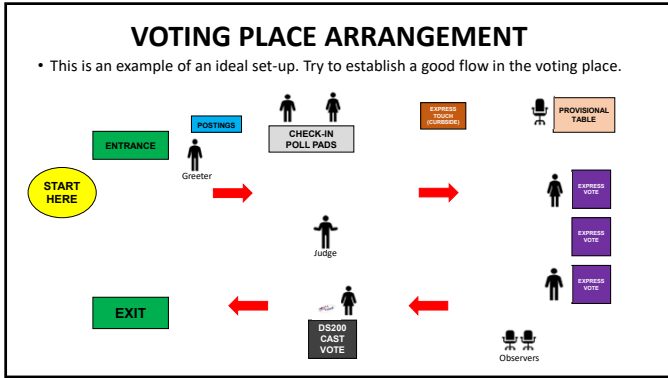
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### ELECTRONIC DEVICES

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.

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### ELECTRONIC & RECORDING DEVICES (SECS. 61.003 & 61.014)

- **Exception:** Election Worker conducting official duties.
- **Exception:** Use of election equipment necessary for the conduct of the election.
- **Exception:** Persons employed at the 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.

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

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### UPDATING WAIT TIMES

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

Letter	Wait Time
A	Less than 10 minutes wait time
B	10 to 20 minutes wait time
C	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. **PERSONAL USAGE is PROHIBITED.**
- **DO NOT** call, text message or download any apps.

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### 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).




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### VOTERS WITH DISABILITIES

#### Voters with disabilities have the right to:

- Vote by themselves and make their own choices.
- Get help from a person of their choice or an Election Worker.
- A physically accessible 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.**

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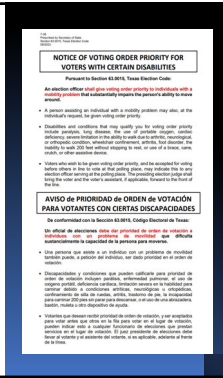
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## VOTERS WITH DISABILITIES

Pursuant to Section 63.0015 of Texas Election Code

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



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## VOTERS WITH DISABILITIES

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

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## ASSISTING A VISUALLY IMPAIRED VOTER

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

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### WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

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

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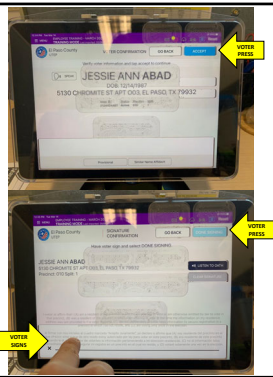
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### BRAILLE POLL PAD SCREEN

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



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### EXIT POLLING

- The 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

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### ELECTIONEERING

- Also known as **Campaigning**
- Post distance markers 100 ft. in each direction from all entrances through which voters may enter the building in which 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 **may not enforce** the electioneering or loitering statutes outside the 100 ft. distance marker (Sec. 32.075).
- Each Vote Center will be provided with **two large distance marker cones**. You must place them 100 from each entrance through which voters may enter the building.



**DISTANCE MARKER**

NO CAMPAIGNING OR LOITERING

NO CAMPAIGNING OR LOITERING

**MARCADOR DE DISTANCIA**

NO CAMPAIGNING OR LOITERING

NO CAMPAIGNING OR LOITERING

**DISTANCE MARKER**

NO CAMPAIGNING OR LOITERING

NO CAMPAIGNING OR LOITERING

**MARCADOR DE DISTANCIA**

NO CAMPAIGNING OR LOITERING

NO CAMPAIGNING OR LOITERING

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### ELECTIONEERING

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

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### POLL WATCHERS

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

The Poll Watcher...

- Must provide the 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).

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### POLL WATCHERS

- A Poll Watcher must complete the Poll Watcher training administered by the SOS and present the certificate of completion to the Presiding Judge 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](http://www.sos.texas.gov) (Sec. 33.051).
- Before being accepted for service, a watcher must take an oath 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.

