



Texas Secretary of State
ELECTIONS DIVISION



Coordinating Equipment, Supplies, and Vendors

43rd Annual
Election Law Seminar
for County Election Officials
August 11-13, 2025



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ELECTIONS DIVISION



**What does preparation
mean to you?**



Coordinate With Local County Officials



Collaboration builds strength!



Determine the Scope of the Election

General Election



Presidential vs
Midterm



Gubernatorial
race?



Highest
turnouts

Constitutional Amendment



Lower turnout



Long, complex
ballot



Longer booth
times

Primary Election



Joint vs
Seperate



Coordinate with
party chairs



Longer booth
times

Local Election



Entities and
Offices



Overlapping
boundaries

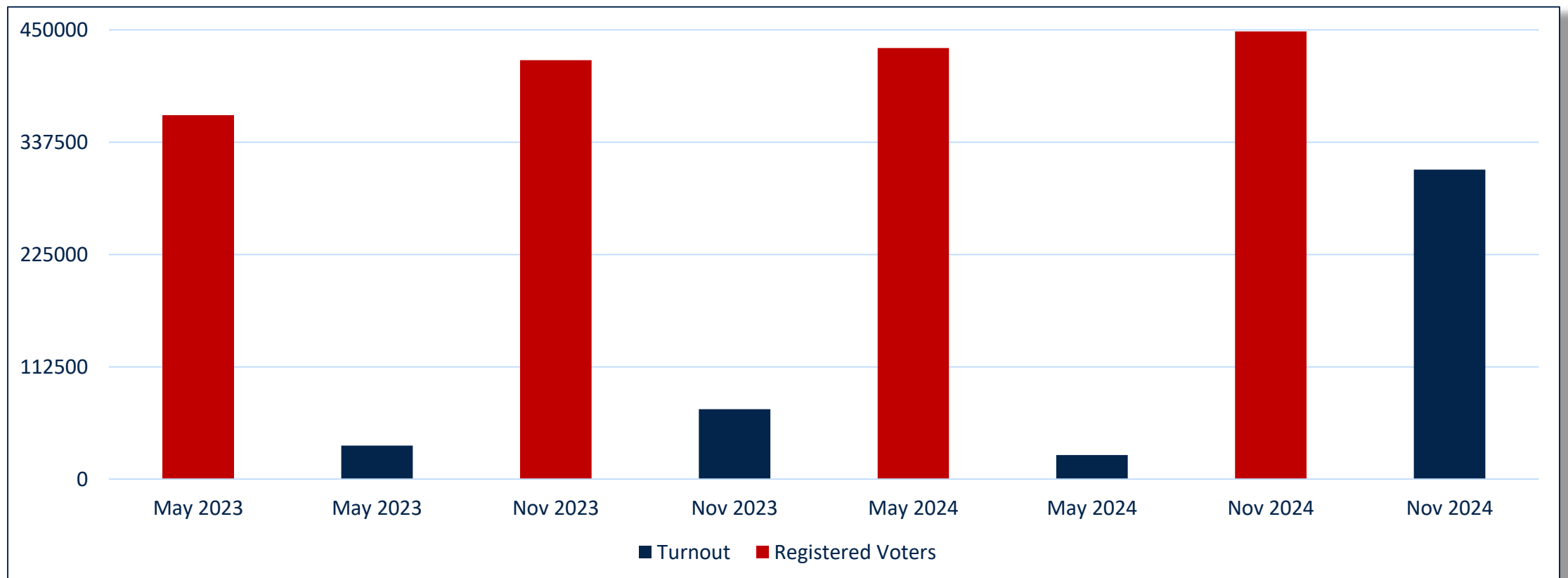


Complexity can
scale quickly

Type of election drives supply quantities, staffing, and logistics - size plans accordingly



