



Texas Secretary of State
ELECTIONS DIVISION



Roles and Responsibilities of the County Chair and County Election Officials

22nd Biennial
Election Law Seminar
for County Chairs
September 26, 2025



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What resources are available?



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Secretary of State		County Election Official	State Chairs	Texas Ethics Commission
• Primary Calendar & Appendices • 2026 Candidate's Guide • Training Materials • Election Judges and Clerks Handbook • Early Voting Ballot Board Handbook • Signature Verification Committee Handbook • Poll Watcher Handbook	• Online Election Worker Training • Online Poll Watcher Training • Central Counting Station Handbook • County Chair Handbook • Advisories - Conducting Your Elections • Assistance by Phone and Email	• Early Voting • Contracts/Joint Elections • Voting Systems • Institutional Knowledge • Required Web Postings	• Party Rules	• Campaign Finance



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. The header includes navigation buttons for Voter Registration, Voting in Person, Voting by Mail, Voters with Disabilities, and Frequently Asked Questions. A search bar and social media links are also present. The main content area features a welcome message from Jane Nelson, Secretary of State, and a large calendar for the next election on **NOV: 4: 2025**. Below this, four key dates are highlighted: Last Day to Register (6 OCT), Mail Ballot App Deadline (24 OCT), Early Voting Begins (20 OCT), and Early Voting Ends (31 OCT). A grid of links provides access to various services: 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. A sidebar on the right displays 'Our Latest Tweets' from @VoteTexas.



Websites Cont.

<https://www.sos.state.tx.us/index.shtml>

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



Topics Covered

Responsibilities of the County Chair/County Election Official

Important Dates

Candidacy

Selecting Polling Locations

Appointing Election Workers

Adopting a Voting System

Ballot Certification/Preparation

Election Night Reporting (ENR)

Canvassing Procedures



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County Election Officers Role



What is the County Required to do by Statute?



Early Voting



Posting certain notices



Entering unofficial tabulation of results



Voter registration duties



Receiving certain filings from **independent** candidates



Things the County May Not Do

The county is **NOT** the filing authority (Election Code Sec. 31.096)

- May not accept, review, or reject candidate applications
- The county can try and help answer any questions you ask

Conduct the ballot drawing

Canvass (Election Code Ch. 172)



Early Voting Clerk

The county clerk/elections administrator is the early voting clerk for the following elections:

- General election for state and county officers
- **Primary election**
- Special election ordered by the governor
- Any countywide election held at the county's expense



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Notice Requirements



Notice Requirements

- The **county** is responsible for posting several forms of notice on the county's website, regardless of whether the parties have contracted with the county for election services
- Those notices include:

Notice of
Election
[Sec. 4.003]

Early Voting Notices
under Sec. 85.007 (e.g.,
weekend days/hours)

Notice of Death,
Withdrawal, or Ineligibility
[Sec. 172.055]

Notices for testing voting
system equipment
[Secs. 127.096, 129.023]

Notice of
Consolidated Precincts
[Secs. 4.003, 172.1112]

Early Voting Rosters updated
daily/posted on county website
[Sec. 87.121]

Notice of Nearest Polling Place
(countywide counties only)
[Sec. 43.007]



Notice of Election

Election Notice must state:

- The type and date of the election;
- The location of the main early voting polling place, including the street address, room number, and building name. The notice must designate which location is the main early voting polling place;
- The location of each polling place, including the street address, room number, and building name;
- The hours the polls will be open;
- The regular dates and hours for early voting by personal appearance; and
- The dates and hours of any Saturday or Sunday early voting



Notice of Election

Election Notice must state:

- The early voting clerk's official mailing address or street address at which the clerk may receive delivery by common or contract carrier, if different, phone number, e-mail address, and the Internet website, if the early voting clerk has an Internet website

We recommend that the information regarding branch early voting locations be included as part of the notice and any other information required by other law

DON'T FORGET:

The notice must be posted on the county website



Publishing the Notice

There is **NO** requirement to publish notice of the primary or runoff primary elections in a newspaper

- Any publication will not be reimbursed with primary funds

The notice must be posted on the county's website



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Appointing Election Workers



Contracting vs. Joint Election

Contract for Election Services

A contract between the county executive committee of a political party holding a primary in the county and the county election officer for specific election services that the county election officer would perform in a countywide election.

