



Texas Secretary of State
ELECTIONS DIVISION



New Party Chairs: Roles and Responsibilities

June 18, 2026



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ELECTIONS DIVISION



Understanding the Election Code



Political Parties Under the Election Code

Title 10 of the Election Code regulates political party activity in Texas

- Chapter 161 – General Rules (including party officer eligibility)
- Chapter 162 – Political Affiliation Rules
- Chapter 163 – Party Rules
- Chapter 171 – Organizational Rules for Political Parties
- Chapter 172 – Primary Elections
- Chapter 173 – Primary Finance
- Chapter 174 – Party Conventions
- Chapters 181 and 182 – Rules for Parties Nominating by Convention
- Chapters 191 and 192 – Rules for Presidential Primaries and Presidential Elections



Party Organization

- Chapter 171 outlines the basic rules for the organization of political parties
- Organizational requirements for all party committees
 - State Executive Committee
 - County Executive Committee
 - District Executive Committee
 - Precinct Executive Committee
- Election requirements for party offices – majority vote at primary election
- Vacancy-filling procedures
- When Chapter 171 is silent, party rules apply
- Newly elected county chairs and precinct chairs take office June 15, 2026



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Understanding Your Role and Responsibilities



Political Parties in the Election Process

- The county chair has several responsibilities in the election process:
 - Primary Elections
 - Candidate filings
 - Ballot drawing
 - Election worker appointments
 - Conducting election day voting or contracting with county
 - Canvassing election results
 - November General Elections
 - Election worker appointments (list procedure)
 - Poll watcher appointments
 - County election board and county election commission member



Role of the SOS

- Provide advice and assistance on election procedures
- Obtain and maintain uniformity in the application of the election laws of Texas
- Management of statewide voter registration system
- Develop training materials and resources for county, local, and party officials
- Create official forms + review modified forms for county, local, and party officials
- Reimburse certain primary election expenses
- Observation of election activities by election inspectors
- Conduct election audits for randomly selected counties
- Refer criminal complaints to the Attorney General's Office



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Transitioning to a New Chair



Administrative Transition

- Change signatories on bank account
- Precinct chair and county chair canvass results
- Candidate applications
- Paperwork related to the primary elections
- Passwords to any websites or social media pages for county party
 - Bank login names and password
 - If Multi-Factor Authentication, change contact info; or
 - Delete previous login name and password, and set up new one after signatory change
 - Facebook, Instagram, etc.
 - County Party Website
- Any other documents concerning party affairs

Failure by the previous chair to transfer any of these records to the new chair by the 30th day after the start of the new chair's term is a Class C Misdemeanor (Sec. 171.028)



TEAM Access and Security Training

- In order to access the TEAM system, the county chair is required to take mandatory security training provided by our office before the chair can be provided with the necessary login credentials.
- Our office will provide information to county chairs about how to perform the security training prior to the start of the candidate filing period.



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Vacancies and Replacement Nominees



Vacancies in County and Precinct Office

- If vacancy occurs before the 74th day before General Election Day of the next-to-last even-numbered year of a term of office (i.e. Friday, August 21, 2026 for a term that ends in 2028), then the remainder of the unexpired term shall be filled at the next general election for state and county officers (November 3, 2026).
- If vacancy occurs after the 74th day before the General Election Day, then the appointment to fill the vacancy shall continue until the upcoming general election and until a successor has been elected and qualified for office. (Sec. 202.002)



Vacancies in County and Precinct Office continued

- If the vacancy occurs on or before the 5th day before the date of the regular deadline to file in the general primary, then the vacancy shall be filled during the general primary.
 - Filing deadline:
 - if before the 10th day before the regular filing deadline, then the regular filing deadline
 - If after the 10th day before the regular filing deadline, then 6:00 p.m. of the 5th day after the regular filing deadline (Sec. 202.004)
- If the vacancy occurs after the 5th day before the date of the regular filing deadline in the general primary, then the executive committee shall nominate a candidate for the unexpired term (Sec. 202.006)



Replacement Nominees

- Deadline to withdraw: 74th day before General Election Day (Friday, August 21, 2026)
- County Executive Committee may nominate a replacement candidate if:
 - The candidate withdraws due to catastrophic illness that was diagnosed after the first day from the deadline to file for the general primary ballot and the illness would permanently and continuously incapacitate the candidate and prevent the candidate from performing the duties of the office sought; and
 - Files and withdrawal request and certificate signed by two licensed physicians
 - No political party has a nominee for the office sought by the withdrawing candidate as of the time of withdrawal (Sec. 145.036)



Common Questions and Issues

Vacancies and Replacement Nominees

- Vacancies in nomination due to death, withdrawal, or ineligibility (or a sudden vacancy in public office) can **sometimes** be filled by the appropriate executive committee for that office
 - State Exec. Comm. for a state office, Dist. Exec. Comm. for a district office
 - County Exec. Comm for a county office, Prec. Exec. Comm. for a precinct office
- Whether the nominee can be selected by the executive committee will depend on the circumstances of the vacancy, and the timing of the vacancy
- Nomination is made by the new executive committee that was elected in the 2026 Primary Elections after the new term begins on June 15, 2026
- Please contact our office and/or see [Advisory 2025-14](#) for more guidance on the applicable circumstances and procedures for filling a vacancy in nomination