Fantastic County Voter Turnout





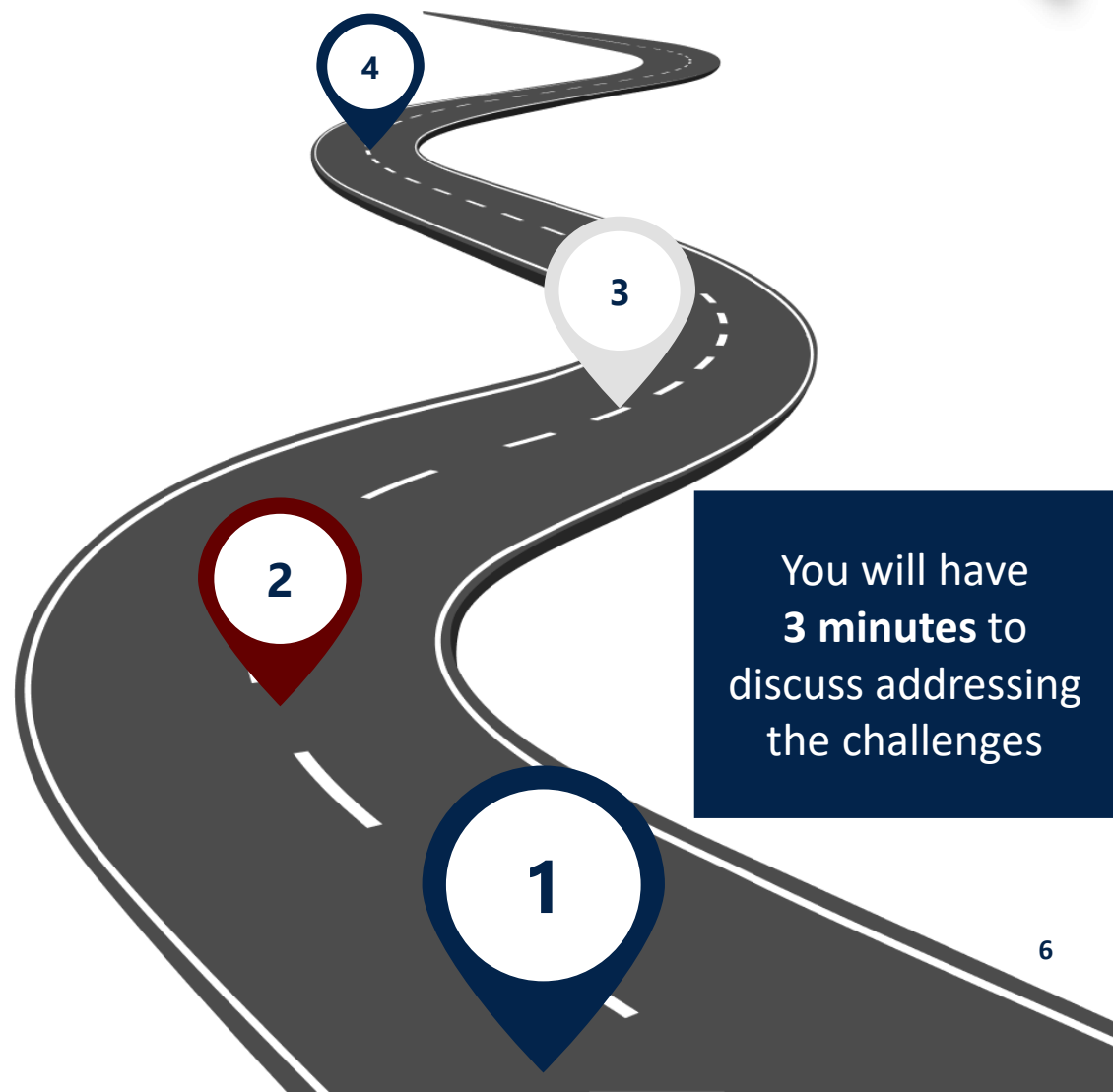
Group Discussion

Prompt:

- What unique challenges do different types of elections present?
- How does the election office address these challenges?