Joint Primary Agreement

When two political parties, who are holding primary elections, jointly hold the election in common precincts. The joint election agreement must be by written joint resolution and approved by majority vote of full commissioners court and unanimously approved by the county elections officer and county chairs of participating parties.



Who Appoints for Separate Primary Election?

Position	Appointer
Election Judge (Presiding and Alternate)	County Chair (32.006)
Election Clerks	Presiding Judge (32.003)
Early Voting Clerk	N/A - EVC is County Clerk/Elections Administrator (83.002)
Deputy Early Voting Clerks	County Clerk/Elections Administrator via "List Procedure" (85.0091)
Early Voting Ballot Board Judge (Presiding and Alternate)	County Chair (32.006 and 87.002(a))
Early Voting Ballot Board Member	Presiding Judge of Early Voting Ballot Board (87.002(a))
Signature Verification Committee Member	County Chair (87.027(b))
Central Counting Station Manager	County Executive Committee (127.001, 127.002)
Tabulation Supervisor	County Executive Committee (127.001, 127.003)
Assistants to the Tabulation Supervisor	Tabulation Supervisor, with approval of County Executive Committee (127.004)
Presiding Judge of Central Count	County Chair (32.006 and 127.005(a))
Clerk of Central Counting Station	Central Counting Station Manager or Presiding Judge of Central Count (127.006)



Who Appoints for Joint Primary?

Position	Appointer
Election Judges (Co-Judges)	County Clerk/Elections Administrator via "List Procedure" (172.126; 1 TAC § 81.147) Must have at least one co-judge from each party.
Election Clerks	County Clerk/Elections Administrator via "List Procedure" (172.126) Must have at least one clerk from each party.
Early Voting Clerk	N/A - EVC is County Clerk/Elections Administrator (83.002, 172.126)
Deputy Early Voting Clerks	County Clerk/Elections Administrator (83.032, 85.0091(b))
Early Voting Ballot Board Judges (Co-Judges)	County Clerk/Elections Administrator via "List Procedure" (172.126; 1 TAC § 81.148)
Early Voting Ballot Board Member	County Clerk/Elections Administrator via "List Procedure" (172.126; 1 TAC § 81.148)
Central Counting Station Manager	County Clerk/Elections Administrator (172.126)
Tabulation Supervisor	County Clerk/Elections Administrator (172.126)
Assistants to the Tabulation Supervisor	Tabulation Supervisor with approval of the County Clerk/Elections Administrator (172.126)
Presiding Judges of Central Count (Co-Judges)	County Clerk/Elections Administrator via "List Procedure" (172.126, 1 Texas Administrative Code Rule 81.148)
Clerk of Central Counting Station	County Clerk/Elections Administrator via "List Procedure" (172.126, 1 Texas Administrative Code Rule 81.148)



Number of Personnel

Location	Number	Roles
Precinct Polling Location	-Minimum of 3 per precinct. -Maximum # of clerks set by appointing authority (county chair).	-Presiding Judge -Alternate Judge/Clerk -Election Clerks
Early Voting Personnel	-Recommend 2 per early voting location. -No maximum - appoint # of deputies necessary to conduct early voting.	-Early Voting Clerk -Deputy Early Voting Clerk
Early Voting Ballot Board	-Minimum of 3 – presiding judge, alternate judge, and one other member. (Separate Primary) -Minimum of 4-presiding co-judges and alternate co-judges. (Joint Primary) -No maximum – appoint # necessary for Board tasks.	-Presiding Judge -Alternate Judge -Early Voting Ballot Board Members
Signature Verification Committee (If any)	-Minimum of 5 members. -No maximum – appoint # necessary to conduct committee tasks.	-Signature Verification Committee Members
Central Counting & Central Accumulation Station	-Minimum of 3: CCS manager, tabulation supervisor & presiding judge. (Separate Primary) -Minimum of 4 for elections in which Co-presiding judges appointed. (Joint Primary) -No maximum – may appoint # of clerks and assistants to tabulation supervisor as necessary.	-Central Counting Station Manager -Tabulation Supervisor -Assistants to Tabulation Supervision -Presiding Judge -Clerks



Number of Workers Per Precinct

Number of Election Workers Per Voting Precinct (1 T.A.C. 81.117)

(Includes one judge and one alternate judge who serves as a clerk)

Estimated Turnout Per Polling Location	Paper Ballot/Optical Scan (primary voting method)	Electronic Voting System (primary voting method)
200 or fewer	3	3
201 - 400	5	4
401 - 700	6	5
701 - 1,100	8	6
1,101 or more	12	8



Number of Workers – Joint Primary

Number of Election Workers Per Joint-Voting Precinct (1 T.A.C. 81.149)
(Includes two co-judges and two alternate judges who serve as a clerk)

Estimated Turnout Per Polling Location	Paper Ballot/Optical Scan (primary voting method)	Electronic Voting System (primary voting method)
200 or fewer	4	4
201 - 400	6	5
401 - 700	7	6
701 - 1,100	9	7
1,101 or more	13	9



Qualifications – Poll Workers

	Election Judge	Election Clerk
Qualified Voter of _____	Precinct (If unable to find qualified voter of precinct, may use qualified voter of political subdivision → clerk requirements)	Political Subdivision (County, City, etc.)
Can be an employee of political subdivision?	Yes – if there is no other legal or practical conflict, e.g. employee of candidate.	Yes – if there is no other legal or practical conflict, e.g. employee of candidate.
Can be a candidate?	No – if candidate for a <i>contested</i> office in election held on that day → cannot serve in a precinct for which candidate appears on ballot.	No – if candidate for a <i>contested</i> office in election held on that day → cannot serve in a precinct for which candidate appears on ballot.
Can be a relative of candidate?	No – if related within the second degree of consanguinity or affinity to an <i>opposed</i> candidate → cannot serve in a precinct for which candidate appears on ballot.	No – if related within the second degree of consanguinity or affinity to an <i>opposed</i> candidate → cannot serve in a precinct for which candidate appears on ballot.
Can be an employee of candidate?	No – if candidate is <i>opposed</i> and employer of judge → cannot serve in a precinct for which candidate appears on ballot.	No – if candidate is <i>opposed</i> and employer of clerk → cannot serve in a precinct for which candidate appears on ballot.
Can be employee of campaign?	No – if campaign manager or treasurer. Unadvisable – If serving other role within campaign.	No – if campaign manager or treasurer. Unadvisable – If serving other role within campaign.
Can be a public officeholder?	No – if they hold elective public office.	No – if they hold elective public office.
Can be convicted of election offense?	No – if finally convicted of election related offense.	No – if finally convicted of election related offense.



Qualifications – Early Voting Ballot Board and Signature Verification Committee

	Early Voting Ballot Board Judge and Member	Signature Verification Committee Member
Qualified Voter of _____	Territory served by early voting clerk.	The county in a primary election.
Must meet all other requirements of an election judge?	Yes.	No requirement.



Qualifications – Central Counting Station (CCS)

	CCS Manager	Tabulation Supervisor	Assistant Tabulators	CCS Judge	CCS Clerks
Registered Voter of _____	Political subdivision of authority establishing CCS	Political subdivision of authority establishing CCS	No requirement	Political subdivision of authority adopting voting system	Political subdivision.
Registered voter unless...	Person is employee or it's the first year of adoption	Person is employee	County over >60K, N/A County <60K, yes or employee	N/A	N/A
Can be an employee of political subdivision?	Yes.	Yes.	Yes.	Yes.	Yes – if no other legal or practical conflict.
Can be a candidate or officeholder?	Yes – if general custodian of election records.	No.	Yes – if no other legal or practical conflict.	Yes – if general custodian of election records.	No.
Other requirements	Knowledge of voting system	Trained on voting system.	Trained on voting systems	None.	None.
Must meet other requirements of an election judge?	Yes.	Yes.	No.	Yes.	Must meet clerk requirements.



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Position	Duties
Election Judge	Management of polling place on election day; preserve order and prevent breaches of peace. Management of clerks' hours and activities.
Election Clerks	Performs duties assigned by judge in conducting election.
Early Voting Clerk	Officer in charge of conducting early voting for the election. Also, maintains hours on election day for early voting activities. Provides notice of clerk's address per Section 83.010.
Deputy Early Voting Clerk	Also, an officer of the election for conducting early voting with same authority of early voting clerk subject to their supervision.
Early Voting Ballot Board Judge(s) and Members	EVBB processes early voting results for the election and processes provisional ballots.
Signature Verification Committee Member	SVC compares signatures on application for mail ballot to carrier envelope to confirm signature is that of the voter's.
Central Counting Station Manager	Management of central counting station and personnel; established written plan for station.
Tabulation Supervisor	Management of automatic tabulating equipment for counting ballots.
Assistants to the Tabulation Supervisor	Assists with automatic tabulating equipment.
Judge of Central Count	Maintaining order of station, and conferring with personnel and review of irregularly marked ballots.
Clerk of Central Counting Station	Assists manager or judge with functions of station.



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Candidate Applications



Filing Period

Filing Period for March 3, 2026 Primary

- **County Chair and Public Offices:**
 - November 8, 2025 – December 8, 2025 (6:00 PM)
- **Precinct Chair:**
 - September 9, 2025 – December 8, 2025 (6:00 PM)



Required Notice

NOTICE OF ADDRESS FOR FILING APPLICATIONS

- Posted by county chair (or secretary of the county executive committee).
- Contains address at which county chair and/or secretary of the county executive committee will be available to receive applications on the **last day for filing an application**.
- Must be posted not later than the day before the last day to file, meaning it must be posted by December 7, 2025.
- **Must be posted on the political party's Internet website or in the location where a candidate files for a place on the ballot.**
- This deadline is not extended under Section 1.006.



Filing Authority

Filing authority for applications for the general primary election

- **State Chair:** for an office filled by voters of more than one county; or
- **County Chair** or the Secretary (if any) of the county executive committee: for an office filled by voters of a single county. (Sec. 172.022)

NOTE: Filing may be accepted by an employee of the authority at the authority's usual place for conducting official business (Sec. 1.007).



Method of Filing

Applications can be delivered **in person, by mail, fax, or email (in certain circumstances)**.

- If by mail: Must look at time of receipt, **NOT** postmark.
 - Receipt = actual possession of filing authority or agent, or time deposited in the authority's mail box.
- **Cannot submit via fax or email if application requires a filing fee.**
- Our office recommends not using fax or email if application contains petition.
- Application cannot be submitted in parts. All parts must be submitted at the same time.



Candidate Applications

Forms Manual

- Application for Party Chair on Primary Ballot (2-3)
- Application for Place on the General Primary Ballot (2-4)
- Application for Place on the Primary Ballot for a Federal Office (2-5)
- Judicial Candidate Application for a Place on Primary Ballot (2-6)
- Petition in Lieu of Filing Fee and/or Petition for Judicial Office (For Use in Primary Election) (2-7)
- Petition for Statewide Judicial Office on Primary Ballot (2-8)

Applications and more can be found at: www.sos.texas.gov



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NEW LAW – House Bill 766

Requires that a candidate for **precinct chair** include on their application either an email address at which the candidate receives correspondence relating to the candidate's campaign or a telephone number at which the candidate can be reached.

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Prescribed by Secretary of State

Sections 141.031, 141.039, 161.005, 172.021, 172.022, 172.0222, 172.0223, 172.023, Texas Election Code

08/2025

APPLICATION FOR A PLACE ON THE GENERAL PRIMARY BALLOT FOR A PRECINCT OR COUNTY CHAIR

ALL INFORMATION IS REQUIRED TO BE PROVIDED UNLESS INDICATED AS OPTIONAL¹

Failure to provide required information may result in rejection of application.

APPLICATION FOR _____ CHAIR ON THE _____ PARTY GENERAL PRIMARY BALLOT	
(Precinct or County) (Democratic or Republican)	
To: County Chair	
I request that my name be placed on the above-named official primary ballot as a candidate for election to the office indicated below.	
OFFICE SOUGHT (check one) (Include any place number or other distinguishing number, if any.) County Chair ☐ Precinct Chair ☐ Precinct # _____	INCUMBENT DECLARATION: (Check this box if you are the incumbent.) ☐ INCUMBENT
FULL NAME (First, Middle, Last)	PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT*
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe location of residence.)	PUBLIC MAILING ADDRESS (Optional) (Address at which you receive campaign related correspondence, if available.)
CITY STATE ZIP	CITY STATE ZIP
PUBLIC EMAIL ADDRESS AND TELEPHONE CONTACT INFORMATION (This information is required for Candidates for Precinct Chair but Optional for Candidates for County Chair. For Precinct Chair Candidates only one Phone Number is Required.) Home: _____ Work: _____ Cell: _____ Email Address: _____	OCCUPATION (Do not leave blank) _____ DATE OF BIRTH / / VOTER REGISTRATION VUID NUMBER? (Optional) _____
LENGTH OF CONTINUOUS RESIDENCE AS OF DATE THIS APPLICATION WAS SWORN	
IN THE STATE OF TEXAS (Optional) _____ year (s) _____ month(s)	
IN PRECINCT/COUNTY FROM WHICH THE OFFICE SOUGHT IS ELECTED (Optional) _____ year (s) _____ month(s)	
*If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan or contain a title, nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election. Please review Sections 52.031, 52.032 and 52.033 of the Texas Election Code regarding the rules for how names may be listed on the official ballot.	
Before me, the undersigned authority, on this day personally appeared (name of candidate) _____, who being by me here and now duly sworn, upon oath says: "I, (name of candidate) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct."	
X SIGNATURE OF CANDIDATE	
Sworn to and subscribed before me this the _____ day of _____ (day) _____ (month) _____ (year) by _____ (name of candidate)	
Signature of Officer Authorized to Administer Oath ¹	Printed Name of Officer Authorized to Administer Oath
Notarial or Official Seal	
Title of Officer Authorized to Administer Oath	
TO BE COMPLETED BY COUNTY CHAIR OR SECRETARY OF THE COUNTY EXECUTIVE COMMITTEE: (See Section 1.007)	
☐ Voter Registration Status Verified	
Date Filed _____	Signature of Chair or Designee Receiving Filed Application
Date Accepted _____ or Date Rejected _____	Signature of Chair or Secretary Upon Determination of Application



Petition in Lieu of Filing Fee

Must be submitted in person, by mail, by fax, or email – fax NOT recommended.

Must be submitted **with** application. Candidate cannot give you petition pages in parts.

Must be reviewed by the chair or designee. The county voter registrar does not have any obligation or authority to review application on your behalf.



Review of Application

Form, Content and Procedure

- Was the candidate application submitted on time?
- Was it filled out properly?

Eligibility

- On the face of the application, does the candidate meet the eligibility requirements of that office?



Accepting a Candidate Application

Once application has been accepted, candidate information must be entered into SOS system and the applicable status should be listed for that candidate.



Rejecting a Candidate Application

If a candidate's application is rejected, the candidate's information must be entered into the SOS candidate filing system and the applicable status should be listed for that candidate.



Withdrawal

To be effective,
withdrawal **MUST** be:

- In writing, signed, and acknowledged (sworn to) by the candidate, AND
- Timely filed with the filing authority.

This has the effect of removing name from ballot. If withdrawal is submitted too late, candidate's name remains on ballot and withdrawal has no effect.

- Last day to withdraw and have name omitted from primary ballot
 - **Tuesday, December 9, 2025**



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Additional County Chair Duties



County Chair in Polling Place

A county chair may be in a primary polling place during the voting period as necessary to perform administrative functions related to the conduct of the election. (Sec. 172.1113)



Appointing Poll Watchers

Under Election Code Section 33.002, watchers may be appointed by each candidate whose name appears on the ballot or the list of declared write-in candidates in an election for an office of a political party. So precinct and county chair candidates may appoint poll watchers.



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NEW LAW – House Bill 493

Modifies the existing ineligibility criteria for serving as a poll watcher by specifying that individuals finally convicted of a first- or second- degree felony, or a felony in connection with conduct directly attributable to an election, are ineligible.

Requires that a Certificate of Appointment for a poll watcher include an affidavit from the appointee affirming that they have not been finally convicted of a felony of the first or second degree or any felony offense related to election conduct.

This new form is available on our forms index page. Old versions of the form lacking the updated affidavit will not be valid.