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### 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 Presiding Judge may not have a watcher removed from the voting place for violating a provision of the Election Code or any other provision of law relating to the conduct of elections unless the violation was observed by an Election Judge or Clerk. However, 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.

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### 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.

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**STATE INSPECTOR**

- A State Inspector:
- is appointed by the Secretary of State's office to designated voting places across the state (Sec. 34.001)
  - must wear an identifying name tag or badge while on duty at the voting place (Sec. 61.010(b))
  - must be permitted to observe all election activities performed by the Election Judges and Clerks (Sec. 34.002)
  - is permitted to point out any irregularities or concerns to the Presiding Judge
  - may not observe the preparation of a voter's ballot, unless the voter is being assisted by an Election Judge or Clerk
  - are not required to take an oath administered by the Election Judge

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

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

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

- A person providing assistance to a voter under Sec. 61.032 or 64.032.
- A person accompanying a voter who has a disability.
- A special peace officer appointed by the Presiding Judge under Sec. 32.075.
- **Primaries Only:** The county chair of a political party conducting a primary election may be in a polling place during the voting period as necessary to perform administrative functions related to the conduct of the election, as authorized by Sec. 61.001 & 172.1113.
- A voting system technician, as authorized by Sec. 125.010.
- The county election officer, as defined by Sec. 31.091, as necessary to perform tasks related to the administration, of the election.
- A person whose presence has been authorized by the Presiding Judge in accordance with the Election Code.

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### HOW TO POLITELY ADDRESS DIFFICULT ISSUES

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

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### 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.




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### 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. A person 70 years of age or older 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**.

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### ACCEPTABLE FORMS OF PHOTO ID

1. Texas Driver License issued by the Texas Department of Public Safety (DPS)
2. Texas Personal Identification Card issued by DPS
3. Texas Election Identification Certificate issued by DPS
4. Texas 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)

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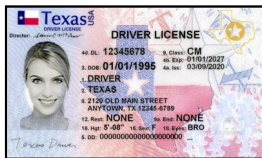
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### ACCEPTABLE FORM OF PHOTO ID TEXAS ID

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



GOLD STAR not required in order to vote

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### DPS RECEIPT WITH PHOTO

- Receipts are issued at DPS locations when you apply for a driver's license, identification card or EIC.
- They are printed on letter sized paper.
- They are used until card is received by applicant in the mail.
- The receipt should not be expired more than four (4) years before being presented for voting.



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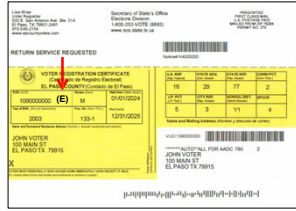
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### ACCEPTABLE ID/(E) NOTATION VOTER

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

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### 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.

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### REASONABLE IMPEDIMENT DECLARATION

- If the voter has a reasonable impediment or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to present a supporting form of ID and complete a "Reasonable Impediment Declaration." If the voter presents a supporting form of ID and completed the declaration, the voter will then complete their check-in on the E-Poll Book and proceed to the voting machine of their choice to cast a regular ballot.

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### ACCEPTABLE SUPPORTING FORMS

If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a

**Reasonable Impediment Declaration:**

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

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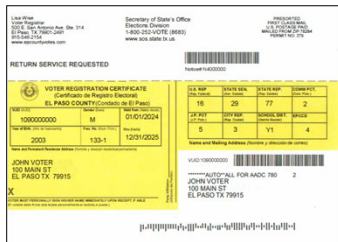
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### VALID VOTER REGISTRATION CERTIFICATE



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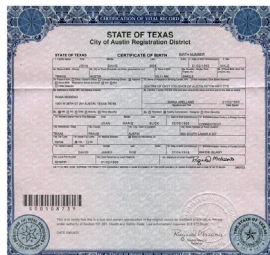
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### CERTIFIED BIRTH CERTIFICATE (must be an original)

- 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.



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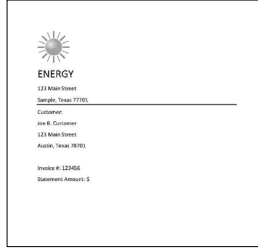
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### COPY OF OR ORIGINAL CURRENT UTILITY BILL

- It may be a copy or printout.
- To be current, the utility bill must be the most recent version or **at least dated within two (2) months** of the date it is presented to an Election Worker.
- The address on the utility bill does not have to match the address on the **E-Poll Book**.




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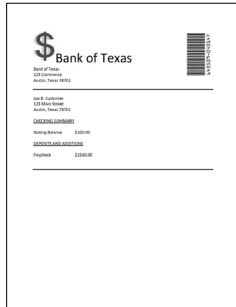
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### COPY OF OR ORIGINAL BANK STATEMENT

- It may be a copy or printout.
- The address on the bank statement does not have to match the address on the **E-Poll Book**.




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### COPY OF OR ORIGINAL GOVERNMENT CHECK

- It may be a copy or printout.
- The address on the government check does not have to match the address on the **E-Poll Book**.




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**COPY OF OR ORIGINAL PAYCHECK**

- It may be a copy or printout.
- The address on the paycheck does not have to match the address on the E-Poll Book.




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**COPY OF OR ORIGINAL OF OTHER GOVERNMENT DOCUMENT**

- Must be an original document if it contains a photograph.
- Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.

Examples:

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

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

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**REASONABLE IMPEDIMENT DECLARATION**

The voter must indicate one of the following impediments:

1. Lack of transportation
2. Disability or illness
3. Lack of birth certificate or other documents needed to obtain form of photo ID
4. Work schedule
5. Family responsibilities
6. Lost or stolen identification
7. Acceptable form of photo ID applied for but not received

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**EXAMPLE**

**REASONABLE IMPEDIMENT DECLARATION**

TO BE COMPLETED BY VOTER

1 Name: John Voter

2 Check at least two boxes:

Lack of transportation  Disability or illness  
 Lack of birth certificate or other documents needed to obtain acceptable form of photo ID  Family responsibilities  
 Lack of internet access  Language barrier or inability to read or write  
 Other: \_\_\_\_\_

3 I, John Voter (print name), hereby declare that I am unable to obtain an acceptable form of identification as required by Section 63.0011 of the Texas Election Code for purposes of voting in this election on this declaration. My ability to vote, including, but not limited to, my ability to obtain an acceptable form of identification, is being impaired by the impediment or other factor as set forth in this declaration. I am unable to obtain an acceptable form of identification as required by Section 63.0011 of the Texas Election Code.

4 My voter registration number is: 1094567890

5 My date of birth is: 05/04/2024

6 The voter provided a copy or original of one of the following forms of identification: None

7 I am a resident of: UTEP State of residence: 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.**

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**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.

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**ADDRESSES**

- You should not compare the address on any ID to the address on the E-Poll Book. They are not required to match.
- You are only required to confirm with the voter that the address on the E-Poll Book is correct (Sec. 63.0011).
- For example:
  - Ask the voter if he/she still lives on 123 Main Street. This allows the voter to update his/her voter registration record.
  - If the voter says yes...this confirms that their registration records are up to date.
  - If the voter says no...this means that the voter needs to update their address by completing a Statement of Residence.

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**EXAMPLE** Instructions for Voting by Mail on the **2024** **IT** #1912.0436

**STATEMENT OF RESIDENCE**

For persons whose residence address does not have an applicable address.  
 COMANDANCIA EJECUTIVA DE REGISTRO Y CERTIFICACION

Last Name (s) (last name)  
**Kennedy**

First Name  
**John**

Middle Name (if any)  
**F.**

Former Name (last name)  
 \_\_\_\_\_

Residence Address: Street Address and Apartment Number, City, State, and Zip  
**123 Camelot Ave.**

City and County of Present Residence in Texas  
**057291917**

City and County of Current Residence in Texas  
**057291917**

Area Code  
 \_\_\_\_\_

State of Birth (month, day, year)  
 \_\_\_\_\_

Sex  
 Male  Female

Gender (Optional)  
 Male  Female

Signature Number (Optional) (circle)  
 \_\_\_\_\_

Date  
**05/04/2024**

Signature of Applicant or Agent and Relationship to Applicant or Present Name of Applicant if Signed by Witness and Title  
**John F. Kennedy**

**STATEMENT OF RESIDENCE**

- Also known as a change of address form.
- If a voter moved, he/she will need to complete this form before voting.
- Or if the voter has a "Suspense" notation on the E-Poll Book, he/she **must** complete this form and give it back to you before voting.
- 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.

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**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 **he/she places their signature in the similar name box in the E-Poll Book**, 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 **completing a Statement of Residence form or a Voter Registration Application**.

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**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

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### QUALIFYING PROCESS

- Chapter 63 of the Texas Election Code
- Step 1: **Identify voter by asking for any of the 7 acceptable forms of photo ID.** If the voter fills out a **Reasonable Impediment Declaration**, ask for the **supporting form of ID.**
- Step 2: **E-Poll Book.** Look-up voter with photo ID or supporting form:
  - Voter's name, **Date of Birth**;
  - Address/Residence (does not have to match from E-Poll Book to acceptable photo ID/supporting form);
  - Any notations.

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

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### 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. **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!**

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### 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.

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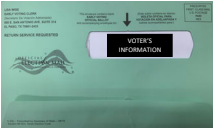
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## SURRENDER BALLOT BY MAIL

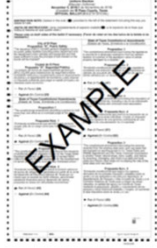
CARRIER ENVELOPE



MAIL OUT ENVELOPE



BALLOT

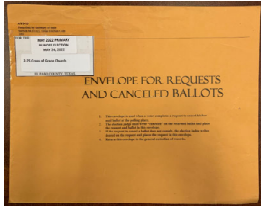


- Examples of ballot by mail envelopes and ballot. Voter must surrender the **carrier envelope OR the mail out envelope AND the ballot** in order to cast their vote, in person, at your Vote Center.
- If voter does not have any of the documents mentioned above, **you must offer him/her to cast a provisional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

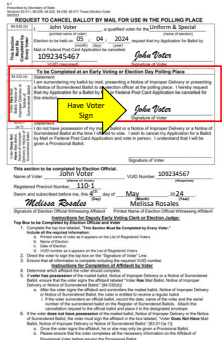


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## BALLOT BY MAIL CANCELLATION



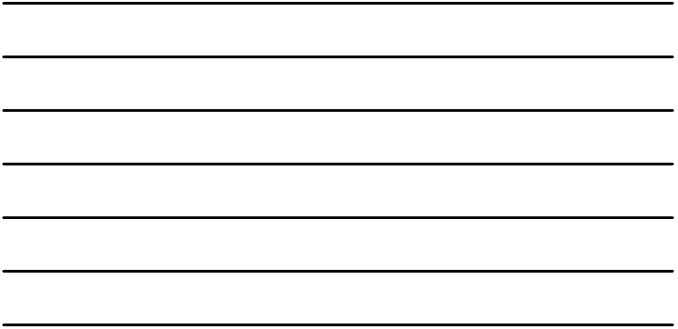
Complete with voter's name, election date and election date



Complete with voter's name, precinct name, registered, VOID, election date and your signature

→

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



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## 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.

REGISTER OF SURRENDERED BALLOTS BY MAIL		
Signature	Name of Voter	Ballot Number
<i>[Signature]</i>	John Voter	10012345

This information should be completed by the appropriate voter's Application for Ballot by Mail or Precinct Clerk Application for the voter's Application for Ballot by Mail.



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### 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 IMPROPER DELIVERY**

Name of voter: **Jose Ramos** Voted Number: **1095673213**

This is to advise in advance that your ballot for the Uniform & Spatial Election was received by the vote center clerk. The voter acknowledgment was found and reviewed in violation of the Uniform Code and you are notified:

**Check Reason:**

- X** The ballot was not returned in the official voter envelope.
- The ballot was received in the official voter envelope for a particular precinct containing more than one voter envelope. If another envelope is used to return the voter envelope, all envelopes are considered to have been received at the polling place and the voter's ballot will be destroyed. No vote will be counted for the voter.
- The voter requested that your voter envelope be returned from the location indicated below. A voter envelope may not be returned by collector or contact center if the delivery method is not the delivery of your ID to the office.
- H** Identification of a political party or candidate in the election.
- R** Signature on the envelope is not that of the voter.
- S** Speech or given of opinion political committee included in the election.
- U** An envelope that reported the election.
- The recipient or intended recipient who delivered your voter envelope did not provide a receipt for delivery in the receipt provided did not read with reasonable care the instructions on the ballot.
- The ballot was tampered with in violation of other laws that apply, including, but not limited to, the election laws that are listed below, or the laws that apply to the voter's conduct.

This notice is only for the purpose of providing notice to you and should not be used for anything else, including, but not limited to, the election laws that are listed below, or the laws that apply to the voter's conduct.

If you have any questions regarding this notice, please call my office at (915) 546-2154.

*Lisa Wise*  
 Director of Early Voting Unit  
 05/06/2024  
 Date

Note to Polling Place Election Official: If a voter presents this notice and offers to vote, the voter must surrender the ballot unless they have been accepted for voting. If otherwise accepted, the voter may vote at a regular ballot at the polling place. The ballot with the words "Cancelled" on this notice and return it in a separate envelope to the election authority.

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### 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.




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### 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 procedure 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) but 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).




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### 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.

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### 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.

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

All Provisional Voters must be checked-in on the E-Poll Book except for those voters that:

1. Did not meet the voter registration deadline; or
  2. Are not registered to vote.
- A combination form will be provided to process those voters that fall under this category.
  - Remember, should any questions arise call the Elections Department first!

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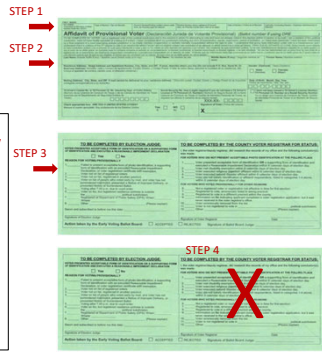
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### NEW: AFFIDAVIT OF PROVISIONAL VOTER

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




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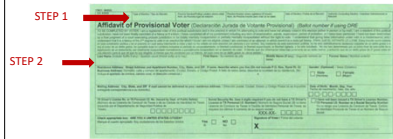
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### AFFIDAVIT OF PROVISIONAL VOTER (continued)

- 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



**TURN THE AFFIDAVIT OF PROVISIONAL VOTER AROUND**

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### 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!

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### AFFIDAVIT OF PROVISIONAL VOTER (continued)

The image shows a portion of a form titled 'AFFIDAVIT OF PROVISIONAL VOTER (continued)'. It is divided into two columns. The left column is for the 'ELECTION JUDGE' and the right column is for the 'COUNTY VOTER REGISTRAR'. A red circle is drawn around the right column, which contains the text 'STEP 4 DO NOT COMPLETE'. The form includes various checkboxes and fields for identifying the voter and their reason for voting provisionally.

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

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

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

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

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

SEE NEXT SLIDE FOR EXAMPLE

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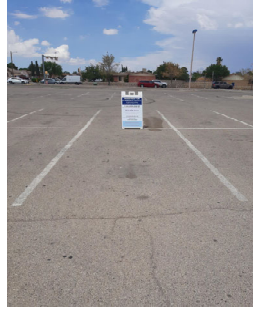
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### CURBSIDE VOTER

- You may not question or challenge the voter for voting curbside!
- Curbside voters **will be checked-in** on the E-Poll Book.
- Curbside voters **DO NOT receive an activation card** 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!



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

Title of Election: <b>Uniform &amp; Special</b> Date of Election: <b>05/01/2024</b> Precinct: <b>Fire Station #15</b>		Polling Location: <b>Fire Station #15</b> Precinct: <b>05/01/2024</b> Location:	
INFORMATION OF PERSON THAT PROVIDED TRANSPORTATION TO SEVEN OR MORE VOTERS FOR CLASSICAL VOTING INFORMACION DE PERSONA QUE PROVIYO TRANSPORTACION A SEITE O MAS VOTANTES			
Signature of Person that Provided Transportation (Type or print name and official designation)	Print Name of Person that Provided Transportation (Type or print name and official designation)	Address of Person that Provided Transportation (Type or print name and official designation)	I hereby do so provided by the voter consent. I certify that I am not related to the voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood).
<i>Luis Robles</i>	Luis Robles	123 Main St., El Paso, TX 79901	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No

- Complete only if a person simultaneously provides transportation to 7 or more curbside voters to the voting place.
- **Does NOT** apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood).
- If complete, return inside Envelope #2.

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### RENDERING ASSISTANCE TO A VOTER

- Voters who are eligible for assistance:
- Any voter who is physically unable to mark his or her ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6);
  - Any voter who cannot read the languages on the ballot (Sec. 64.031; 42 U.S.C.A., 1973aa-6).
- Definitions of assistance (Sec. 64. 0321):
- Reading the ballot to the voter
  - Directing the voter to read the ballot
  - Marking the voter's ballot as directed by the voter
  - Directing the voter to mark the ballot
- The person who is to provide assistance must first take an Oath of Assistance administered by one Election Worker (Sec. 64.034).

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143  
Prescribed by Secretary of State  
Section 61.033, Article 16, Texas Election Code  
90003

Type of Election Uniform & Special	Polling Location Fire Station #16
Date of Election 05/04/2024	Authority Conducting Election Lisa Wise

**OATH OF ASSISTANCE**

**Oath of Person Assisting Voter:** "I swear (or affirm) under penalty of perjury that the voter is an eligible registered voter who is eligible to receive assistance; and that I am not the voter's employer, an officer or agent of the voter's employer, an agent of a labor union to which the voter belongs, or a person 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 es el votante al que estoy asistiendo no represento que no soy empleador, un agente de un empleador del votante, un agente de un sindicato al cual el votante pertenece, no comunico información sobre el votante ni sobre su voto a una persona, a un grupo que no es empleador del votante, ni sobre el votante para no ser votado."

Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Modelo)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Do you receive or expect any form of compensation for performing assistance, whether or not a candidate? (Indicate if you receive or expect compensation in any amount or in any form, whether or not for services.)
<i>Michael Scott</i>	Michael Scott	123 Main St., El Paso, TX 79901	Brother	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

**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 the address.  
d. Indicate whether he or she receives or expects 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 4<sup>th</sup> day of May, 2024.  
I, Melissa Rosales,  
Signature of Election Officer  
Melissa Rosales  
Printed Name of Election Officer

**RETURN INSIDE ENVELOPE #2**

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## USING ENGLISH & INTERPRETERS

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

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143  
Prescribed by Secretary of State  
Section 61.033, Article 16, Texas Election Code  
90003

Type of Election Uniform & Special	Polling Location H.D. Hilley Elementary
Date of Election 05/04/2024	Authority Conducting Election 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 Interpretador:** "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 dirige al votante o que el votante dirige a cualquier oficial electoral."

*Luz Lopez*

**Instructions:**  
1. Administer the Oath of Interpreter to the Interpreter.  
2. The interpreter must repeat the Oath aloud.  
3. Instruct the interpreter to sign the form.

The above oaths were sworn and subscribed to before me this 4<sup>th</sup> day of May, 2024.  
I, Melissa Rosales,  
Signature of Election Officer  
Melissa Rosales  
Printed Name of Election Officer

**RETURN INSIDE ENVELOPE #2**

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### 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.**

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**SPOILED BALLOT (EXPRESSVOTE MACHINE VOTER)**

The diagram shows a 'REGISTER OF SPOILED BALLOTS' table with the following data:

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other
000002	Jonathan Marquet	YES	NO	NO

Below the table, a signature line reads: "Signature of Presiding Judge: Jesse James".

An example ballot is shown with "Spoiled" written vertically on the front. A yellow arrow points from the register to the ballot, and another points from the ballot to a "SPOILED BALLOTS" envelope. A text box says: "Write 'Spoiled' on the ballot. Number of ballot is on the back of the ballot." Another text box says: "Insert spoiled ballot and register inside Spoiled Ballots Envelope".

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**SPOILED BALLOT (CURBSIDE PROVISIONAL VOTER)**

The diagram shows a 'REGISTER OF SPOILED BALLOTS' table with the following data:

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other
000002	Jonathan Marquet	YES	NO	NO

Below the table, a signature line reads: "Signature of Presiding Judge: Felipe Ramirez".

An example ballot is shown with "Spoiled" written on the front. A yellow arrow points from the register to the ballot, and another points from the ballot to a "SPOILED BALLOTS" envelope. A text box says: "Write 'Spoiled' on the ballot". Another text box says: "Insert spoiled ballot and register inside Spoiled Ballots Envelope".

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### ELECTION DAY SEAL LOG

LOCATION: **SAMPLE POLL PLACE**

ELECTION: **MAY 4 2024 UNIFORM & SPECIAL ELECTION**

MACHINE #	DS200 MACHINE		MAY 4 2024 ONLY	MAY 4 2024 ONLY	MAY 4 2024 ONLY
	SEAL NUMBER	KEY			
1	12040040	0400001			
2	12040040	0400002			

MACHINE #	EXPRESSVOTE MACHINE		MAY 4 2024 ONLY	MAY 4 2024 ONLY	MAY 4 2024 ONLY
	SEAL NUMBER	KEY			
1	12040040	0400001			
2	12040040	0400002			

NOTE: 05 04 2024    JUN 4    **Pollock, Dan**    2024 ELECTION    **Elects, House**

PLEASE PLACE ALL SEALS BACK IN THE BAG ON THIS SHEET    RETURN INSIDE ENVELOPE #1

### 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

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### REGISTER OF OFFICIAL BALLOTS BALLOT AND SEAL CERTIFICATE

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-initiated 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).**

**NOTE:** Supplemental items that are Pre-Poll Photo and/or Affidavit/Signature Ballots must not be counted in this report. Only ballots counted in this report.

**WITNESSES:** I, the undersigned election officials, do hereby certify that all sealed ballots were placed in the transfer bins in accordance with the election law.

Presiding Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Alternate Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Watcher (if present): \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Observer (if present): \_\_\_\_\_ Date: \_\_\_\_\_

### REGISTER OF OFFICIAL BALLOTS

- 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-initiated 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)

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### REGISTER OF OFFICIAL BALLOTS (PROVISIONAL 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 Date of Election, Election Name and your assigned Polling Place.

**A. 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**

**NOTE:** Supplemental items that are Pre-Poll Photo and/or Affidavit/Signature Ballots must not be counted in this report. Only ballots counted in this report.

**WITNESSES:** I, the undersigned election officials, do hereby certify that all sealed ballots were placed in the transfer bins in accordance with the election law.

Presiding Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Alternate Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Watcher (if present): \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Observer (if present): \_\_\_\_\_ Date: \_\_\_\_\_

### 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**
- NOTE:** Supplemental items that are Pre-Poll Photo and/or Affidavit/Signature Ballots must not be counted in this report. Only ballots counted in this report.
- WITNESSES:** I, the undersigned election officials, do hereby certify that all sealed ballots were placed in the transfer bins in accordance with the election law.
- Presiding Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Alternate Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Watcher (if present): \_\_\_\_\_ Date: \_\_\_\_\_  
 Poll Observer (if present): \_\_\_\_\_ Date: \_\_\_\_\_

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

- The notice shall **remain posted at the entrance to your Vote Center until it is closed** for voters.
- Obtain these numbers from the "Public Count" of both the DS200 and Express Touch.
- Write down your count every **two hours**; 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  
(ACTOS DEL NUMERO DE VOTANTES QUE HAN VOTADO)

Number of Voters (NUMERO 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

*Peter Aguilera*  
Signature of Presiding Judge  
Witness of Act Presiding

NOTES TO PRESIDENTIAL JUDGES:  
The total number of voters is shown on the poll list shall be printed at the time listed. This notice shall remain posted until the polls close.  
NOTES AL ACT PRESIDENTIAL:  
El número de votantes establecido en la lista de votantes en momento de haberse establecido el acta. El mismo número deberá estar presente en el acta de votantes.

RETURN INSIDE ENVELOPE #2

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### 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**.

ELECTION DAY  
ACTIVATION CARDS & PROVISIONAL BALLOT BAG-SEAL LOG

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

Presiding Judge: Chayo Apodaca Election Date: 05/04/2024

Serial #	Presiding Judge Initial	Election Judge Initial
Opening Bag Number: <u>918573</u>	<u>CR</u>	<u>RG</u>
Closing Bag Number: <u>918574</u>	<u>CR</u>	<u>RG</u>

Election Judge Signature: Claudia Ramirez

REMEMBER:  
• Activation cards are to be used for in-person voting at your polling place.  
• Paper Ballot requests are to be used for provisional voters in emergency cases only.  
• Candidate names must appear above their votes on the Express Touch machines.

RETURN INSIDE ENVELOPE #2

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### 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.



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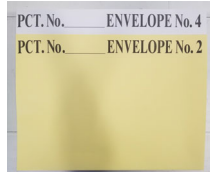
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## ENVELOPE #2 & ENVELOPE #4

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

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## 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.

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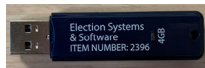
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## DELIVERY OF FLASH DRIVES

- 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 **must** 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 will 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!**




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### 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.



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### 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.
  - **DO NOT SIGN OR WRITE TIME OF DELIVERY.** 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.

County	County Seat	County Judge	County Clerk
<b>RECEIPT FOR TRANSFER CASE (BLUE BALLOT BOX WITH LIVE BALLOTS)</b>			
I, the undersigned presiding judge of the central counting station, do hereby acknowledge receipt of the transfer case as described below. <b>Electoral District</b> _____, and the <b>Ballot Caseload</b> _____, are subject to the election of the _____ on the date of delivery.			
<b>DO NOT COMPLETE</b>			
TIME OF DELIVERY OF TRANSFER CASE: _____			
<b>DO NOT SIGN</b>			
Signature of Presiding Judge of the Central Counting Station or designated representative: _____			
<small>                     WHITE COPY: CENTRAL COUNTING STATION    YELLOW COPY: ELECTIONS WAREHOUSE                      REGIONAL OFFICE: 3850 JUSTICE DR., EL PASO, TEXAS 79938                      PHONE: (972) 556-2222    FAX: (972) 556-2223                      WWW.ELECTIONS.TX.GOV    MAILING ADDRESS: 3850 JUSTICE DR., EL PASO, TEXAS 79938                 </small>			

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### 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.

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# ELECTION DAY CLOSING GUIDE

- Preparing to leave your Vote Center:
- **Yellow bank bag** **MUST** be returned to the El Paso County Courthouse.
  - Everything else listed on this form including the Election Day bag **MUST** 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**.




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## END OF TRAINING

For more information or questions regarding this training contact  
 Marco Covarrubias, Training Coordinator  
 Supervisor at  
[M.Covarrubias@epcounty.com](mailto:M.Covarrubias@epcounty.com).

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