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Appointment of Election Workers



General Election - Appointment of Election Workers

- Election Day Judges
- Election Day Clerks
- Deputy Early Voting Clerks
- Presiding Judge – Early Voting Ballot Board
- Alternate Presiding Judge – Early Voting Ballot Board
- Members – Early Voting Ballot Board
- Signature Verification Committee
- Presiding Judge – Central Counting Station
- Alternate Judge – Central Counting Station



General Election - Appointment of Election Workers

- County Chair will submit a list of names to the county commissioners court who will be appointed as an election workers for the election.
 - The first name on the list will be selected
- Deadline to submit the list depends on population size:
 - County with population over 500,000: June 30 and appointments made in July Term
 - County with population of 500,000 or less: July 31 and appointments made in August Term.



General Election - Appointment of Election Workers

- If a County Chair fails to submit a list, then the county election officer can submit his or her own list.
- Election worker vacancies also filled by the list procedure.
- Election Judges may be removed for causing disruptions in the polling place or willfully disobeying the requirements of the Election Code.
 - County Election Officer first issues a verbal warning to the Election Judge.
 - County Election Officer must consult with County Chair. If they agree with removal, then an emergency appointment may be made. (Sec. 32.002(g))



Common Questions and Issues

List Procedure

- Election judges for county elections are appointed from lists provided by the county chair of each political party
- County chair provides list of eligible workers in order of preference to county, and county appoints the workers from the list
- Must be submitted in June (Counties Over 500K) / July (Counties Under 500K)
- If no list (or not enough names) provided, county must make a reasonable effort to consult with chair before appointing from the county's own list, but must also try to maintain party balance
- Other offices are also list-appointed in certain elections:
 - EVBB / CCS Presiding and Alternate Judges (All county elections)
 - Election Day Clerks (Only November even-year elections)
 - Deputy Early Voting Clerks (Only November even-year elections or separate primaries)
 - SVC/EVBB Members (Only November even-year elections or joint primaries)
- [Appointment of Election Workers Handbook](#)



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Resources to be Aware of



Websites

www.votetexas.gov

Available in English and Spanish

Mobile Site

Updated for each uniform election

Please feel free to link to this website to assist in providing information to voters

The screenshot shows the homepage of **VOTE TEXAS.GOV**, powered by the Texas Secretary of State. At the top, there are navigation buttons for **VOTER REGISTRATION**, **VOTING IN PERSON**, **VOTING BY MAIL**, **VOTERS WITH DISABILITIES**, and **FREQUENTLY ASKED QUESTIONS**. Below this is a search bar with the text "What can we help you with?" and a "Search" button. A trending search section shows "ID Requirements for Voting in Person?", "ID Requirements for Voting by Mail?", and "Am I Registered to Vote?".

The main content area features a portrait of Jane Nelson, Secretary of State, with the text: "Your official resource for voter information in Texas. Thank you for visiting VoteTexas.gov, the one-stop resource for voter information." Below her name is a grid of election dates for **NOV: 4: 2025**:

- Last Day to Register: 6 OCT
- Mail Ballot App Deadline: 24 OCT
- Early Voting Begins: 20 OCT
- Early Voting Ends: 31 OCT

Below the dates is a section titled "Empowering Texans with Reliable Voter Information" containing buttons for: **Am I Registered?**, **Register to Vote**, **What's on the Ballot?**, **Voter ID**, **Where's my Polling Place**, **Election Results**, **Elections Statistics & Turnout Data**, **Application for Ballot by Mail**, and **Track my Ballot**.

On the right side, there is a "Our Latest Tweets" section showing a tweet from the Texas Secretary of State (@TXsecofstate) dated Jun 26, thanking @KXAN_News for helping educate Texans about the upcoming constitutional amendment election.



Websites Cont.

<https://www.sos.state.gov>

Welcome to Texas Elections

The Secretary of State is the chief election officer for the State of Texas. The Secretary of State's **Elections Division** provides assistance and advice to election officials on the proper conduct of elections. This includes hosting seminars and elections schools, providing calendars, ballot certification, primary election funding, and legal interpretations of election laws to election officials. We also provide assistance to the general public on voter registration and other election issues through our 1-800 toll-free number, 1-800-252-VOTE (8683), and [via the Internet](#).



Voters



Candidates



Election Officials



Voting Technology



Election Results/Data

Upcoming Statewide Elections



November 5, 2024
General Election



May 3, 2025
Uniform Election Date



November 4, 2025
Uniform Election Date



Helpful Resources

- [County Chair Handbook \(PDF\)](#)
- [Appointment of Election Workers Handbook \(PDF\)](#)
- [Election Judges and Clerks Handbook \(PDF\)](#)
- [Early Voting Ballot Board Handbook \(PDF\)](#)
- [Central Counting Station Handbook \(PDF\)](#)



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov