

POSTINGS OVERVIEW

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Introduction

- During recent election cycles, visits were made to multiple counties and entities by our team of Election Security Trainers throughout the State of Texas.
- As a reminder, our role as Election Security Trainers, is to observe and obtain best practices to incorporate for future trainings.
- Areas of observation included postings inside and outside the polling place, in the voting booths, information provided to voters, and website requirements.



Reminders

- Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders.
- Refer to the Opening Polls Checklist form for a list of the required forms for Election Day.
- ALL postings must be visible to the voters at all times.
- Make sure postings are placed in the correct areas.
- Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side (see Texas Election Code 272.005(a)).
- Legal approval from the Secretary of State's office is required if prescribed postings are altered or new postings are created.



Required Postings

Website Requirements



Election Specific Information Required to be Posted

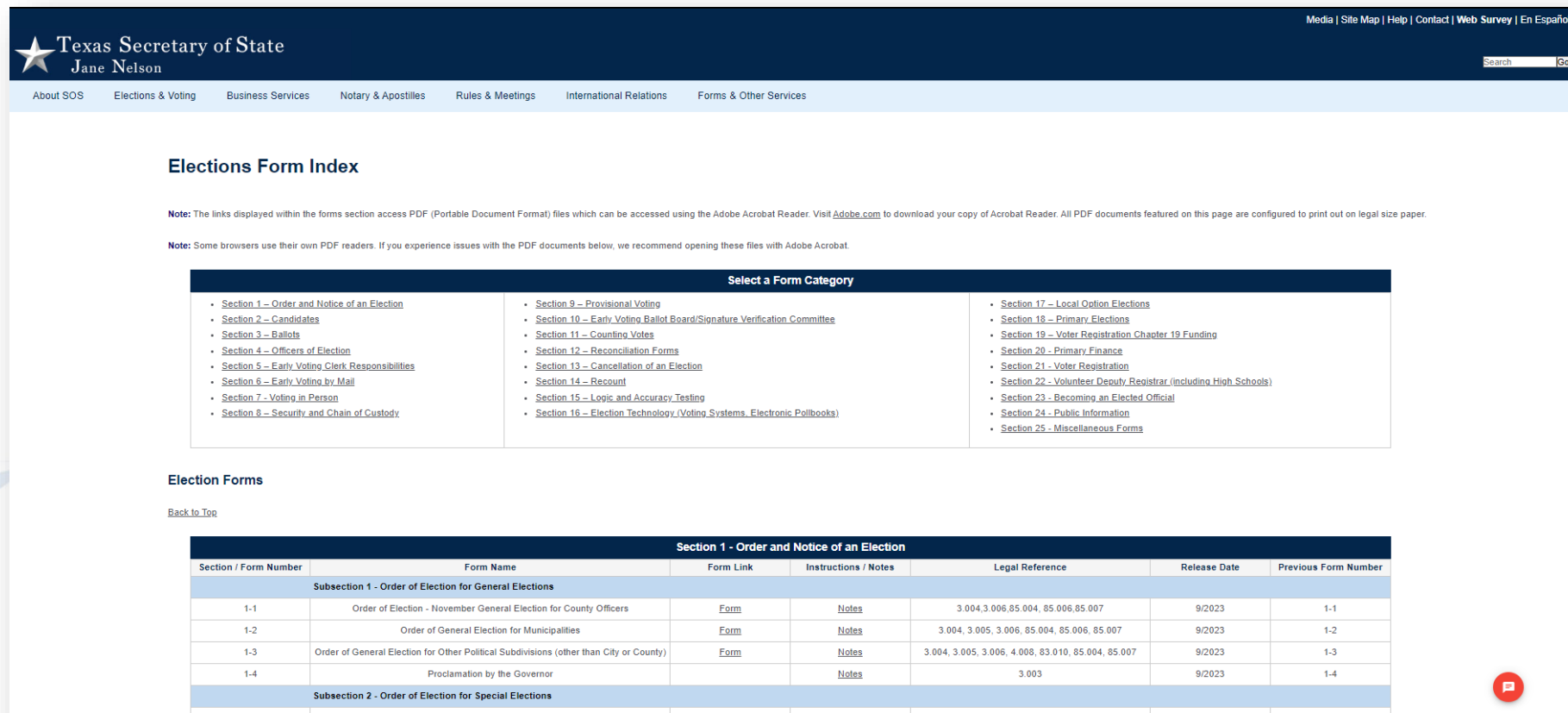
- For entities maintaining a public website, the following information must be posted on their website not later than the 21st day before election day:
 - Date of Election
 - Early Voting and Election Day Polling Places
 - Name of the building
 - Street address including zip code
 - Days and hours of voting at each location
 - Each Candidate and Measure Appearing on the Ballot
 - Posted Sample Ballots



Election Specific Web Postings

- Access Secretary of State prescribed forms here:

<https://www.sos.state.tx.us/elections/forms/pol-sub/index.shtml>



Media | Site Map | Help | Contact | Web Survey | En Español

Texas Secretary of State
Jane Nelson

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Elections Form Index

Note: The links displayed within the forms section access PDF (Portable Document Format) files which can be accessed using the Adobe Acrobat Reader. Visit [Adobe.com](http://adobe.com) to download your copy of Acrobat Reader. All PDF documents featured on this page are configured to print out on legal size paper.

Note: Some browsers use their own PDF readers. If you experience issues with the PDF documents below, we recommend opening these files with Adobe Acrobat.

Select a Form Category

- [Section 1 – Order and Notice of an Election](#)
- [Section 2 – Candidates](#)
- [Section 3 – Ballots](#)
- [Section 4 – Officers of Election](#)
- [Section 5 – Early Voting Clerk Responsibilities](#)
- [Section 6 – Early Voting by Mail](#)
- [Section 7 – Voting in Person](#)
- [Section 8 – Security and Chain of Custody](#)
- [Section 9 – Provisional Voting](#)
- [Section 10 – Early Voting Ballot Board/Signature Verification Committee](#)
- [Section 11 – Counting Votes](#)
- [Section 12 – Reconciliation Forms](#)
- [Section 13 – Cancellation of an Election](#)
- [Section 14 – Recount](#)
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- [Section 16 – Election Technology \(Voting Systems, Electronic Pollbooks\)](#)
- [Section 17 – Local Option Elections](#)
- [Section 18 – Primary Elections](#)
- [Section 19 – Voter Registration Chapter 19 Funding](#)
- [Section 20 – Primary Finance](#)
- [Section 21 – Voter Registration](#)
- [Section 22 – Volunteer Deputy Registrar \(including High Schools\)](#)
- [Section 23 – Becoming an Elected Official](#)
- [Section 24 – Public Information](#)
- [Section 25 – Miscellaneous Forms](#)

Election Forms

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Section 1 - Order and Notice of an Election						
Section / Form Number	Form Name	Form Link	Instructions / Notes	Legal Reference	Release Date	Previous Form Number
Subsection 1 - Order of Election for General Elections						
1-1	Order of Election - November General Election for County Officers	Form	Notes	3.004, 3.006, 85.004, 85.006, 85.007	9/2023	1-1
1-2	Order of General Election for Municipalities	Form	Notes	3.004, 3.005, 3.006, 85.004, 85.006, 85.007	9/2023	1-2
1-3	Order of General Election for Other Political Subdivisions (other than City or County)	Form	Notes	3.004, 3.005, 3.006, 4.008, 83.010, 85.004, 85.007	9/2023	1-3
1-4	Proclamation by the Governor		Notes	3.003	9/2023	1-4
Subsection 2 - Order of Election for Special Elections						
	Order of Special Election for Counties (For Governor, ordered or county ordered)					



Election Specific Web Postings

- Notice of Election is required, but form used varies based on type of election
 - Notice of General Election (Form 1-12)
 - Notice of Special Election for Counties (Form 1-13)
 - Notice of General Election for Municipalities (Form 1-14)
 - Notice of General Election for Other Political Subdivisions (Form 1-15)
 - Notice of Special Election for Cities, Schools, and Other Political Subdivisions (Form 1-16)



Notice of Election

- Type and date of the election;
- Must designate the name and address of main early voting location;
 - Best practice to include branch early voting locations too
- The name and address of each polling place;
- The hours polls will be open for voting, including the early voting dates and hours or any Saturday or Sunday early voting;
- The early voting clerk's official mailing address, phone number, e-mail address, and website;
- Any other information required by law.

1-12
 Prescribed by Secretary of State
 Sections 4.004, 83.010, 85.004, 85.007, Texas Election Code
 9/2023

NOTICE OF GENERAL ELECTION AVISO DE ELECCIÓN GENERAL

To the registered voters of the County of _____, Texas:

(A los votantes registrados del Condado de _____, Texas)

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., November _____, 20____, for voting in a general election to elect _____ (presidential electors, if applicable), Members of Congress, Members of the Legislature, and state, district, county and precinct officers.

(Notifíquese por la presente, que las casillas electorales citadas abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el _____ de noviembre de 20____ para votar en la Elección General para elegir _____ (electores presidenciales, si es aplicable), Miembros del Congreso, Miembros de la Legislatura, y oficiales del estado, distrito, condado y del precinto.)

On Election Day, voters must vote in the precinct where registered to vote, unless the countywide polling place program is being used in the election.
 (El Día de Elección, los votantes deberán votar en el precinto donde están inscritos para votar, a menos que el programa de sitios de votación del condado se está utilizando en la elección.)