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Prescribed by Secretary of State
Sections 33.003, 33.006, 33.051, 127.201 Texas Election Code
9/2025

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A POLITICAL PARTY

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with Sec. 33.003, Texas Election Code.

Name of Poll Watcher	Name of Political Party
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Signature of County Chair

Signature of Committee Member

Signature of Committee Member

Signature of Committee Member

Signature of Poll Watcher

OATH OF A POLL WATCHER

The following oath must be repeated aloud by the poll watcher before being accepted for service.
"I swear(or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby
(printed name of watcher)

swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher; and swear or affirm that I have not been finally convicted of a felony of the first or second degree or a felony offense in connection with conduct directly attributable to an election.

TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

Signature of Poll Watcher

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Election Judge/Deputy

Printed Name of Election Judge/Deputy

Print

Reset



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Adopting a Voting System and Choosing Locations



Who adopts the voting system?

For a separate primary election, each party's county executive committee is the authority responsible for adopting the voting system for that party's primary. (Sec. 123.001).

For a joint primary election, the county election officer is the authority responsible for adopting the voting system for the joint primary. (Sec. 172.126(f)).



Adopting Election Day Polling Locations

Separate Primary

- In a separate primary, the county chair designate the location of the polling places unless the polling place is located in a consolidated precinct. [Sec. 43.003]
- The county executive committee will determine whether to consolidate any county election precincts, and will determine the location of the polling place for the consolidated precinct. [Secs. 42.009, 43.003].
- Both parties holding a primary election may use the same polling places for their primary elections even if they are holding their primary elections separately instead of jointly.

Joint Primary

- In a joint primary election, the polling places that are used in the general election for state and county officers will be used for the joint primary election. [Sec. 172.126(a)]
- The county election officer determines whether to consolidate precincts and the location of the polling place for the consolidated precinct. [Sec. 172.126(b)]
- To the extent possible, the polling place selected for the joint primary election should be capable of accommodating the precinct conventions of each political party.



NEW LAW – SB 985

Allows for combination of precincts in the primary election by the county executive committee if:

- Changes in county election precinct boundaries due to a redistricting plan result in county election precincts with fewer than 3,000 registered voters, in which case precincts can be combined up to 5,000 registered voters; OR
- For counties that do not participate in the countywide polling place program, the county executive committee of a political party may combine precincts if there is no suitable building available for use as a polling place in one or more precincts and the location of the combined polling place adequately serves the voters of the combined precinct.
 - Combined precinct under this procedure may not contain more than 10,000 registered voters.
- More than two precincts may be combined under either provision if the combined precincts are contiguous and otherwise qualify.



Countywide and Hand Counting

A political party that chooses to hand count is not permitted to use countywide polling places during the primary.

Texas Election Code 65.014 provides that precinct returns are prepared at individual polling locations.



Hand Counting and Contracting

The county may only establish countywide polling places if:

All parties nominating by primary election agree to use countywide polling locations.

If one party is conducting a hand count, both parties are required to conduct precinct-based voting

This would mean that **neither** party would be permitted to use countywide polling places for its individual primary election



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Logic and Accuracy Testing



Testing of Automatic Tabulation Equipment

- If the party is using electronic voting equipment, the general custodian is required to conduct:
 - A test of automatic equipment used at a polling place (as part of the public Logic and Accuracy Test (L&A))
 - A test of automatic equipment used at CCS
 - Tests include a test of the automatic tabulating equipment.

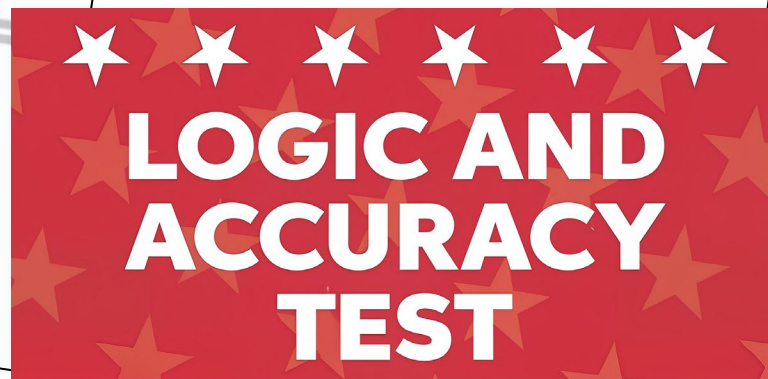
LOGIC AND ACCURACY
TEST BALLOT

Contest #1

☒ Candidate A
☐ Candidate B
☐ Candidate C
☐ Candidate D

Contest #2

☒ Candidate E
☐ Candidate F
☐ Candidate G
☐ Candidate H



15-5
Prescribed by Secretary of State
Section 127.092, 127.093(b), 127.094, 127.095, 127.096, 127.1231, 129.023, Texas Election Code
09/2023

**CERTIFICATION OF PUBLIC LOGIC AND ACCURACY TEST, HASH VALIDATION
AND FIRST TEST OF AUTOMATIC TABULATING EQUIPMENT**

We, the Presiding Judge of the Central Counting Station and the General Custodian of Election Records, do hereby certify that the hash validation comparison, Public Logic and Accuracy Test and the First Test of the Automatic Tabulating Equipment to be used to count the ballots for the

(name of election) Election to be held on ____/____/____ was conducted

using a predetermined number of valid votes for each candidate and for and against each proposition on the ballot for the election. Each contest position, as well as each precinct and ballot style was able to be tested and was accurately counted. Each type of device that will tabulate ballots including precinct scanners and/or central scanners, whichever is applicable, was included in the testing. The test group also contained ballots with overvotes, ballots with undervotes, if applicable to the system being tested. Multi-candidate races, provisional votes and write-in votes, if applicable to the system being tested, were also included in the testing. A representative sample of voting system equipment was tested. The source code of the equipment was reviewed in the voting system.



Logic and Accuracy Testing

First Test (Tabulation and L&A)

- **NEW LAW: SB 2166** amended Section 129.023(b) to require that the first tests must be conducted no later than the **48th day** before voting begins on the equipment (early voting)
 - Notice of the tests must be published at least 48 hours before the test begins and posted on the county's website
 - Additionally, the custodian must notify the county chair of the test and the chair **must confirm receipt of the notice of the first test.**

Second Test

- Conducted immediately before the counting of ballots or accumulation of vote totals begins.

Third Test

- Shall be conducted after ballots are counted.



Texas Secretary of State
ELECTIONS DIVISION



Voting Rosters



Early Voting and Election Day Rosters

EV clerks shall maintain a roster for each election that lists who votes early in person, and who is mailed a ballot by mail

Roster must be updated daily. Roster must include:

- Name and VUID
- Voter's county election precinct of registration
- Date of voting by personal appearance or date ballot was mailed to the voter

Recommendation: Create two rosters for your mail ballots—one for ballots that have been mailed but not returned, and a separate list of ballots by mail that have been received.



Early Voting and Election Day Rosters

Information on the roster for:

- A person who votes an early voting **ballot by personal appearance** must be made available for public inspection not later than 11 a.m. on the day after the date the information is entered on the roster
- A person who votes an early voting **ballot by mail** must be made available for public inspection not later than 11 a.m. on the day following the day the EV clerk receives a ballot voted by mail
- For a **primary election**, election day information must be submitted to the SOS for posting no later than 11 a.m. on the day after the election



Early Voting and Election Day Rosters

If the CC/EA is the early voting clerk, the information must be posted on the county's website or, if none, on the bulletin board

- If an early voting clerk fails to post their early voting rosters in accordance with Section 87.121, a person registered to vote in the county where the early voting clerk is conducting early voting may file a complaint with the Secretary of State regarding the early voting clerk's noncompliance

5-6
Prescribed by Secretary of State
Section 87.121, Texas Election Code
9-2023

Roster for Early Voting in Person
(LISTA DE VOTANTES QUE VOTAN ADELANTADA EN PERSONA)

Check if applicable

For the _____ Election to be held on _____
(Para la Elección _____ que se celebrará el _____)

Precinct Number* (Número de precinto)	Certificate Number (Número del Certificado)	Name of Early Voter (Nombre del Votante que Votó Adelantado)	Residence Address (Dirección de Residencia)	Date (Fecha)	Notation (Notación)

Secretary of State
Texas Election Code

Roster for Early Voting by Mail
(LISTA DE VOTANTES QUE VOTAN ADELANTADA EN PERSONA)

Check if applicable

For the _____ Election to be held on _____
(Para la Elección _____ que se celebrará el _____)

VUID Number (Número de VUID)	Name of Early Voter (Nombre del Votante que Votó Adelantado)	Residence Address (Dirección de Residencia)	Date (Fecha)	FPCA (Notación)



Texas Secretary of State
ELECTIONS DIVISION



Ballot Certification and Preparation



Certification and Preparation

December 16, 2025: Date by which list of candidates will be certified by state chair and will be ready to be acted on for most* offices.