Work together with the
person next to you



You will have
3 minutes to
discuss addressing
the challenges



Determine and Address the Challenges

LOCAL



- Provide maps at polling places
- Train poll workers accordingly

PRIMARY



- Communicate in advance
- Build positive relationships

GENERAL



- Expect large numbers

RUNOFF



- Prepare in advance

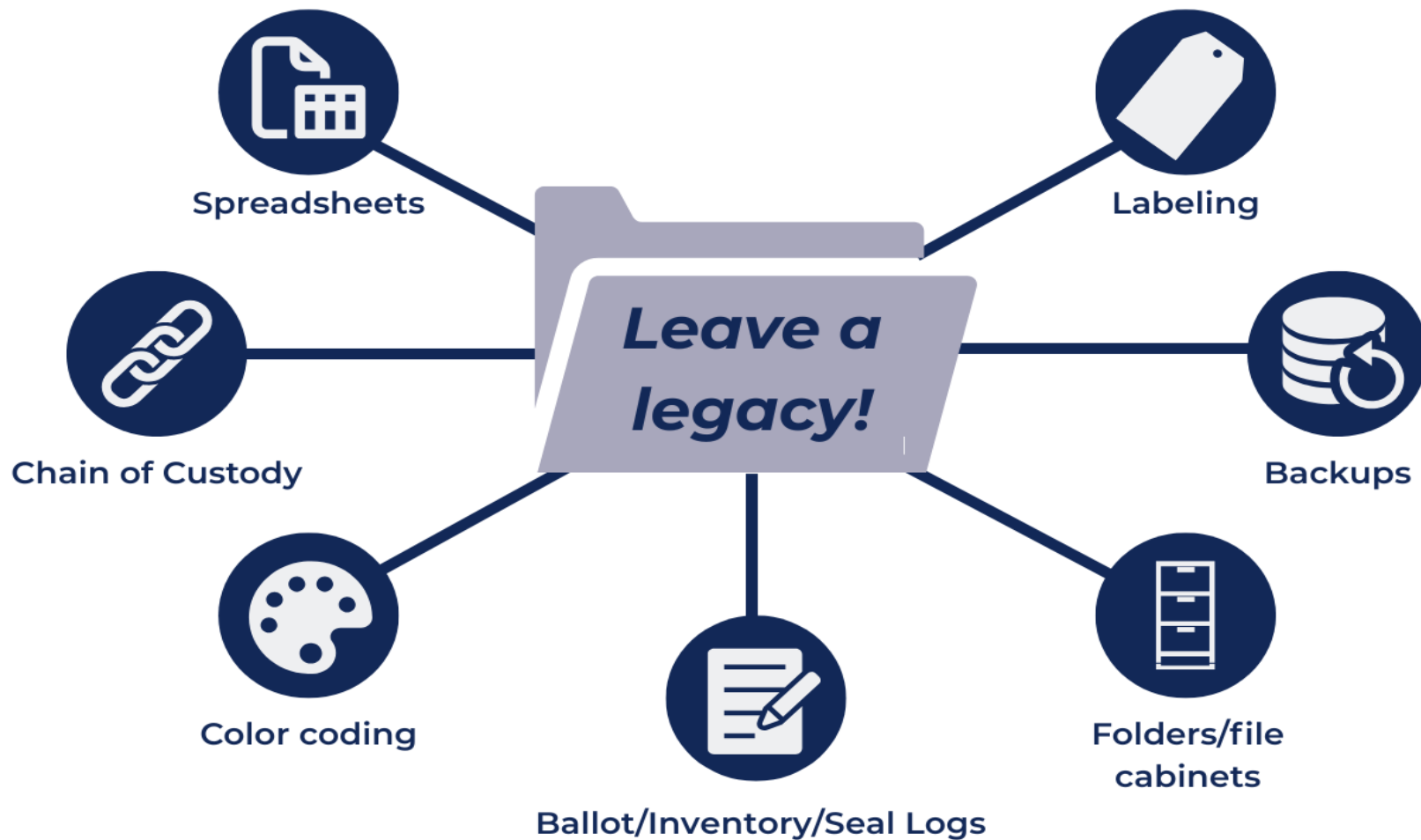
CONSTITUTIONAL



- Longer wait times
- Provide extra voting booths



Get Organized







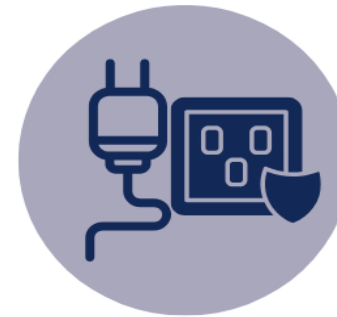
Prepare Supplies



Emergency Spares



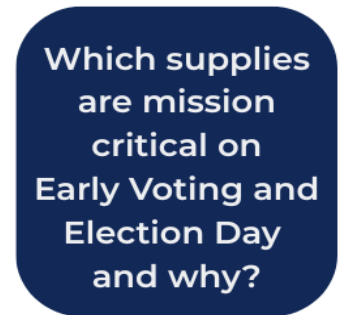
Ballots and Forms



Power and Cables



WiFi



Spares (Misc.)



Ballot Marking Devices
and Tabulators



Data-Driven
and Tracked

After gathering supplies, at any stage, **always proof them**



Determine the Necessary Equipment

1. Types of Devices:



2. How Many:



3. Who Programs:



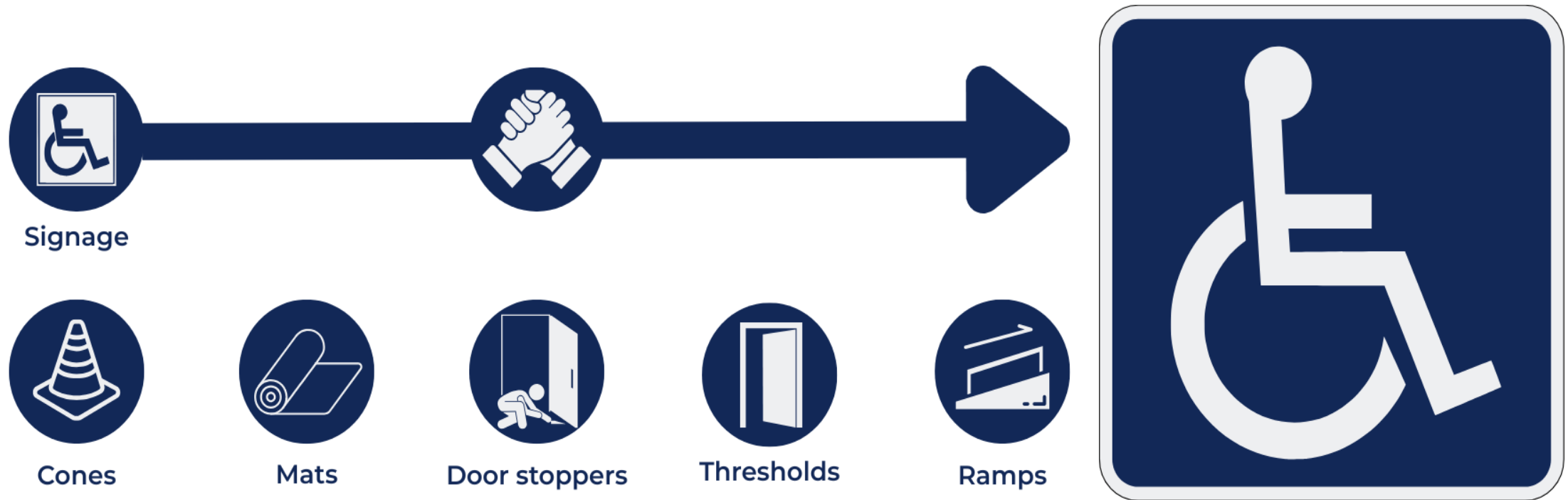
4. Background checks required



Proof everything!



Manage ADA Supplies



Clear access for **EVERY** voter



Role Play Scenario

- Picture it! You are conducting early voting for a primary election. Something goes wrong at the furthest polling location which is **30 miles away**.
- The poll workers **lost half of the forms** in high winds as the team was setting up. The polling place is typically a busy site, so it already has a line of 50 voters.

How should this situation be handled if you were in charge of supplies at your county office?



Create an Emergency Planning Checklist



Emergency Planning Checklist

Take a proactive approach to inclement weather and disaster planning. Reacting after an event begins often leads to confusion, delayed responses, and potentially greater damage, highlighting the critical need for proactive planning.

☐	Update emergency contact information for all elections staff and poll workers.
☐	Obtain first aid kits that include but not limited to: - Scissors - Tweezers - Adhesive tape - Gauze pads - Adhesive bandages - Roller bandage - Triangular bandages - Wound cleaning agent - Blanket - Gloves - Elastic wraps - Splint - Resuscitation bag, airway, or pocket mask - AED (automated external defibrillator)
☐	Obtain personal protective equipment that include but not limited to: - Gloves - Masks - Goggles/face shields - Body protection/gowns
☐	Obtain emergency supply kits that include but not limited to: - Cleaning products - Sanitizing products - Disinfectants - Hand sanitizer
☐	Offer training and information on: - Basic first aid - CPR (cardiopulmonary resuscitation) - AED - Stop the Bleed
☐	Test remote and VPN connections for staff to maintain access throughout the election.
☐	Fully charge equipment including electronic poll books and curbside voting equipment.
☐	Conduct training exercises to remind and prepare employees about their roles and responsibilities.



Allocate Supplies

- ✓ Provide larger stock of forms, ballots, and equipment to busier locations
- ✓ Provide extras to every location!
- ✓ Be over prepared rather than underprepared
- ✓ Determine which locations have historically higher turnout
- ✓ Have a restocking plan

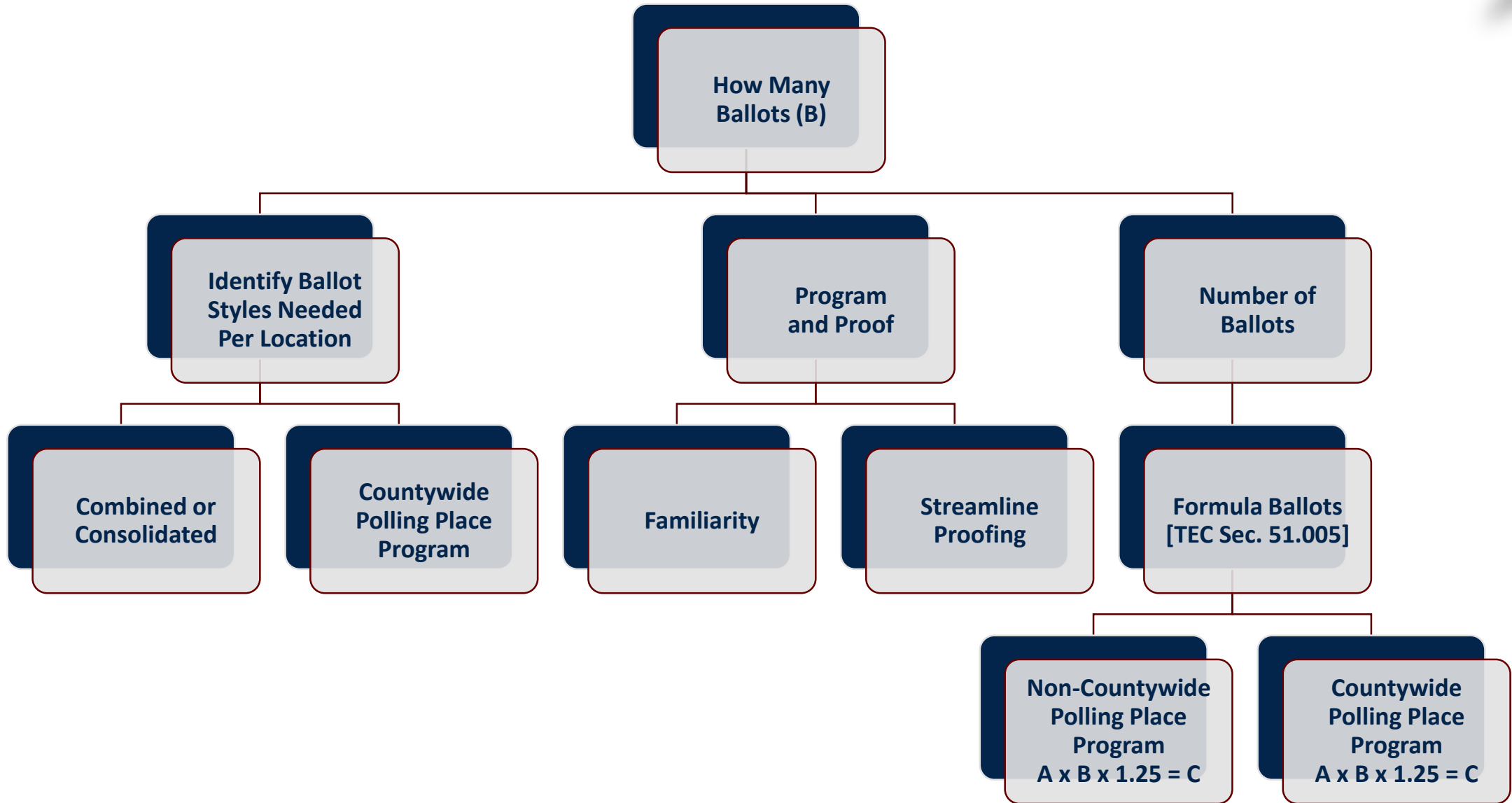


Keep contact with poll workers regularly



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Determine the Number of Ballots to Deploy

$$A \times B \times 1.25 = C$$

- The number of ballots provided to **precinct-based polling locations** cannot exceed the total number of registered voters for that precinct.
- There is no maximum number of ballots for county-wide polling places

A = Percentage voter turnout in the previous like election

B = Current number of registered voters
(**not including suspense voters**)

C = Minimum number of ballots to be ordered

2023 Constitutional Election Voter Turnout for Fantastic County	2025 Total Number of Registered Voters for Fantastic County (excluding suspense)
50% turnout	300 registered voters
$.50 \times 300 = 150$ $150 \times 1.25 = 187.50$ (188 rounded up)	



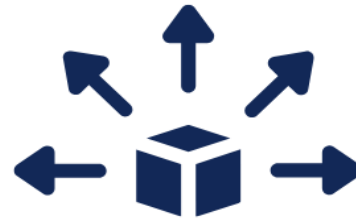
Organize the Necessary Forms for the Election



Ensure the most current form is used.



Track trends in usage.



Send more forms to busier sites.

Provisional

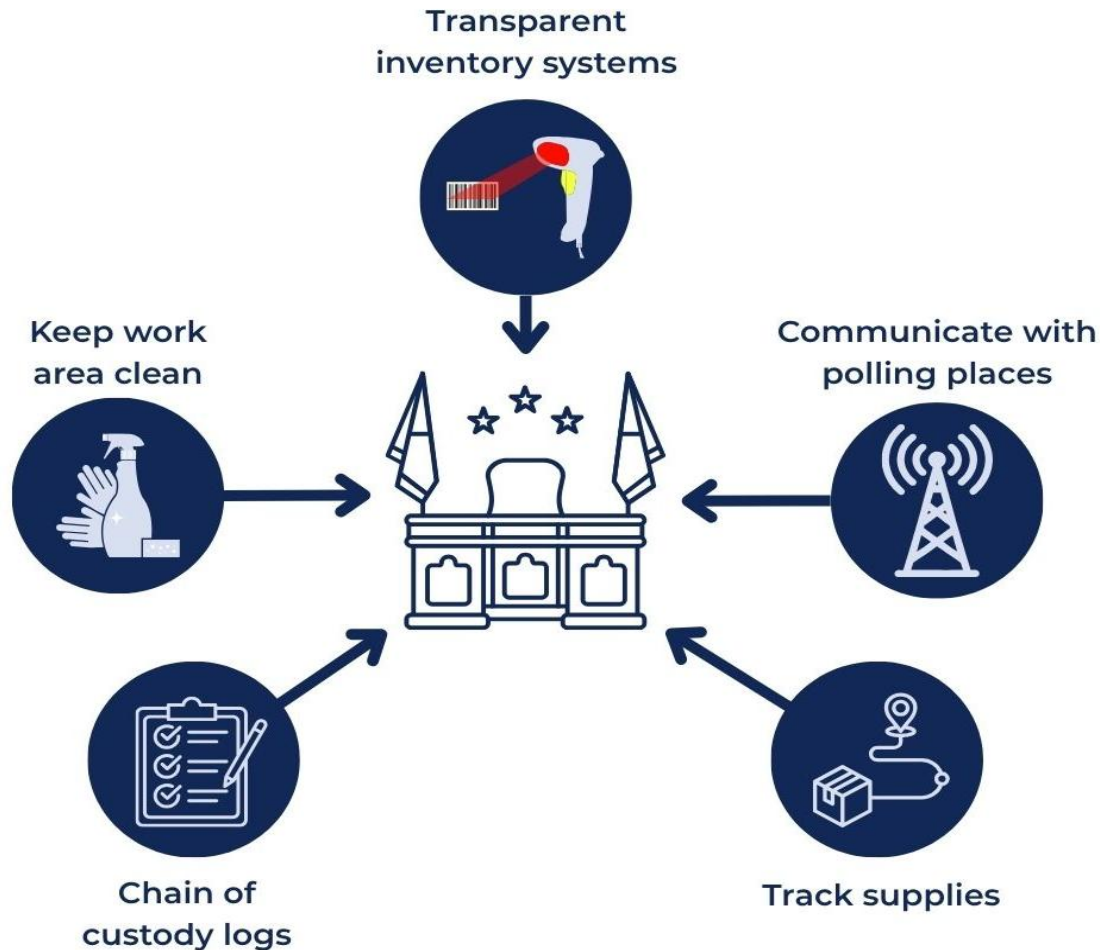
Stock enough to cover extended voting hours.



Proof everything!



Inventory the Miscellaneous Supplies



Check List for Election Supplies

- ☒ 12 black pens
- ☒ 12 red pens
- ☒ 1 ruler
- ☒ 2 stams
- ☒ 1 roll of tape

! Proof everything!



Plan the Logistics



DELIVERY

Poll worker
pickup and/or
county delivery



BACKGROUND CHECKS

Vendors
and drivers



CHAIN OF CUSTODY

Maintain
documentation;
what, who, where,
when, why



EARLY DELIVERY AND SECURITY

Ensure facilities
are secured



Maintain the Chain of Custody and Records





Prepare for a Runoff



Always be prepared for a runoff



Can't predict the runoffs

- Majority elections with lots of candidates
- Plurality elections don't have runoffs



Stay organized

- Color coding



Don't get caught "running" behind

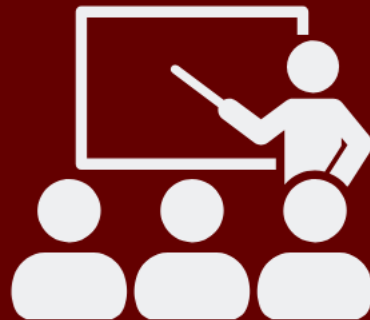


Don't Forget



PROOFING BALLOT

Impactful to
election preparations



POLL WORKER TRAINING

Provide inventory
sheets or checklists



LOGIC AND ACCURACY/HASH

We **STRONGLY**
recommend performing
hash validation **FIRST**





**Take a few minutes to write down
one thing you learned.**

Be prepared to share your answers!



Key Takeaways



**SCOPE OF
ELECTION**



LOGISTICS



**MANAGING
RECORDS AND
SUPPLIES**



**PLAN IN
ADVANCE**



Don't get caught unprepared!



Available Support



WEBINARS



TRAINING



RESOURCES

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sos.texas.gov