Location of Election Day Polling Places Include Name of Building and Address (Sitios de votación el Día de Elección) (Incluir Nombre del Edificio y Dirección)	Precinct Number(s) (Número de precinto)

During early voting, a voter may vote at any of the locations listed below:
 (Durante Votación Adelantada, los votantes podrán votar en cualquiera de los sitios de votación nombradas abajo.)

Location of Main Early Voting Polling Place Include Name of Building and Address (Sitio principal de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

Locations for Branch Early Voting Polling Places Include Name of Building and Address (Sitios sucursal de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

Applications for ballot by mail shall be mailed to: (Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)	
Name of Early Voting Clerk (Nombre del Secretario/a de la Votación Adelantada)	
Address (Dirección)	
City (Ciudad)	Zip Code (Código Postal)
Telephone Number (Número de teléfono)	
Email Address (Dirección de Correo Electrónico)	
Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)	
Applications for Ballots by Mail (ABBM)s must be received no later than the close of business on: (Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tarde de las horas de negocio el:)	
_____/_____/_____ (date/fecha)	
Federal Post Card Applications (FPCAs) must be received no later than the close of business on: (La Tarjeta Federal Postal de Solicitud deberán recibirse no más tarde de las horas de negocio el:)	
_____/_____/_____ (date/fecha)	
Issued this _____ day of _____, 20____ (day) (month) (year)	
(Emitada este día _____ de _____, 20____) (día) (mes) (año)	
Signature of County Judge (Firma del Juez del Condado)	



Election Specific Web Postings, continued

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

NOTICE OF VOTING ORDER PRIORITY FOR VOTERS WITH CERTAIN DISABILITIES

Pursuant to Section 63.0015, Texas Election Code:

An election officer shall give voting order priority to individuals with a **mobility problem** that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge shall bring the voter and the voter's assistant, if applicable, forward to the front of the line.

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

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

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

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

- Notice of Voting Order Priority (Form 7-38)
- Notice of Public L&A Testing, if applicable (Form 15-6)
- Notice of Election Worker Training (Form 4-20)
- Notice of Early Voting at Branch Polling Places, if applicable (Form 5-17)
- Notice of Consolidated Precinct, if applicable (Form 7-49)
- Notices of Debt Obligation, if applicable



Election Specific Web Postings, continued

- Early Voting and Election Day Rosters
- Election Results
- Reconciliation Form, if using a central counting station
 - Preliminary Election Reconciliation – Unofficial Totals (Form 12-1)
 - Election Reconciliation – Official Totals (Form 12-2)
- Signature Verification Committee Notices, if applicable

12-2
Prescribed by the Texas Secretary of State
Section 127.131(f)
9/2023

Election Reconciliation - Official Totals

County _____ Election Name _____
Registered Voters _____ Election Date _____

A. Early voting in person voters		2. Rejected ballots		3. Counted ballots <small>(from tabulation software)</small>	
B. Election day in person voters		F. Mail ballots rejected		I. Early voting ballots counted	
C. Mail ballot voters		G. Provisional ballots rejected		J. Election day ballots counted	
D. Provisional ballots submitted		H. Total ballots rejected (F+G)		K. Mail ballots counted	
E. Total voters (A+B+C+D)				L. Provisional ballots counted	
				M. Total ballots counted (I+J+K+L)	

N. Difference between voters and ballots (E-H-M) _____	O. Difference as percentage of voters (H-(E-H)*100) _____ %
--	---

P. Explanation for difference, if any

Q. "I certify that the information contained in this document accurately reflects the official reconciliation of votes and voters from the above stated election!"

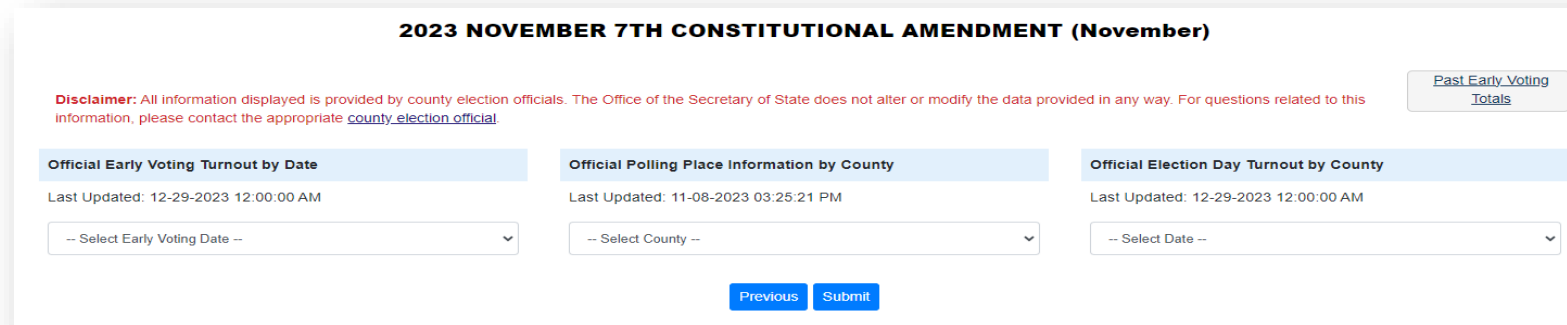
Presiding judge signature _____ Print name _____ Date _____

6. Mail ballots		7. Provisional ballots	
R. Mail ballots sent		U. Provisional ballots deemed incomplete	
S. Mail ballots not returned by voter			
T. Mail ballots surrendered			



Early Voting and Election Day Rosters

- Must be posted before 11:00 a.m. the next day
- The roster must contain the voter's name, VUID, and precinct number
- Counties may post a direct link to the Secretary of State's Election *Information and Turnout Data* website to satisfy this requirement:
<https://earlyvoting.texas-election.com/Elections/getElectionDetails.do>



2023 NOVEMBER 7TH CONSTITUTIONAL AMENDMENT (November)

Disclaimer: All information displayed is provided by county election officials. The Office of the Secretary of State does not alter or modify the data provided in any way. For questions related to this information, please contact the appropriate [county election official](#).

[Past Early Voting Totals](#)

Official Early Voting Turnout by Date	Official Polling Place Information by County	Official Election Day Turnout by County
Last Updated: 12-29-2023 12:00:00 AM	Last Updated: 11-08-2023 03:25:21 PM	Last Updated: 12-29-2023 12:00:00 AM
-- Select Early Voting Date --	-- Select County --	-- Select Date --

[Previous](#) [Submit](#)

- Other political subdivisions must also post daily rosters
- Do not scan and post combination forms



Election Results

- Must be posted as soon as practicable after the election.
- Must be accessible without having to make more than two selections from the home page.
- Posted results must include:
 - Election results for all entities that appeared on the ballot;
 - Total number of votes cast;
 - Total number of votes cast for each candidate/measure;
 - Total number of votes cast in-person on election day;
 - Total number of votes cast during early voting in-person or by mail; and
 - Total number of counted and uncounted provisional ballots cast.
- Recommend results remain posted at least until the next election.



Signature Verification Committee Notices

10-12
Prescribed by Secretary of State
Sec. 87.027, Texas Election Code
9/2023

ORDER CALLING FOR SIGNATURE VERIFICATION COMMITTEE

I, the early voting clerk for the _____ election, do
hereby order the appointment of a signature verification committee for said election to be held
on _____. The committee shall consist of _____
(date of election)

members. The signature verification committee shall meet as follows:

Day(s)	Place	Hours
--------	-------	-------

I, the early voting clerk, shall immediately notify the county election board/county chair/
governing body of their (his/her) duty to appoint the members of the committee.

Issued this the _____ day of _____, 20 _____.

Signature of Early Voting Clerk

- Order Calling for Signature Verification Committee (Form 10-12)
- Notice of Appointed Members to Signature Verification Committee (Form 10-13)
- Notice of Appointment of Signature Verification Committee (Form 10-14)
- Notice of Delivery of Balloting Materials to the Signature Verification Committee (Form 10-15)



Other Required Election Specific Notices

- If not already posted, we recommend posting as soon as possible.
- The following notices are required to be posted in a public place in the building where the authority has an office:
 - Notice of Deadline to File Applications for Place on Ballot (Form 2-1)
 - Notice of Drawing for Place on Ballot, if applicable (Form 3-1)
 - Early Voting Ballot Board Notices
 - Notice of Delivery of Early Voting Balloting Materials (Form 10-4)
 - Notice of Delivery of Provisional Ballots (Form 9-8)



Considerations for Posting

- Link to VoteTexas.gov for voter info
- Ballot by mail information
 - Include a link to the online [Ballot Tracker](#)
- Links for ADA resources
 - Curbside voting information
 - Information about voter assistance
- Post information about voting process
 - Important deadlines
 - Voting equipment tutorials
 - Voter ID requirements
- Poll worker recruitment information and training materials

The screenshot shows the homepage of VoteTexas.gov. At the top, it displays the date range for early voting: "Early voting for the May 4, 2024 Uniform Election runs from Monday, April 22, 2024 – Tuesday, April 30, 2024". The navigation menu includes links for VOTER REGISTRATION, VOTING IN PERSON, VOTING BY MAIL, VOTERS WITH DISABILITIES, GET INVOLVED, FAQs, and RESOURCES. The main content area features a welcome message from Jane Nelson, Secretary of State, and a "The Next Election Takes Place on" section with a large digital display showing "MAY 4 2024". Below this, there are four calendar icons indicating key dates: "4 APRIL Last Day to Register", "23 APRIL Mail Ballot App. Deadline", "22 APRIL Early Voting Begins", and "30 APRIL Early Voting Ends". A sidebar on the left contains a "LATEST TWEETS" section with a tweet from @VoteTexas dated Jan 24, and a "SELECT A QUESTION..." dropdown menu. The right sidebar lists several interactive buttons: "AM I REGISTERED?", "REGISTER TO VOTE", "WHAT'S ON THE BALLOT?", "VOTER ID", "WHERE'S MY POLLING PLACE?", "ELECTION RESULTS", and "ELECTION STATISTICS & TURNOUT DATA".



Required Postings

Early Voting and Election Day



Look at it from a Voter's Point of View

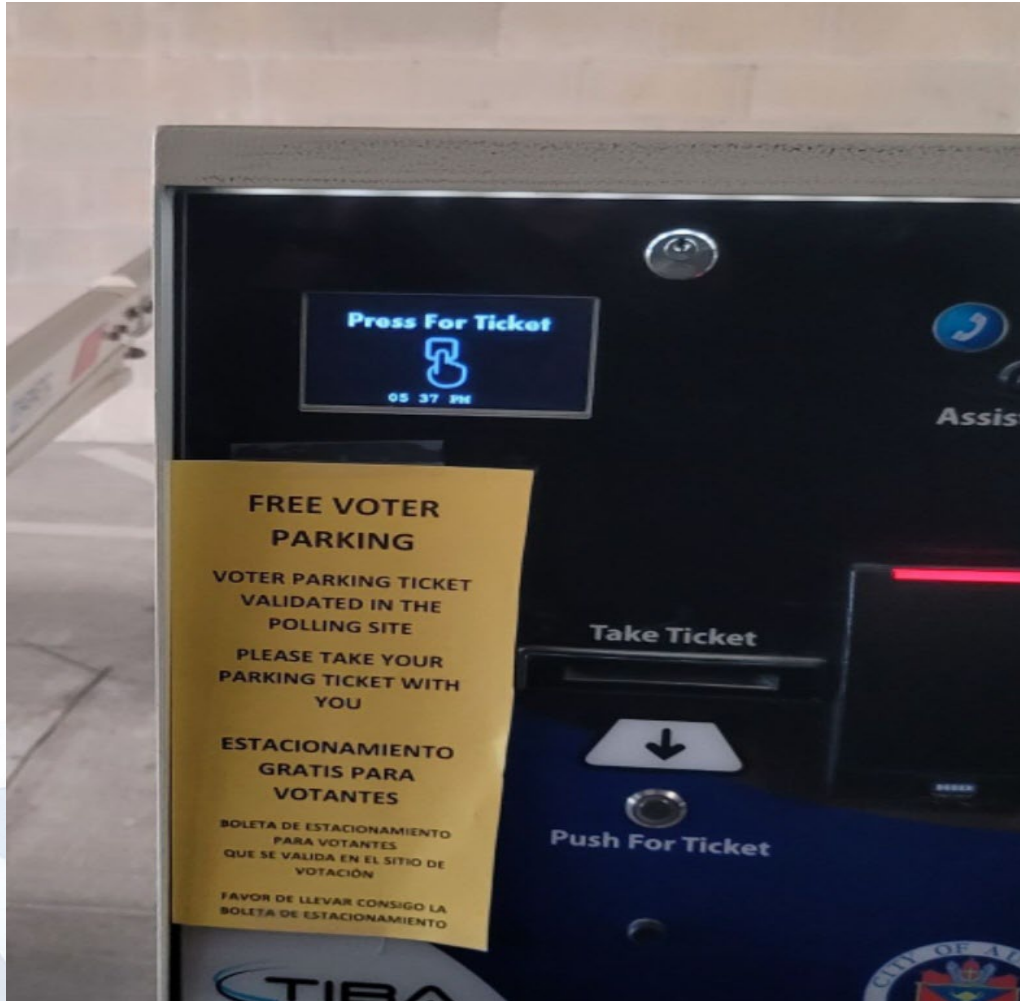
- Where is the polling place location?
- What does a voter see....
 - When arriving to a polling location?
 - When walking up to a polling place?
 - When entering the polling place?
 - When approaching the Qualifying/Check-In Station?
 - When marking the ballot at the Voting Booth?
 - When it's time to cast the ballot at the Ballot Box?



View as voters approached this polling place.



Polling Places With Voter Parking Garages



- Malls, city halls, etc.
- Can be confusing where to park
- What floor to park on
- Unclear where to find the polling place from the elevator and/or the stairs
- Some parking may be free to voters but you have to remember to have an election clerk validate your parking ticket so the voter doesn't get charged when exiting the parking garage



LEFT: It was easy to determine this polling place with the VOTE feather-flagged sign.



RIGHT: Polling place has nice flow to guide voters in and out of parking lot.



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Outside

- Vote Here Signs*
- [Distance Marker](#)* (Form 7-35)
- [Curbside Voting Sign - Notification by Phone Number](#) * (Form 7-43)
- [Curbside Voting Sign - Notification by Ringing Bell](#) * (Form 7-44)
- Disabled Access Postings*



Vote Here Signs*

- Directs voters to the polling place from the street and/or parking area



Distance Marker*

- No Electioneering or Loitering within 100 feet of the entrance to the polling place.
- A sign should be posted in each direction from the entrance of the polling place.
- Place signs at the 100 feet boundaries that are clearly visible to voters as they approach the polling place.

7-35
Prescribed by Secretary of State
Section 61.009 and 62.010, Texas Election Code
9/2023

DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE
ENTRANCE TO THE POLLING PLACE

Electioneering within the distance marker constitutes a Class C misdemeanor. A
Class C misdemeanor is punishable by a fine not to exceed \$500.

MARCADOR DE DISTANCIA

SE PROHIBE ACCIONES EN PLAN DE CAMPAÑA
ELECTORAL ENTRE ESTE PUNTO Y LA ENTRADA AL
LOCAL DE VOTACION ADELANTADA

*Se prohíbe toda acción referente a campañas electorales dentro de los límites
señalados por este marcador, siendo infracción de Categoría C, sancionable con
una multa hasta de \$500.*

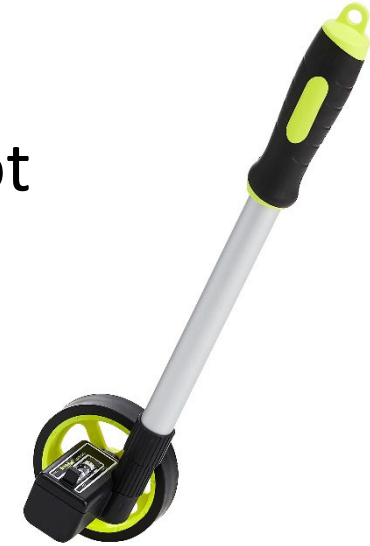
The distance marker shall be posted at least 100 feet from any entrance to the
building. (Sec. 85.036, Texas Election Code).



Distance Marker*



- Use a measuring wheel and mark the spot with spray paint, if possible, when delivering and preparing polling places before polls open.



- Make 100 feet string bundles to send out to measure distance for signs.



Distance Marker*

- Consider weather factors, the time of the year and the season, for the region your county or entity is located.
 - Strong winds, rain and even snow can create a major battle with signs during early voting and on election day.
- Determine if wooden or wire stakes or plastic cones suit your polling place the best.
- Laminate or use corrugated signs if possible.



Curbside Assistance Signs*

Alerts voters, who may be unable to enter the polling place, that there is an option to vote at the curbside.

The sign provides a telephone number that voters can call or text to request assistance from an election officer.

NOTE: The Curbside Voting Sign - Notification by Ringing Bell, is also available. This option allows a voter to press a button or intercom.

Form 7-43
Prescribed by Secretary of State
Sections 64.009, 104.004, Texas Election Code
09/2023

CURBSIDE VOTING SPACE
Espacio Para Votación en la Acera

ONLY available for voters physically unable to enter the polling place without the likelihood of needing personal assistance or injuring their health.

SÓLO disponible para los votantes físicamente incapaces de entrar en el lugar de votación sin la probabilidad de necesitar asistencia personal o de afectar su salud.

**CALL OR TEXT TO REQUEST ASSISTANCE FROM AN
ELECTION OFFICER AT THE POLLING PLACE**

**LLAME O ENVÍE UN MENSAJE DE TEXTO PARA
SOLICITAR ASISTENCIA DE UN FUNCIONARIO
ELECTORAL EN EL LUGAR DE VOTACIÓN**

Call/Llame (XXX) XXX-XXXX

Text/Texto a _____ to (XXX) XXX-XXXX
(Polling Place Name or Number, if applicable)



Curbside Assistance Signs*

- Do not use the Accessible (Disabled) parking spaces.
 - Voters could receive a ticket if they do not possess the proper credentials to park in a disabled space.
- Create temporary remedies as needed:
 - Directional signage to show where the Curbside Voting area is located.
 - Place in an area designated for curbside voting.
 - Block or mark area off with traffic cones if needed.
- Place signs where they can be read whether the voter is parked in a space or from a location where a call button can be pressed from a vehicle.



Disabled Access Postings*

- Indicates the direction of an unobstructed path to the nearest accessible entrance for voters with disabilities.
- Make sure signage is visible at all times.



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Entrance/Door

- Precinct(s) / Vote Center(s)
- [Notice of Four Nearest Countywide Polling Place Locations](#)* (Form 7-51)
Used for Vote Center Program
- [Notice of Change in Polling Place](#)* (Form 7-50)
- [Notice of Consolidated Precinct](#)* (Form 7-49)
- [Notice of Prohibition of Handguns in the Polling Place](#) (Form 7-40)
- [Notice of Voting Order Priority](#)* (Form 7-38)
- [Place for Early Voting](#)*
Used only in Early Voting (Form 7-13)
- [Notice of Total Number of Voters Who Have Voted](#)* (Form 7-24)
Used only on Election Day



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Entrance/Door

[Notice of Acceptable Identification Poster \(English\)](#) * (Form 7-47)

[Notice of Acceptable Identification Poster \(Spanish\)](#) * (Form 7-48)

- The presiding judge shall post in a prominent place on the outside of each polling location a list of the acceptable forms of identification.
- If other languages are required please post a sign with those languages as well.

- Other Signs:
 - Directional signage of where voting is being conducted
 - Clearly mark the voter entrance



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Voter Information

- Sample Ballot(s)* / Vote Centers: Bedsheet
- [List of Declared Write-in Candidates*](#)
(Form 3-5)
- [Notice of Acceptable Identification Poster*](#)
(Form 7-47)
- [Voter Information Poster*](#)
(Form 7-36)
- [Voter Complaint Information Poster*](#)
(Form 7-37)
- [Voting Instructions for Voter-Marked, Hand-Tallied Paper Ballots*](#) (Form 7-41)
- [Voting Instructions for a Hand-Marked Digitally Scanned Ballot*](#) (Form 7-42)
- Notices of Debt Obligation,* if applicable
(May be placed in a binder and made available on the check-in table)
- Notice of Election
- Notice of Cancellations

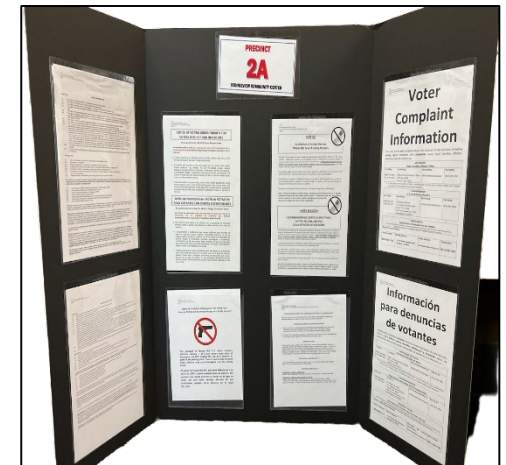
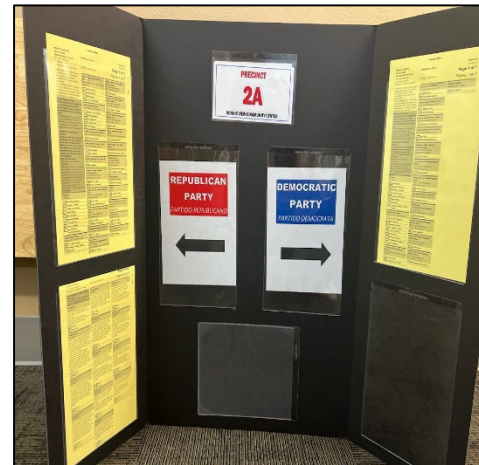


Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Voter Information

- Repeated Signs:
 - [Notice of Voting Order Priority](#)*
(Form 7-38)
 - [Notice of Prohibition of Certain Devices within 100 Feet of Voting Station](#)*
(Form 7-39)
 - [Notice of Prohibition of Handguns in the Polling Place](#)
(Form 7-40)
- Other Resources:
 - Map of Voting Precinct(s) / Map of Polling Places / Map of the Political Subdivisions



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Qualifying Station

- Clearly mark doors with voter ENTER and EXIT signs, if possible
- Keep additional Sample/Bedsheet Ballots available
- [Notice of Acceptable Identification Poster \(English\)](#)* (Form 7-47)
- [Notice of Acceptable Identification Poster \(Spanish\)](#)* (Form 7-48)
- Any other signage **approved by the Secretary of State** that may be helpful to voters when inside the polling place.
- Add No Cell Phones / Recording Devices signs **with SOS approval**



Cell phones, digital phones, cameras, phone cameras, sound recorders and other such devices are not allowed to be used within 100-feet of the Polling Place. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images.

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

No se permite el uso de teléfonos celulares, teléfonos digitales, cámaras, cámaras de teléfonos, grabadoras de sonido y otros dispositivos similares dentro de los 100 pies del lugar de votación. Además, las personas no pueden usar un dispositivo mecánico o electrónico para grabar sonido o imágenes.
El juez electoral tiene la autoridad para exigir a las personas que desactiven dicho dispositivo y más autoridad para exigir a las personas que no cumplan que abandonen el lugar de votación.

PROHIBITION OF CERTAIN DEVICES WITHIN 100 FEET OF VOTING STATIONS
SEC 62.001, TEXAS ELECTION LAW CODE



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Voting Booths

- Voter Instruction Poster
Poster must contain certain information in each voting station and in one or more other locations in the polling place where it can be read by persons waiting to vote.
 - [Voting Instructions for Voter-Marked, Hand-Tallied Paper Ballots](#)* (Form 7-41)
 - [Voting Instructions for a Hand-Marked Digitally Scanned Ballot](#)* (Form 7-42)
- [List of Declared Write-in Candidates](#)* (Form 3-5)
Post with sample ballot and in each voting station.
- [Notice of Prohibition of Certain Devices within 100 Feet of Voting Station](#)* (Form 7-39)
- No Cell Phones / Recording Devices signs



Required Postings

Legally required postings are noted with an asterisk * throughout this presentation.

Ballot Box

- Use directional signage
- Label As OFFICIAL BALLOT BOX
- Add CAST BALLOT HERE Sign

**CAST
BALLOT
HERE**
(NEED SOS APPROVAL)

**EMITIR
SU VOTO
AQUÍ**
(NEED SOS APPROVAL)



Best Practices

- Assign tasks to poll workers
 - Signs and Posting
 - Inside
 - Outside
 - Voting Equipment
 - Qualifying Station
 - Voter Information
- Check signage periodically
- Weather proof your signs that can be re-used

7-29
Prescribed by Texas Secretary of State
Section 68.004, Texas Election Code
11/2023

Election Day – Opening the Polling Place Checklist

Cell Phone in Polling Place:

- Turn on designated cell phone(s) to communicate with the authority conducting the election.
- Keep a list of important contacts readily available (if applicable).

Note: Cell phones in the polling place can ONLY be used for official election purposes.

Required Postings:

The following forms must be provided to post at your polling place prior to opening the polls. Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders.

ALL postings must be visible to the voter. Place each posting in its required area if instructed by your authority conducting the election. Pay close ATTENTION as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open/closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side (see Texas Election Code 272.005(a)).

Legally required postings are noted with an asterisk *.

- Notice of Total Number of Voters Who Have Voted* (see Texas Election Code 61.007(c))
- Precinct(s) / Vote Centers Vote(s) Here
- Map of Voting Precinct(s) / Map of Polling Places
- Notice of Voting Order Priority* (see Texas Election Code 63.0015)
- Notice of Prohibition of Handguns in the Polling Place (see Texas Penal Code 46.03(a), 46.15)
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station* (see Texas Election Code 61.014, 62.0111)
- Distance Marker* / No Electioneering or Loitering within 100 feet of the entrance to the polling place (see Texas Election Code 61.003, 61.004, 62.010)
- Voter Instruction Poster* (see Texas Election Code 62.011(a)-(d)) – Poster must contain certain information in each voting station and one or more other locations in the polling place where it can be read by persons waiting to vote.
- Sample Ballot(s)* / Vote Centers: Bedsheet (see Texas Election Code 62.012)
- List of Declared Write-in Candidates* (if applicable, post near sample ballot and in each voting station)
- Notice of Acceptable Identification Poster (see Texas Election Code 62.016) – Posted in a prominent place on the outside of the polling place
- Voter Information Poster* (see Texas Election Code 62.0115)
- Voter Complaint Information Poster* (see Texas Election Code 62.0112)
- Vote Here Signs* (In order to direct voters to the polling place from the street)
- Disabled Access Postings* (Indicating the direction of an unobstructed path to nearest accessible entrance for voter with disabilities)
- Curbside Assistance Signs / Alert Mechanisms – Place in the area designated for curbside voting. Please follow the instructions provided by the authority conducting the election.
- Notices of Debt Obligation,* if applicable (May be placed in a binder and made available on the check-in table)
- Notice of Four Nearest Countywide Polling Place Locations* (Vote Center Program) (see Texas Election Code 43.007(o))
- Signs for Parties (Primary Election Only)
- Notice of Party Convention* (Primary Election Only – see Texas Election Code 172.1111) (Posted on an outside door through which a voter may enter the building)
- Sign for Joint Primary Election* (see Texas Election Code 172.126)
- Post any other additional signs provided by the authority conducting the election.

Ballot Marking Devices / DRE – Direct Recording Equipment Station(s):

Follow the directions from the authority conducting the election about how to set up each piece of equipment. If you do not have instructions on how to set up your equipment, notify your authority conducting the election as soon as possible.

- Arrange the voting stations so that they are spaced appropriately.
- Verify all seals and document on chain of custody form.



AVAILABLE SUPPORT



WEBINARS



TRAINING



RESOURCES

ELECTIONS DIVISION
elections@sos.texas.gov
800-252-8683
ELECTION SECURITY TRAINERS
electionsecurity@sos.texas.gov