- State chair must notify county chair that the certified list is available.

December 18, 2025: Date by which ballot drawing must occur for most* offices.

Ballots must be prepared, tested and mailed out to eligible military and overseas voters by January 17, 2026.

*Exceptions for offices subject to the extended filing deadline.



Ballot Drawing

Who conducts drawing?

- County chair or chair's designee
- Unless the county executive committee provides by resolution that the drawing is to be conducted by the primary committee.

When is the ballot drawing?

- Ballot drawing must be held no later than the 10th day after the date of the regular filing deadline, so on or before December 18, 2025.

Notice for Ballot Drawing

- Chair must post notice on the party's website 24 hours preceding the date, hour, and place of ballot drawing
- If the party does not maintain an Internet website, the party must post notice on the commissioners court bulletin board.
- All candidates who provide an email address on their filing form must be notified electronically of drawing. (Sec. 172.082(e)).



Ballot Preparation

- Ballots must be formatted, ordered, and tested in time for mail ballots to be mailed in compliance with Section 86.004 of the Texas Election Code and federal law (UOCAVA, MOVE).
 - 45th day before Primary: **Saturday January 17, 2026**



Ballot Format – Joint Primary

The county election officer shall prepare ballots in a joint primary so that each party's ballots are easily distinguishable.

County election officer may use different colors of paper in order to achieve this distinction. (Note: Yellow paper may not be used. Only sample ballots may be printed on yellow paper.)



Texas Secretary of State
ELECTIONS DIVISION



After Polls Close



Election Night Returns (ENR)

- The county is responsible for entering early voting and election day vote totals into the Texas Election Administration Management (TEAM) system on election night.





Canvass

Local canvass is conducted by *county chair* (or county chair's designee) and at least one member of the county exec. committee, if available

- CEO will submit canvass report to SOS
- County chair will certify the canvass report electronically
- County chair will certify nominees for county/precinct offices electronically via SOS website

State canvass is conducted by *state chair*

- State canvass is based on county canvass
- State chair will certify nominees for district/statewide offices electronically via SOS

11-14
Prescribed by Secretary of State
Section 67.004, Texas Election Code
9/2023

CANVASS OF GENERAL ELECTION

I, _____ (name), _____ (office)
of _____ Texas, met with the _____ (body acting as canvassing board)
(political subdivision holding election)
sitting as the canvassing board to canvass the general election of _____, 20____
on _____, 20____ at _____ Texas.
tally sheets correspond with the figures on the returns. _____, 20____.



Canvassing Requirements – Local Canvass

County chair or chair's designee and, if available, at least 1 member of the County Executive Committee canvass the precinct election returns for the county.

Canvass is open to the public!

- Notice must be posted three business days in advance.

Canvass is completed via SOS website.

- Primary Canvass Date: **March 12, 2026**



Canvassing Requirements – State Canvass

State chair shall conduct state canvass.

Open to the public.

- Notice must be posted three business days in advance



Post-Election Hand Count Audit

- If the county tabulated their ballots using an optical/digital scanner, then the general custodian must conduct a post-election hand count audit after the election.

[illegible]



Texas Secretary of State
ELECTIONS DIVISION



Ballot Certification for General Election for State and County Officers



Ballot for General Election

SOS Ballot Certification

- Nominees of Democratic and Republican Parties (including eligible replacement nominees, if any)
 - Federal, State, District, County and Precinct Offices
- Nominees of Minor Party Candidates
 - Federal, State, District Offices
- Independent Candidates
 - Federal, State and District Offices
- Write-In Candidates
 - Federal, State, and District Offices

Ballot certification will be posted on the SOS website.



Available Support



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov