



Texas Secretary of State
ELECTIONS DIVISION



Rethinking Poll Worker Training

43rd Annual
Election Law Seminar
for County Election Officials

August 11-13, 2025



Texas Secretary of State

ELECTIONS DIVISION





Texas Secretary of State
ELECTIONS DIVISION



BACKGROUND & VISION



BACKGROUND & VISION

- Sections 32.111 and 32.1111 of the Texas Election Code requires the Secretary of State to develop:



**ONLINE
TRAINING**



**ESSENTIAL
MATERIALS**

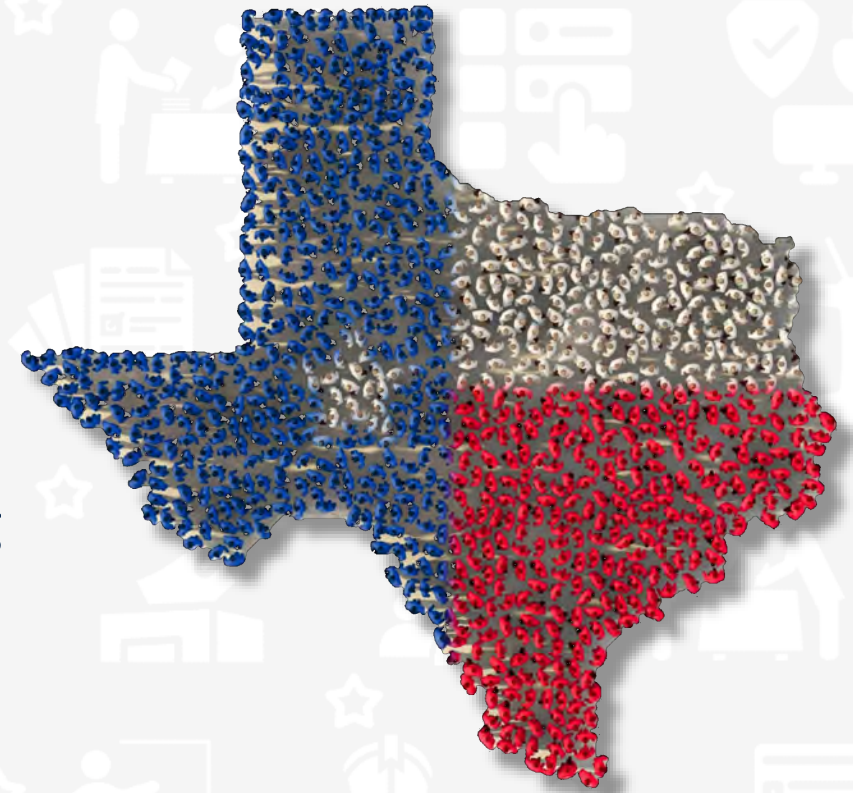


**TRAINING
STANDARDS**



BACKGROUND & VISION

- Current state-provided online training:
 - Is mostly in text-based format; and
 - Ends with a 50-question, open-notes exam.
- Counties across Texas have developed their own poll worker training programs.
 - Decentralized approach results in various training methods and content.





BACKGROUND & VISION

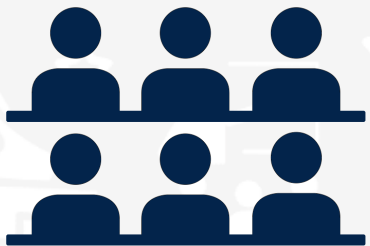
- The Elections Division aims to improve poll worker training by:
 - Aligning it with statutory requirements; and
 - Implementing clear standards.
- The goals of the new training framework are to:

**Recognize
local context** by
allowing counties
to add tailored
information and
processes

**Establish
uniformity** in the
essential knowledge
and skills required
of all poll workers

ACTIVITY #1

WHAT DOES YOUR COUNTY DO FOR POLL WORKER TRAINING?



**Work together with people
at your table and the table
directly behind you.**

Ensure that everyone has a
turn to share their thoughts,
ideas, or perspective.





Texas Secretary of State
ELECTIONS DIVISION



STANDARDS & OBJECTIVES



STANDARDS & OBJECTIVES

- **Approach:** How can poll worker training be broken up?
- **Tiers:**

**Essentially,
a checklist
was created**

Principle:

Chronological list of events in an election

Standards:

Broad sections that outline the process of conducting an election at a polling place

Objectives:

Specific tasks to conduct an election



STANDARDS & OBJECTIVES

PRINCIPLE #1

Election Resources

PRINCIPLE #2

Prior to the Election

PRINCIPLE #3

General Policies

PRINCIPLE #4

Setup Inside
a Polling Place

PRINCIPLE #5

Setup Outside
a Polling Place

PRINCIPLE #6

Opening a
Polling Place

PRINCIPLE #7

Qualifying and
Processing Voters

PRINCIPLE #8

Early Voting:
Suspending and
Closing the Polls

PRINCIPLE #9

Election Day:
Closing the Polls
When Ballots
Are Tabulated at
Central Counting
Station

PRINCIPLE #10

Election Day:
Closing the Polls
When Ballots Are
Tabulated at the
Polling Place

PRINCIPLE #11

Election Day:
Closing the Polls
When Ballots Are
Hand Counted

PRINCIPLE #12

Appendix A:
Voting Systems

PRINCIPLE #13

Assessment



STANDARDS & OBJECTIVES

Principle #7
Qualifying and
Processing Voters

Standard 7.1
The poll worker
will understand
the procedures
to qualify and
check-in a voter

Objective 7.1A
Outline the steps to process a voter

Objective 7.1B
Describe the identification requirements

Objective 7.1C
Outline the type of ballot a voter qualifies for

Objective 7.1D
Describe the notations/voter flags

Objective 7.1E
Identify the scenarios to qualify a voter
and complete the check-in process



STANDARDS & OBJECTIVES

Standard	Objective	Texas Election Code Reference, unless otherwise noted	Objective Number
The poll worker will understand the procedures for their appointment and responsibilities.	The poll worker will be able to: Recognize the statutes and requirements for appointing deputy early voting clerks, presiding judges, and election clerks.	32.002, 32.031, 32.032, 32.033, 32.034, 32.0511(b)(2), 83.032, 83.002, 83.012, 83.033, 83.007(b), 272.009; Sec. 573.061, Tex. Gov't Code	PWK 2.1A
	Recognize the responsibilities and duties of deputy early voting clerks, presiding judges, and election clerks.	32.031, 32.032, 83.001, 83.002, 83.003	PWK 2.1B



Texas Secretary of State

ELECTIONS DIVISION



HANDBOOK

Election Judges and Clerks Handbook



Texas Secretary of State
Elections Division
800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov

RETHINKING POLL WORKER TRAINING

POLL WORKERS
ROCK!
Texas Secretary of State
ELECTIONS DIVISION

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



Election Judges and Clerks Handbook

Texas Secretary of State
Elections Division

800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov



Chapter At-a-Glance

The poll worker will understand resources available and important information

Locate resources for reference, including:

- Contact information for the authority conducting the election; voter registrar, if applicable; emergencies; local law enforcement; the Elections Division of the Texas Secretary of State; and other poll workers
- Polling place hours of operation
- Emergencies in the polling place
- Elections glossary
- Election Judges and Clerks Handbook
- Poll Watcher's Guide
- Election Inspector Handbook
- Other materials developed by the Elections Division
- Materials developed by the authority conducting the election

RESOURCES AVAILABLE AND IMPORTANT INFORMATION

Follow Local Instructions. Elections are administered by a diverse range of entities including counties, cities, schools, and other poll workers. While entities follow the same set of election laws, the practical implementation of procedures outlined in this handbook may differ from those provided by the authority conducting the election—when in doubt, prioritize the instructions given by the election authority.

Important Numbers and Contact Information. Fill in the table below to assist in the election:

Name of Polling Place and Address:	Town College 123 Main Street
Phone Number for Authority Conducting the Election:	



Address for Authority Conducting the Election:	
Phone Number for Equipment Issues:	
Phone Number for Voter Registration Issues:	
Phone Number for Polling Place Contact:	
Addresses for Surrounding Counties Election Offices:	
Phone Number for Emergencies:	9-1-1 if you or voters need immediate medical attention
Phone Number for Local Law Enforcement:	
Phone Number for Elections Division of the Texas Secretary of State:	1-800-252-VOTE or 512-463-5650

Title	Name	Phone Number
Deputy Early Voting Clerk/Presiding Judge	John Smith	
Alternate Presiding Judge		



[Secs. 32.002, 32.031, 32.032, 32.033, 32.034, 32.0511(b)(2), 83.032, 83.002, 83.012, 83.033, 83.007(b), 272.009; Sec. 573.061, Tex. Gov't Code; 52 U.S.C. Sec. 10303(f)(4), 10503]

RESPONSIBILITIES AND DUTIES OF DEPUTY EARLY VOTING CLERKS, PRESIDING JUDGES, AND ELECTION CLERKS

Deputy Early Voting Clerks

The deputy early voting clerk is responsible for performing various duties assigned by the early voting clerk. Duties and tasks are similar to those of a presiding judge.

Presiding Judges

Presiding judges are crucial figures at polling places, acting as key decision-makers. They oversee the entire election process at their location, ensuring compliance to election laws and resolving any issues that may arise. Their responsibilities include:

- Supervising the setup and closing of the polling place;
- Managing voter flow and maintaining order;
- Addressing complex voter issues; and
- Completing and submitting detailed documentation.

Before hiring election clerks, contact the authority conducting the election. If the county participates in the Countywide Polling Place Program, vote centers serve all voting precincts within the county. Therefore, clerks are not required to reside in a specific precinct, but they must be registered voters in the county.

Hours and Work Assignments

Before each election, presiding judges must contact the alternate presiding judge and all election clerks to review work schedules and assignments. They should also confirm availability and remind clerks to arrive at the time specified by the authority conducting the election (unless split shifts are permitted, in which case clerks should arrive at their scheduled time).

The authority conducting the election may authorize shift work for some election clerks, allowing them to leave before polls close. If ballots are hand-counted, clerks cannot leave after counting begins, except for temporary breaks. Similarly, some clerks may be permitted to start after polls open. Presiding judges can approve temporary absences for meals or other necessities, but must treat clerks uniformly in managing work hours, duties, and breaks.

[Secs. 32.072, 32.073]

Election Hours

Remember: Polls are open on election day from 7 a.m. to 7 p.m. Contact the authority conducting the election regarding your specific scheduled hours. Poll workers must remain at the polling place until the last voter in line by 7 p.m. votes and all voting equipment has been packed away.

USE OF CERTAIN DEVICES IN POLLING PLACES

A person may not use a wireless communication device **within a room** in which voting is taking place. In addition, any mechanical or electronic means of recording sound or images are prohibited within **100 feet of a voting station**.⁸ The presiding judge has discretion to determine whether a wireless communication device is being used to record sound or images.

Taking pictures inside a polling place is prohibited. Election officers and persons employed in the building where the polling place is located may use cell phones to conduct their official duties. Equipment necessary to run the election may also be used.

The early voting clerk and presiding judge have the authority to require persons to deactivate any such devices and further authority to require persons who do not comply to leave after being permitted to vote. An election judge may require a person who violates the Texas Election Code to turn off the device.

A provision of the Texas Election Code may not be interpreted to prohibit or limit the right of qualified voters with disabilities to request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule. A person is entitled to request under federal or state law.

Advances in technology have enabled cell phones, tablets, and other wireless communications devices to assist voters with disabilities. As an example, a voter may use a program/application on a cell phone to translate verbal communication into sign language, allowing the voter to understand communication by an election officer. While this situation is not expressly addressed in law, election officers may use their authority to allow a voter to utilize these programs/applications at their discretion.

See the [election advisory on certain activities in vicinity of polling places](#) for additional information regarding voters with disabilities who use assistive devices.

[Secs. 1.022, 33.006, 61.014, 62.0111, 81.002]

Security Cameras

Security cameras are recording devices. Many buildings available to use as polling places have existing security cameras. To ensure voter privacy, these cameras should be turned off if possible. If deactivation is not possible, it is crucial to ensure cameras do not record voting areas. Simply redirecting voting equipment is insufficient. The Secretary of State recommends that cameras have no view of voting equipment at all. Separately, audio recording is a significant concern and should be disabled during voting hours if technically possible.



⁸ HB 3909 (2025, R.S.) changed the requirements in Section 61.014 of the Texas Election Code.

An election officer must administer the oath to a voter's interpreter. The interpreter must raise their right hand and repeat the oath aloud and complete the form prior to interpreting.

Who Completes the Form
Election Officer (Green)
Authority Conducting the Election or Any Election Officer (Blue)
Voter's Interpreter (Purple)



Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.

 Good Body Language	Maintain a neutral and attentive facial expression	 Bad Body Language	Faking a smile
	Use slow, deliberate movements		Excessive gesturing or pacing
	Keep a relaxed and alert stance off to the side of the person		Standing rigidly directly in front of the person
	Keep your hands down, open, and visible at all times		Pointing your finger

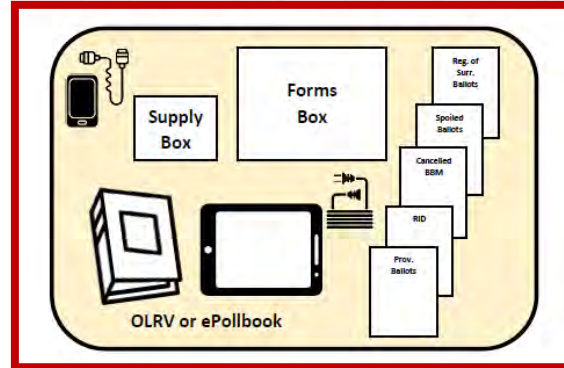
Conflict Resolution Scenarios

Try This	Instead of This
Voter Record Not Found	
"It appears our system isn't pulling up your voter record. Do you mind if I make a quick call to our main office? Don't worry, we'll get this figured out."	"I can't find you in the system"
Limited Ballot	
"We found your record and can see you're currently registered in a different county. Since you live here now, you may be eligible for a Limited Ballot. Please allow me to call the elections office for details."	"You're not eligible to vote in this county. You can't vote here."
Statement of Residence	
"We've found your record in the voter rolls, however the address needs an update. Let's fix this with a simple form. It's a normal procedure. Let me know when you're done and you won't have to wait in line again."	"You've moved? You'll need to fill out another form."
"Are you still residing in the same county?"	

ORGANIZE FORMS AND SUPPLIES

The deputy early voting clerk or presiding judge should set up and manage a judge/resolution table to assist voters with more complex situations. An orderly table arrangement with easy-to-reach forms is crucial to the successful operation of the polling place. Forms should be kept out of reach of voters when they are near the check-in station. The table also helps provide organization during the reconciliation, suspending, and closing processes.

Organize forms and supplies according to the election authority's specific procedures. Consider utilizing a forms box, organizer, or accordion folder. Label folders clearly and arrange them by how often they are used. Report any missing forms or low supplies to the authority conducting the election immediately.



Election Kit

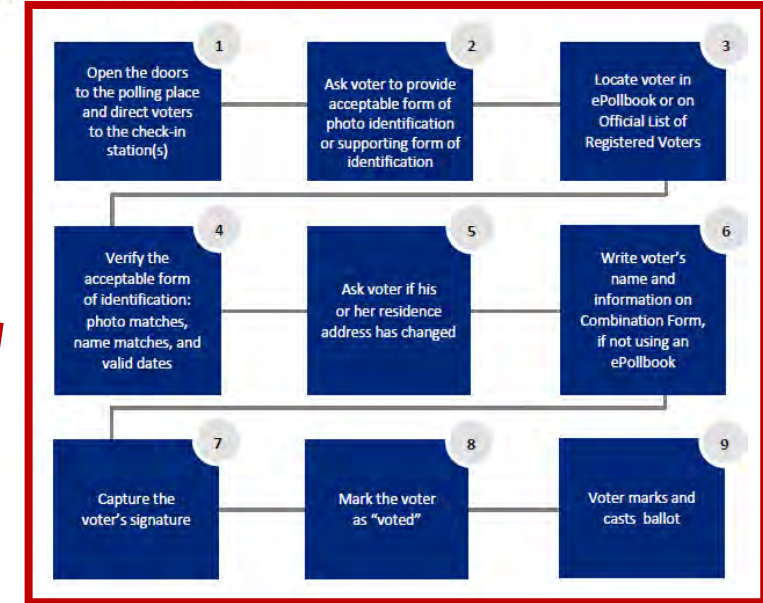
The authority conducting the election may provide a supply checklist with items delivered to the polling place. Ensure the following forms and materials are in your election kit (or other supply bag):

- Keys
- Passwords
- Name Tags
- Statement of Officer
- Constitutional Oath of Officer
- Oath of Election Officer
- Statement of Compensation and Oaths
- Chain of Custody Form(s)
- Seal Log(s)
- Lists of Registered Voters, including supplemental and correction lists, or a revised original list¹⁷
- Poll List
- Signature Roster
- "Voted" Stamp and Ink Pad (for stamping the list of registered voters, if applicable)
- Combination Form for Early Voting By Personal Appearance - Application, Poll List, Affidavits
- Combination Form for Election Day
- Registration Omissions List
- List of Voters Indicated as ID Voters
- Voter with Required Documentation Who is Not on List
- Map of Voting Precinct(s) Polling Places, if applicable
- Statement of Residence

¹⁷ More than one qualifying table may be set up by dividing the list of registered voters into sections of the alphabet (i.e., A-G and H-Z).



STEPS TO PROCESS A VOTER



IDENTIFICATION REQUIREMENTS

As poll workers, it is your responsibility to ensure each voter is qualified to vote and understand what type of ballot the voter requires. The State of Texas has thorough guidelines and processes to ensure everyone has an opportunity to vote and that each vote is a valid vote. It is essential that you follow these processes to protect the integrity of the votes.

After the voter arrives at a polling place, ask him or her to present an acceptable form of photo identification (List A). If a voter states that he or she does not have an acceptable form of photo identification, ask the voter if he or she can reasonably obtain an acceptable form of photo identification. If the voter states he or she cannot reasonably obtain an acceptable form of photo identification due to it being lost, stolen, suspended, expired, or otherwise invalid, you may not question the reasonableness of his or her circumstances. Instead, ask the voter if they have a supporting form of identification (List B). The following pages highlight identification requirements for voting:



NOTATIONS/VOTER FLAGS

"E" Notation

If the voter presents the voter's current voter registration certificate that has a notation of an "E" after the VOID number, it is not necessary for the voter to present one of the List A forms of photo identification.

VOTER REGISTRATION CERTIFICATE (Certificado de Registro Electoral)		
COUNTY (Condado)		
VOID (VOID)	Gender (Sexo)	Valid from (Válido desde)
123456789(E)	X	01/01/2025
Year of Birth (Año de Nacimiento)	Pres. No. (Pol. Num.)	Thru (hasta)
XXXX	10XX	12/31/2025

The notation means the voter has a disability and has applied for and received a permanent disability exemption from the voter registrar.

"ID" Notation

If the voter has a notation of an "ID" in the OLRV or on the screen of the ePollbook, then the voter is required to show identification (i.e., List A, List B with a Reasonable Impediment Declaration) before voting. Once the voter has voted or provided proof of identification, the ID notation should no longer appear in the OLRV or on the screen of the ePollbook.

"S" Notation

If the voter has a notation of an "S" in the OLRV or on the screen of the ePollbook, then the voter is on suspense. This can happen for several reasons, including:

- The voter registrar had mail returned to them after trying to contact the voter;
- There is an error with the address in the authority conducting the election's system; or
- The address is incomplete.

"Voted Early," "Early," or "EV" Notation

If the voter has a notation of "Voted Early," "Early," or "EV" in the OLRV or on the screen of the ePollbook, then the voter has voted early in person and may not vote in person on election day. If the voter insists on voting, you may offer a provisional ballot.

Scenario Three: Voter's Name on Acceptable Form of Identification Does Not Match Voter's Name on OLRV/ePollbook

If the voter's name in the OLRV or on the screen of the ePollbook is not identical to the voter's name on his or her identification, determine if the names are **substantially similar**. A voter's name on the identification is considered substantially similar if one or more of the circumstances outlined below are present:

Scenario

Slightly Different Name

The name on the identification is slightly different from one or more of the name fields on the OLRV or in the ePollbook or one or more of the name fields on the OLRV or in the ePollbook is slightly different from the name on the identification.

Example: OLRV—Dorris Miller; Marc Cuban
Name on ID—Doris Miller; Mark Cuban

Customary Variation Name

The name on the identification or on the OLRV or in the ePollbook is a customary variation of the formal name on the matching document or list.

Example: OLRV—Esperanza Andrade; Sam Houston
Name on ID—Hope Andrade; Samuel Houston

First, Initial, Middle, or Former Name

The voter's name on the identification contains a first, initial, middle, or former name that is not on the OLRV or in the ePollbook or the OLRV or ePollbook contains a first, initial, middle, or former name that is not on the identification.

Example: OLRV—Lyndon Johnson; Barbara Bush
Name on ID—Lyndon Baines Johnson; Barbara Pierce

Different Field

A first name, middle name, former name, or initial of the voter's name occupies a different field on the identification form than a first name, middle name, former name, or initial of the voter's name on the OLRV or in the ePollbook.

Example: OLRV —Sandra Day; Beyonce Knowles-Carter
Name on ID—Sandra Day O'Connor; Beyonce Knowles

When in the above circumstances, compare the information on the identification to the voter's information in the OLRV or on the screen of the ePollbook (i.e., voter's residence address, date of birth).

In this scenario, the voter:

- ✓ Presents a List A acceptable form of photo identification, or has a reasonable impediment preventing them from obtaining a List A acceptable form of photo identification and presents a List B supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed in the OLRV, or on the screen of the ePollbook.
- ✓ The voter's name on the identification does not exactly match the name in the OLRV or on the screen of the ePollbook.
- ✓ The voter has not moved.

STEP 1 Have the voter confirm residence address in the OLRV, or on the screen of the ePollbook.³²

STEP 2 Return the acceptable form of identification presented by the voter to the voter.

To complete voter check-in using a:

ePollbook

- Follow instructions provided by the authority conducting the election.

Combination Form

- Legibly write the voter's name and VUID Number.
- During **early voting**, record the voter's registered address.
- The voter reads and initials the "Similar Name Affidavit" box, and the election officer checks the corresponding box.
- Have the voter sign.

Poll List and Signature Roster

- Legibly write the voter's name and VUID Number on the Poll List.
 - During **early voting**, write or stamp "voted early," "voted," or place some other notation next to the voter's name.
- Have the voter sign the Signature Roster.

- STEP 3**

STEP 4 If the voter wishes to update his or her voter registration record to match the name on the identification, have the voter complete a [Statement of Residence](#) (Form 21-6).

STEP 5 Have the voter select a regular ballot from the disarranged ballot supply.

STEP 6 Direct the voter to the voting booth and provide any additional voting instructions as directed by the authority conducting the election.³³

³² The voter's address may not be updated in the OLRV or ePollbook if participating in the address confidentiality program. The voter must still verify they have not changed residence in the county.

³³ The voter should be cautioned not to use any other voting equipment and/or indelible marking instruments not provided by election officers may render his or her ballot invalid except when write-in votes are permitted.

Scenario

Process

In a primary election, stamp the voter's voter registration certificate with the party affiliation. Otherwise, give the voter a [Certificate of Party Affiliation](#) (Form 18-29)³⁴ or combined notice of convention and certification of affiliation,³⁵ as applicable, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a stamped voter registration certificate or affiliation certificate for verification at a precinct convention.³⁶

In a primary election, stamp "voted early" or "voted" in the same manner on the second list of registered voters that is to be given to the precinct chair for use at the precinct convention after the polls close, unless, not later than the 90th day before the primary, the county chair notifies the county clerk that the chair does not require a list. Precinct conventions may be held at a time and place determined by rules adopted by the state executive committee of a political party.

Primary Election Only

In a runoff primary election, only one list of registered voters is used. This list will indicate voters who voted in the first primary. If a voter attempts to vote in a runoff primary of a different party than the one in which the voter voted in the first primary, the voter is ineligible to vote. The ineligibility should be brought to the voter's attention. A voter becomes affiliated with a political party when the voter votes in that party's primary or participates in that party's convention.

A person commits an offense if the voter votes or attempts to vote in a primary election after having voted in a primary election of another party during the same voting year (the voting year is January 1 through December 31). If the voter believes the notation for the primary election or convention attendance to be incorrect, the voter may complete an [Affidavit of Non-Participation and Affiliation](#) (Form 18-27) indicating that the voter did not participate in that party's primary or convention and proceed to vote. It is not necessary for the voter to vote provisionally to counteract the record of primary or convention activity. The Affidavit of Non-Participation and Affiliation is a separate form not included on the Combination Form.

[Secs. 15.003, 63.001, 63.0011, 63.0101, 63.002, 63.003(c), 64.001, 162.004(a-1) and (b), 172.1114; Title 1 Sec. 81.71 T.A.C.]

Primary Italicized Throughout

³⁴ Because voters are not required to present their voter registration certificates (except to show a disability exemption), there may be a large number of party affiliation certificates issued.

³⁵ The party chair can combine the certificate of party affiliation with the notice of convention. If this is the case, the combined certificate and notice should be completed and issued to the voter.

³⁶ The certificate of party affiliation is not required to be issued to a voter in a runoff primary unless he or she requests it.



FINAL VOTERS OF THE DAY

Near closing time, check any hallways or surrounding areas for voters looking to vote. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter. Lock the door once the last voter has voted and left the polling place.



Note: Do not take down or remove any signage until the last voter has voted. All legally required signage must remain posted in the designated places under the Texas Election Code.

[Secs. 33.060, 41.031(a), 41.032, 62.002, 65.015(a), 65.015(b), 66.053(c), 66.054, 172.1141, 127.1311]

***The following steps may be done simultaneously**

BALLOT TABULATOR

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.

1. Retrieve the [Combined Ballot Register of Official Ballots and Ballot and Seal Certificate](#) (Form 7-26) from the election kit.
2. The election judge must secure the ballot tabulator so that no additional ballots can be deposited.
3. The election judge closes the poll and prints a minimum of three copies of the results tape.
 - a. Two election officers and, if poll watchers are present, up to two poll watchers must verify and sign the results tapes.
4. On the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate, the election judge must list the Ballot Scanner Identification Number(s) at the top and public count of voted ballots from the results tape in **Row B**.
5. The election judge powers off the ballot tabulator and unplugs from the surge protector.
6. If the ballot tabulator is returned to the central counting station:
 - a. The voted ballots must be placed, locked, and sealed in Ballot Box No. 3.
 - i. Any seals applied to Ballot Box No. 3 must be documented towards the bottom of the Combined Ballot Register of Official Ballots and Ballot and Seal Certificate.
 - b. The election judge must lock and seal the ballot tabulator to prepare it for delivery back to the central counting station.
 - i. Document the seal number on the chain of custody form.
7. If the ballot tabulator is NOT returned to the central counting station:
 - a. The election judge must remove the electronic media from the ballot tabulator.



CONTENTS	ENVELOPE NO. 3	ENVELOPE NO. 4
	• Results tape, if any • Copy of the Poll List or Combination Form • Copy of the List of Provisional Voters • Copy of the Register of Official Ballots/ Ballot and Seal Certificate • Copy of the Statement of Compensation and Oaths	• Precinct List of Registered Voters and Supplemental List of Registered Voters, if any • Registration correction list, if any • Statements of Residence, if any • Copy of the Poll List or Combination Form, if used instead of individual affidavits
	ENVELOPE NO. 5 <i>This envelope is delivered with Envelope No. 1</i>	ENVELOPE FOR REQUESTS AND CANCELLED BALLOTS <i>This envelope is placed in Ballot Box No. 4</i>
	• <i>Original of the Statement of Compensation and Oaths in a Primary Election</i>	• Request to Cancel Ballot by Mail for Use in the Polling Place • Register of Surrendered Ballots by Mail • Surrendered ballots by mail, if any • Notice of Improper Delivery and Notice of Surrendered Ballot, if any
	ENVELOPE FOR SPOILED BALLOTS <i>This envelope is placed in Ballot Box No. 4</i>	TRANSFER CASE
	• Register of Spoiled Ballots, if any • Spoiled ballots, if any	• Electronic media • Results tape, if applicable • Copy of the Register of Official Ballots/Ballot and Seal Certificate, if applicable
	BALLOT BOX NO. 3 <i>(optical/digital scan or emergency paper ballots for accessible equipment, if any)</i>	BALLOT BOX NO. 4
	• Voted ballots • Results tape, if any • Copy of the Poll List or Combination Form⁶² • Original of the Register of Official Ballots/ Ballot and Seal Certificate • Memory card or any other electronic data storage medium	• Printout of results tape(s), if instructed by the general custodian • Original of the Register of Official Ballots • Envelope for Spoiled Ballots, if any • Defectively-printed ballots, if any • Envelope for Requests and Cancelled Ballots • Unused ballots, if any
	SECURED CONTAINER USED FOR THE DEPOSIT OF VOTED PROVISIONAL BALLOTS	
	• Voted Provisional Ballots sealed in Provisional Ballot Affidavit Envelopes • Original List of Provisional Voters	

⁶² If the Poll List or memory card is too large for the pre-locked, pre-sealed ballot box, it may be placed in another secure container if such placement has been approved by the Secretary of State.



Vote for None, One, Two, or Three	
☒	Candidate
☒	Candidate
☐	Candidate
☐	Candidate

Vote for None, One, Two, or Three	
☒	Candidate*
☐	Candidate
☒	Candidate*
☐	Candidate

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	☒ Candidate	☐ Candidate	☒ Candidate	☐ Candidate	☐ _____
Second Office	☒ Candidate	☒ Candidate		☐ Candidate	☐ _____
Third Office	☐ Candidate	☒ Candidate		☒ Candidate	☒ Joe Doe
Fourth Office	☒ Candidate	☒ Candidate			
Fifth Office	☒ Candidate		☒ Candidate		
Sixth Office	☐ Candidate	☒ Candidate	☒ Candidate		
Seventh Office	☒ Candidate	☒ Candidate	☐ Candidate		
Eighth Office	☒ Candidate	☒ Candidate	☐ Candidate	☐ Candidate	

Figure 5: Illustration of lack of knowledge of intent of voter
(No portion of this ballot is counted)

candidate of another party or voted for the presidential or vice-presidential candidate of another party, the voter may not be able to vote in the name of a candidate he or she desires to vote for instead of the candidate's running mate.

is not counted:

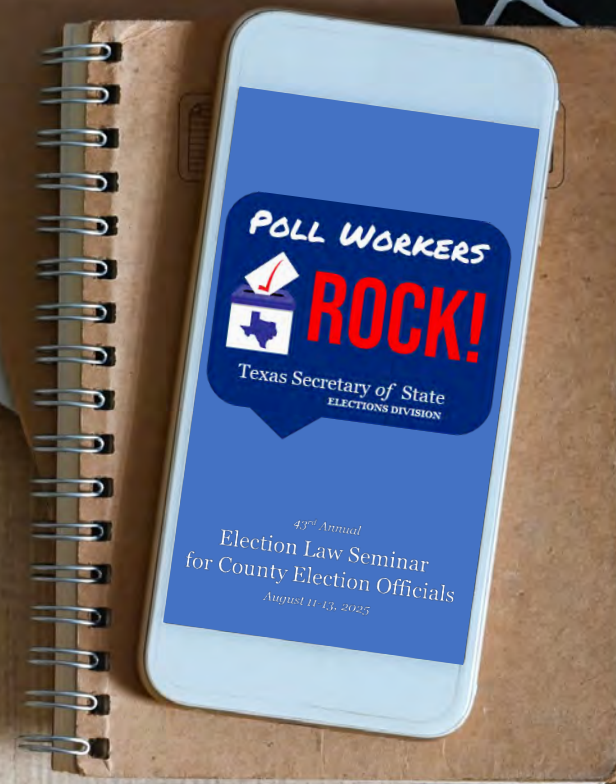
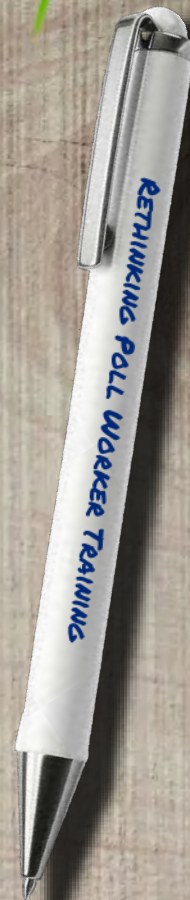
- If the intent of the voter cannot be determined (see Figure 5).
- If two or more marked ballots are folded together in a manner that indicates they were folded together when deposited in the ballot box by the voter.⁶⁴
- If the ballot is not numbered or not signed by the judge and the judge determines the ballot was not provided at the polling place. A ballot that is unnumbered or unsigned may be counted if the judge determines that it was provided at the polling place.
- If a marked ballot is found in a location other than inside the ballot box, the entire ballot may not be counted. The election judge must make a notation on the back of the ballot as to the reason it was not counted. This ballot is then placed in Ballot Box No. 3 with other ballots that have been counted.
- If it is a provisional ballot found by an election worker in the ballot box and not sealed in the provisional voter affidavit envelope.

⁶⁴ If you have a marked ballot folded along with a blank ballot, you should still count the marked ballot. The voter may have unintentionally picked up two ballots, but only voted one.



Texas Secretary of State
Elections Division

800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov







Texas Secretary of State

ELECTIONS DIVISION



**ONLINE
TRAINING**



ONLINE TRAINING

TRIVIA

**WHEN WAS THE
TEXAS ONLINE POLL WORKER TRAINING
LAUNCHED FOR
COUNTY ELECTION OFFICIALS?**



Texas Election Training Portal
Training and resources for Poll Workers and Watchers
pollworkertraining.sos.texas.gov

SEPTEMBER 2006



ONLINE TRAINING



THE STATE OF TEXAS Online Poll Worker Training Program

Brought to you by Secretary of State Roger Williams and Test County election officials

[Printable Resources](#)
[FAQ](#)
[Glossary](#)
[Help](#)

Course Outline

- 1. Introduction
- 2. Day in the Life
- 3. Polling Place Procedure
 - a. Before Election Day
 - b. Prepare the Polling Place
 - c. Prepare the Election Materials & Staff
 - d. Allowed Staff & Observers
 - e. Qualify Voters
 - f. Assist Voters
 - g. Close & Secure the Polling Place
 - h. Manage Voted Ballots & Election Records
- 4. Voters with Disabilities
- 5. Case Studies
- 6. Test

Before Election Day

If you are the presiding election judge, you should . . .

1. Visit the polling place to:
 - familiarize yourself with the layout of the space and assess its adequacy to accommodate and secure the voting equipment,
 - locate the entrances and restrooms,
 - check for availability of telephones, electrical outlets, tables, and chairs,
2. Meet and obtain contact information of the person responsible for unlocking the polling place on Election Day,
3. Contact the alternate presiding judge and clerks assigned to the polling place to:
 - confirm their availability and assignments, and
 - remind them to arrive no later than 6:15 AM (or at their scheduled time if the authority conducting the election allows "split shifts"),
4. Examine the election materials to make sure you have:

Site Navigation Tips

 [Resource](#)

[Checklist for Presiding Judges](#)

 [Glossary](#)

[Presiding Election Judge](#)

 [Hint](#)

As applicable, and as instructed by the authority conducting the election, familiarize yourself with the audio ballot. Listen for pauses between offices that might confuse voters. Knowing the ballot will help you assist voters and answer questions they may have.



ONLINE TRAINING



THE STATE OF TEXAS Online Poll Worker Training Program

Brought to you by Secretary of State Roger Williams and Test County election officials

[Printable Resources](#)
[FAQ](#)
[Glossary](#)
[Help](#)

Course Outline

- 1. Introduction
- 2. Day in the Life
- 3. Polling Place Procedure
 - a. Before Election Day
 - b. Prepare the Polling Place
 - c. Prepare the Election Materials & Staff
 - d. Allowed Staff & Observers
 - e. Qualify Voters
 - f. Assist Voters
 - g. Close & Secure the Polling Place
 - h. Manage Voted Ballots & Election Records
- 4. Voters with Disabilities**
- 5. Case Studies
- 6. Test

Voters with Disabilities

Voters who are elderly, voters who have disabilities . . .

Polling places must accommodate voters who have disabilities. No person should be denied the right to vote because they have restricted mobility, vision, or speech or hearing impairments.

Accommodating people who have disabilities is mostly a matter of sensitivity and common sense.

Continue to the next page for some etiquette reminders.

[Back](#) [Next](#)

Feedback/comments on the content, layout, and usability of this page

[Submit Feedback](#)

Site Navigation Tips

[Resource](#)

[ADA Checklist for Polling Places](#)







ONLINE TRAINING

[LOGIN](#) [LOGOUT](#) [COURSE CATALOG](#) [CONTACT US](#) [NEW USERS SIGN UP HERE](#)

Texas Election Training Portal

Training and resources for Poll Workers and Watchers

[HOME](#) [COURSE CATALOG](#) [MY COURSES](#) [NEED HELP? ▾](#) [LOGOUT](#)

You are here: [Home](#) > Standard 4.1: Setup Inside a Polling Place

4.1I Accessible Voting Equipment

With few exceptions, every polling place used in Texas elections must have a minimum of one voting device that is accessible to voters with disabilities. Accessible voting equipment in Texas includes BMDs and DREs. These voting systems offer accessible features including:

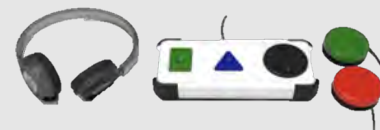
ES&S ExpressVote Voting System

- Front access panel with ports for a headphone; sip-and-puff device or two-position rocker switch; and separate audio-tactile keypad
- Multilingual
- Options to display larger text, high-contrast colors, or both
- Touchscreen interface allows voters to easily make selections and review their selections
- Instruction panel offers a visual guide that shows voters how to use the voting system



Hart Verity Voting System

- Audio-tactile interface (ATI) with ports for a headphone; tactile switch; and sip-and-puff device or other dual-switch input device
- Multilingual
- Adjustable audio and contrast settings
- Touchscreen interface allows voters to easily make selections and review their selections
- Instruction panel offers a visual guide that shows voters how to use the voting system



Online Poll Worker Training- Hart Equipment



[Collapse](#)

**Bullets and
Line Spacing**

[COMPLETE LESSON](#)

[Sec. 61.012(a)(1)(C)]





ONLINE TRAINING

[LOGIN](#) [LOGOUT](#) [COURSE CATALOG](#) [CONTACT US](#) [NEW USERS SIGN UP HERE](#)

Texas Election Training Portal

Training and resources for Poll Workers and Watchers

[HOME](#) [COURSE CATALOG](#) [MY COURSES](#) [NEED HELP? ▾](#) [LOGOUT](#)

You are here: [Home](#) > Standard 8.1: Early Voting: Suspending and Closing the Polls

8.1A Suspending the Polls (Daily During Early Voting)

Final Voters of the Day

1. Near closing time, check any hallways or surrounding areas for voters looking to vote.
 - a. Once polls close, if voters are waiting to enter the polling place, the presiding judge must direct them to enter the polling place, if possible.
 - b. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card.
 - c. If neither method is possible, an election clerk may stand at the end of the line to mark the last voter who is entitled to enter the polling place.
 - i. Pleasantly, but firmly, turn away anyone who arrives after the last eligible voter.
2. Lock the door once the last voter has voted and left the polling place.



Online Poll Worker Training-Hart Equipment



[Collapse](#)

**Chronological
Order**

Disclaimers

Ballot Tabulator(s)

Follow instructions provided by the authority conducting the election. If you do not have instructions or if you experience any technical issues, notify the authority conducting the election as soon as possible. The following steps may be different for each voting system vendor.





ONLINE TRAINING

[LOGIN](#) [LOGOUT](#) [COURSE CATALOG](#) [CONTACT US](#) [NEW USERS SIGN UP HERE](#)

Texas Election Training Portal

Training and resources for Poll Workers and Watchers

[HOME](#) [COURSE CATALOG](#) [MY COURSES](#) [NEED HELP? ▾](#) [LOGOUT](#)

You are here: [Home](#) > Standard 8.1: Early Voting: Suspending and Closing the Polls

8.1A Suspending the Polls (Daily During Early Voting)

Assessment

If voters are waiting to enter the polling place after closing time, what is the primary method the election judge should use?

- A. Turn them away immediately.
- B. Give them appointments for the next day.
- C. Direct them to enter the polling place, if possible.
- D. Call private security to manage the line.

C. Direct them to enter the polling place, if possible.

COMPLETE LESSON

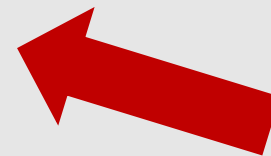
Online Poll Worker Training-
Hart Equipment



[Collapse](#)

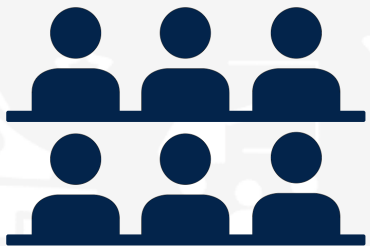
IN-PERSON
EARLY VOTING

VOTETEXAS.GOV
POWERED BY THE TEXAS SECRETARY OF STATE



ACTIVITY #2

WHAT TRAINING RESOURCES WOULD YOUR OFFICE OR REGION BENEFIT FROM?



**Work together with people
at your table and the table
directly behind you.**

Ensure that everyone has a
turn to share their thoughts,
ideas, or perspective.





Texas Secretary of State

ELECTIONS DIVISION



POWERPOINT



POWERPOINT



Texas Secretary of State
ELECTIONS DIVISION



Poll Worker Training Comprehensive State Version



POWERPOINT



Texas Secretary of State ELECTIONS DIVISION



1



2

Prior to
the Election



3

General
Policies



4

Setup Inside
a Polling Place



Election Resources



POWERPOINT



Texas Secretary of State ELECTIONS DIVISION



Statutes and Requirements for Appointing Deputy Early Voting Clerks, Presiding Judges, and Election Clerks

Student Early Voting Clerks and Student Election Clerk

Students gain practical experience by serving their community and state

Students take part in a rewarding activity while learning about the democratic process



Experience as an election clerk is impressive on a resumé or college application

Students earn community service hours for school

Election workers are paid hourly for their service





POWERPOINT



Texas Secretary of State
ELECTIONS DIVISION



Electioneering on Clothing or Other Items

- A person may not wear apparel, a badge, insignia, emblem, or other similar communicative device relating to a candidate, measure, or political party regardless of whether they are or are not on the ballot.





POWERPOINT



Texas Secretary of State ELECTIONS DIVISION

Assistants and Interpreters

Assistants

- Voters seeking assistance are not required to provide proof of disability. Assistance is not confined solely to the voting booth.
- Procedurally, when a voter opts for assistance from a person they have chosen, an election officer must administer the [Oath of Assistance](#) (Form 7-63) to the voter's chosen assistant.
 - Election officers are permitted to assist a voter without being required to take this oath.

7-63
Prescribed by Secretary of State
Revisions to 6-22; To Call Texas Election Code
W2002

Type of Election		Polling Location	
Date of Election		Authority Conducting Election	

OATH OF ASSISTANCE

Oath of Person Assisting Voter: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance. I will not suggest, by word, sign, or gesture, how the voter should vote. I will prepare the voter's ballot as the voter directs. I did not pressure or coerce the voter into choosing me to provide assistance. I am not the voter's employee, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs. I will not communicate information about how the voter has voted to another person, and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted." **Juramento de la Persona Asistiendo al Votante:** "Yo juro (o afirmo) bajo pena de perjurio que el votante al que estoy asistiendo me representó que es elegible para recibir asistencia. No sugeriré, con palabras, señas, o gestos, cómo debe votar el votante, prepararé la boleta del votante según lo indique el votante. No presionaré ni coaccionaré al votante para que me eligiera como asistente. No soy el empleado del votante, un agente del empleador del votante, ni un oficial o agente de un sindicato al cual el votante pertenece. No comunicaré información sobre cómo el votante ha votado a otra persona, y entiendo que si se proporciona asistencia a un votante que no es elegible para recibir asistencia, la boleta del votante podría no ser contada."

Signature of Assistant (Firma del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Muestra)	Address of Assistant (Dirección del Asistente)	Relationship of Assistant to Voter (Relación del Asistente al Votante)	Do you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? (Recebo o acepto cualquier forma de compensación o otro beneficio de un candidato, campaña o comité político)	
1				Yes	No
2				Yes	No
3				Yes	No
4				Yes	No
5				Yes	No
6				Yes	No
7				Yes	No
8				Yes	No
9				Yes	No
10				Yes	No

This oath was sworn to and administered to before me this _____ day of _____, 20____. Los juramentos exhibidos arriba fueron administrados bajo juramento y fueron recibidos en la fecha arriba.

Instructions:

1. Administer the Oath of Assistance to the Assistant.
2. The Assistant must repeat the Oath aloud and complete the form for each voter assisted.
3. Instruct the Assistant to:
 - a. Sign the form.
 - b. Print his or her name.
 - c. Provide his or her address.
 - d. Put his or her relationship to the voter in the column.
 - e. Indicate whether he or she receives or accepted any form of compensation or other benefit from a candidate, campaign, or political committee for providing assistance to the voter.

Signature of Election Officer _____
Printed Name of Election Officer _____



POWERPOINT



Texas Secretary of State ELECTIONS DIVISION



Poll Watchers

Acceptance and Qualification: *Certificates of Appointment and Training Completion*

- The poll watcher must present to the election judge, the first time the watcher reports for service, a:
 1. Certificate of appointment; and
 2. Certificate of completion of poll watcher training administered by the Secretary of State.





POWERPOINT



Texas Secretary of State ELECTIONS DIVISION



Etiquette for Interacting with People Who Are Deaf or Hard of Hearing



People Who Are
Deaf or Hard
of Hearing

- When the exchange of information is complex, the most effective way to communicate with a person who is deaf or hard of hearing is through a qualified sign-language interpreter, oral interpreter, or real-time captioning. For a simple interaction, writing back and forth may be okay.
- People who are deaf or hard of hearing need to be included in the decision-making process; **don't decide for them.**
- Before speaking to a person who is deaf or hard of hearing, make sure to get their attention.
 - Depending on the situation, wave a hand, tap on the shoulder, or flicker lights.



POWERPOINT



Texas Secretary of State ELECTIONS DIVISION



Opening the Polling Place

Combination Form for Early Voting by Personal Appearance (Form 7-61)

- Follow instructions provided by the authority conducting the election for using a paper form of Official List of Registered Voters (OLRV). Place the OLRV on the check-in table ready to qualify voters.

- Confirm the list of registered voters reflects the correct assigned precincts.

Color Key	Who Completes Sections of Form
Green	Election Officer
Tan	Voter
Blue	Authority Conducting the Election or Any Election Officer
Purple	Voter's Assistant



The form is titled "COMBINATION FORM and Early Voting Roster". It includes a "Color Key" table and a large grid for voter check-in. The grid has columns for "Registered Voter's Name", "Voter's Signature", "Precinct", and "Signature". The form also includes a section for "Voter's Assistant" and a section for "Election Officer".





Texas Secretary of State

ELECTIONS DIVISION



**OTHER
RESOURCES**



OTHER RESOURCES

Texas Secretary of State
ELECTIONS DIVISION

POLLING PLACE SIGNAGE CHECKLIST

of the signs¹ listed below in the required area as instructed by the authority conducting the election prior to the polls. Pay close attention as you are positioning the signs and ensure that they are placed where they can be seen at all times and not hidden by doors when propped open or closed. Instruction posters must be printed in English, Spanish, and any other legally required languages; if separate posters are used, you must post the postings side by side.

¹Signifies legally required postings.

Signage Inside a Polling Place	Map of Voting Precinct(s) Polling Places, if applicable The authority conducting the election may require this sign posted in the polling place.
Notice of Four Nearest Countywide Polling Place Locations (Form 7-51)*, if applicable Post at each polling place used on election day.	Voter Complaint Poster (Form 7-37)* Post the poster at one or more location in the polling place easily visible to voters.
Voter Information Poster (Form 7-36) Post in each voting station and in one or more locations in the polling place where they can be read by persons waiting to vote.	Voter Complaint Information

¹ Signs are subject to change and additional signage may be created to post in accordance with Texas election laws or court orders. No person other than an election judge or clerk may post materials in a polling place or within 100-foot radius of the entrance to the polling place. A violation is a Class B misdemeanor.

Signage Inside a Polling Place

Notice of Voting Order Priority (Form 7-38) Post in prominent locations at every entrance where voters waiting to vote can see it. Contact the authority conducting the election for exact placement details, including where voters form lines.	Notice of Prohibition of Certain Devices Within 100' of Voting Station (Form 7-39) Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.
Notice of Prohibition of Handguns in the Polling Place, if applicable (Form 7-40) The authority conducting the election may require this sign posted in the polling place.	Sample Ballot/Bedsheet (Form 3-23) Post in easily observed locations within the polling place.
Instructions for Casting Paper Ballots, if applicable (Form 7-41) Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.	Instructions Casting a Digital Signature (Form 7-42) Post one per voting station and in one or more other locations where it can be read by persons waiting to vote.

Signage Outside a Polling Place

List of Declared Write-In Candidates (Form 3-5) Post next to the voter information poster in each voting station and in the polling place where it can be read by persons waiting to vote.	Notices of Debt Obligation, if applicable Post in a prominent location at each polling place.
Precinct(s)/Vote Centers Vote(s) Here The authority conducting the election may require this sign posted outside the polling place.	Disabled Access Postings The authority conducting the election may require signed posted outside the polling place.
Distance Markers (Form 7-35) Post 100 feet in each direction from all entrances through which voters may enter the building in which the polling place is located.	Curbside Distance Marker Post the sign at the appropriate place in the parking lot or drive to notify voters that electioneering is prohibited within 20 feet of the polling place.

Signage Outside a Polling Place

Notification by Phone Number (Form 7-43) or Curbside Voting Sign - Notification Post in the parking lot or drive to notify voters that there is a designated curbside voting space.	Curbside Voting Sign - Notification Post in the parking lot or drive to notify voters that there is a designated curbside voting space.
---	---

Primary Elections

- Party signage may be displayed above the polling place entrance.
- If a precinct chair position is uncontested due to only one candidate filing, the sign must be prominently displayed within the polling place.
- A Notice of Precinct Convention (Form 18-14) must be posted on every entrance during both early voting and on election day.
- A sign for joint primary elections so a voter may indicate, without verbal assistance, the party to which the voter chooses. The sign must be posted on the ballot.



OTHER RESOURCES

 **Texas Secretary of State**
ELECTIONS DIVISION

**POLL WORKER TRAINING
QUICK REFERENCE GUIDE**

The success of any election relies heavily on the preparedness of election judges and clerks. While this list is not exhaustive, consider incorporating these elements into any county developed poll worker training. ( signifies legislative changes)

Important Information	
☐ Election Office Address and Contact Information	☐ Ballot Marking Devices
☐ Election Office Hours	☐ Ballot Tabulating or Ballot Box Setup
☐ Voting System	
☐ District	
☐ Poll Worker Payroll	

 signifies legislative changes

General Policies	
☐ Electioneering	☐ Reasonable Impediment Declaration
☐ Sound Amplification Devices	☐ Statement of Residence 
☐ Prohibition of Wireless Devices 	☐ Similar Name
☐ Written Materials Distributed/Brought by Voters	☐ Curbside Voting 
☐ People Permitted in a Polling Place	☐ Provisional Voting
☐ Assistants and Interpreters 	☐ Ballot by Mail Surrendering
☐ Poll Watchers 	☐ Ballot by Mail Not Surrendering
☐ Etiquette with People with Disabilities	☐ Voter Not Found
☐ Conflict Resolution and De-escalation	☐ Permanent Exemption

Polling Place Setup	
☐ Required Oaths	☐ Address Suppressed
☐ Supply Pick Up and Drop Off	☐ Already Voted
☐ Parking Permits, Keys, Alarm Codes, and Contacts	☐ Address Not in Election
☐ Polling Place Layout	☐ Spoiled Ballots
☐ Review Election Materials	☐ Abandoned Ballots
☐ Organize Forms and Supplies	☐ Fleeing Voters
☐ Check-in Station Setup	☐ Cancelling a Check-In
☐ Voting Area Setup	☐ Limited Ballots
☐ Accessible Voting Equipment	☐ Emergency Ballots
☐ Ballot Tabulating or Ballot Box Area Setup	
☐ Curbside Voting Setup 	
☐ Required Signage	

Opening the Polling Place	
☐ ePollbook and Mifi or OLRV	

Suspending and Closing the Polls	
☐ Early Voting—Suspending the Polls (Daily)	
☐ Early Voting—Suspending the Polls (Last Day)	
☐ Election Day—Closing the Polls	
☐ Preparing and Distributing Election Records	

Understanding Voting Systems	
☐ ES&S and Hart	

☐	Curbside Voting 
--------------------------	--





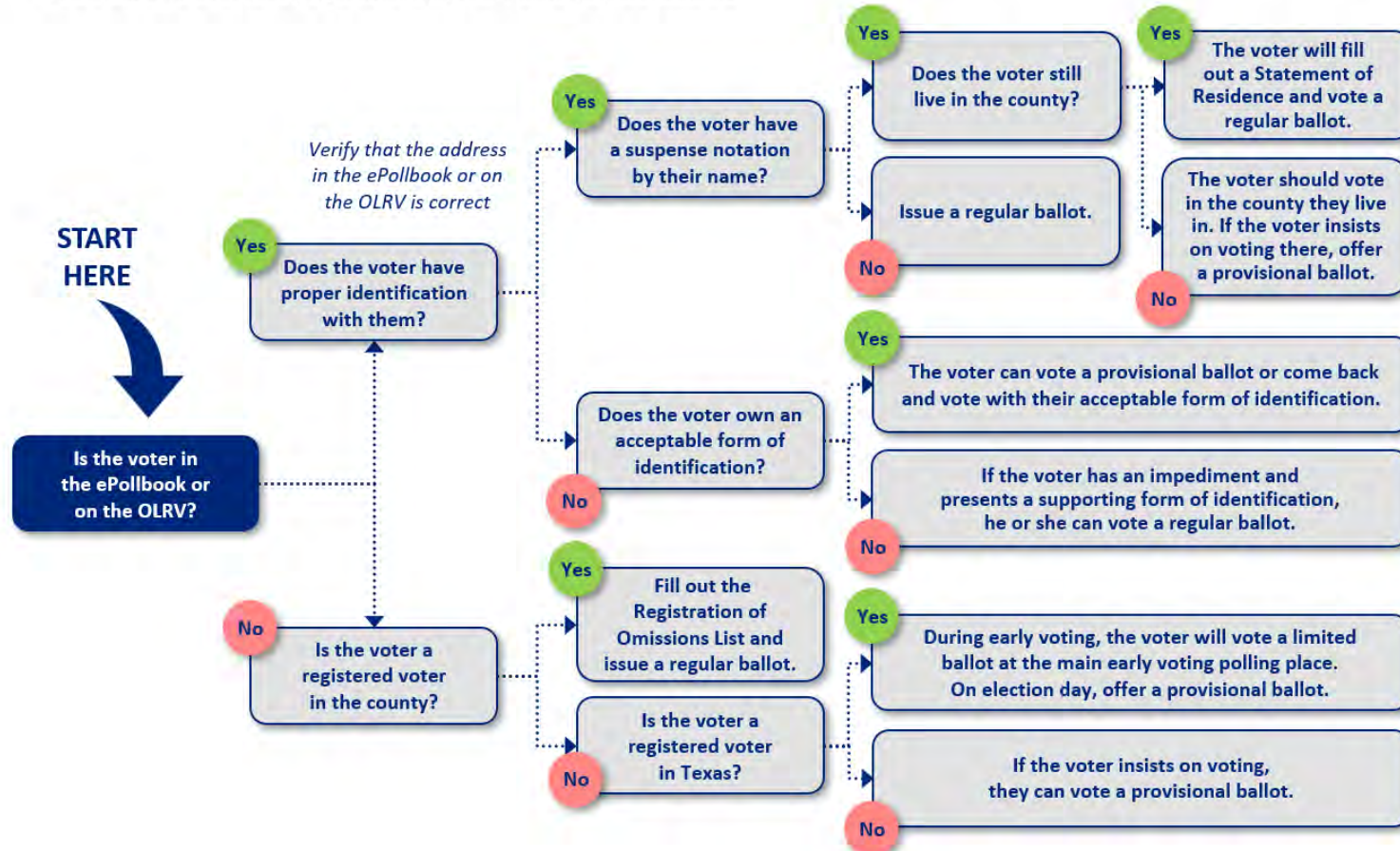
OTHER RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

DECISION TREE FOR ISSUING BALLOTS

The three common types of ballots a voter can qualify for at a polling place are a 1) regular ballot, 2) provisional ballot, or 3) limited ballot (only available during early voting and at the main early voting location). Use the decision tree below to guide you through which ballot a voter qualifies for and if there are other forms required for a particular voter and their situation.





OTHER RESOURCES



CONFLICT RESOLUTION AND DE-ESCALATION

You occupy a vital role as public servants, dedicated to facilitating the democratic process and serving voters. These individuals rely on you to provide a smooth, accessible, and respectful voting experience. It is important to recognize that personal moods fluctuate and maintaining unwavering cheerfulness is challenging at times. Your commitment to customer service remains paramount. Remain respectful and courteous—offering voters a positive interaction.

10 TIPS FOR DE-ESCALATION



ACTIVE LISTENING
Pay attention to what a voter is saying



STAY CALM
Remain rational and professional



PERSONAL SPACE
Maintain a safe distance



DOWNPLAY CHALLENGES
Redirect a voter back to the original topic



BE AWARE OF NON-VERBAL COMMUNICATION
Watch your body posture, position, and proximity



CLARIFY MESSAGES
Use short, simple, and clear communication



PERMIT VERBAL EXPRESSION OF FRUSTRATION
Allow a voter to release energy verbally



SET SIMPLE AND ACHIEVABLE LIMITS
Avoid too many requests or demands



MAINTAIN FACIAL EXPRESSIONS
Maintain a neutral, attentive facial expression



ANALYZE THE SITUATION
Review the event and look for areas of improvement

VERBAL STRATEGIES

TOPE + VOLUME + RATE OF SPEECH + INFLECTION

TOPE

Speak calmly to demonstrate empathy

VOLUME

Be aware of volume and avoid raising your voice



RATE OF SPEECH

Slower can be more soothing

INFLECTION

Be aware of emphasizing words or syllables that could have a negative effect

SPACE MANAGEMENT

BUDDY SYSTEM

Avoid being alone with a voter



LOCATION

Change the setting, if possible

YOU'RE NOT ALONE

Seek additional help when needed

YOU HAVE THE POWER TO FOSTER
A POSITIVE AND RESPECTFUL
ENVIRONMENT FOR ALL VOTERS





OTHER RESOURCES



ACTIVITIES IN VICINITY OF POLLING PLACES

The Texas Election Code includes specific rules governing activities around polling places. These laws aim to prevent voter intimidation and protect Texans from undue influence as they approach, enter, and exit polling places.

ELECTIONEERING OR LOITERING

During elections, electioneering and loitering are prohibited within the **100-foot** zone marked by distance markers around polling place entrances, which includes expressing preferences for or against candidates, measures, or political parties (regardless of whether they are on or off the ballot), or relating to the conduct of an election.



ELECTIONEERING ON CLOTHING OR OTHER ITEMS



Wearing apparel, badges, insignia, emblems, or other similar communicative devices relating to a candidate, measure, or political party (regardless of whether they are on or off the ballot) is **not permitted**.

SOUND AMPLIFICATION DEVICES



Within **1,000 feet** of a polling place, a person may not use a sound amplification device, such as a bullhorn or speaker system, for the purpose of electioneering for or against any candidate, measure, or political party.

USE OF CERTAIN DEVICES

A person may not use a wireless communication device **within a room** in which voting is taking place.



In addition, any mechanical or electronic means of recording sound or images is **prohibited** within **100 feet** of a voting station.

WRITTEN MATERIALS

While voters are permitted to bring written materials into the voting booth for assistance, voter/candidate guides and voter registration applications are **not allowed** to be posted or distributed at a polling place.



INFLUENCING A VOTER & REVEALING INFORMATION

A person may not indicate to a voter how he or she should vote. In addition, the names of voters who have/have not voted, vote counts for candidates/propositions, and a candidate's position during tabulation is not permitted to be revealed.



CONTACT THE AUTHORITY CONDUCTING THE ELECTION IF YOU HAVE QUESTIONS ABOUT WHAT CONSTITUTES ELECTIONEERING.





OTHER RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

ACCEPTABLE FORMS OF PHOTO IDENTIFICATION (LIST A)



Texas Driver License
Issued by DPS



Texas Personal Identification
Card issued by DPS



License to Carry a Handgun
issued by DPS



Texas Election Identification
Certificate issued by DPS



United States Passport
(book or card)



United States Military
Identification Card containing
the person's photograph



United States Citizenship Certificate/Certificate of Naturalization
containing the person's photograph

VOTERS AGED 18-69

Identification must be current* or
expired for no more than 4 years

*U.S. Citizenship Certificate does not expire

VOTERS AGED 70 OR OLDER

Identification may be expired for any length
of time if the identification is otherwise valid

*U.S. Citizenship Certificate does not expire

The authority conducting the election may authorize you to access electronically readable information on a driver's license or personal identification card for proof of identification when determining whether a voter must be accepted for voting.

If an election judge cannot reasonably determine that the identification presented by the voter matches the name in the OLRV or in the e-Pollbook, the voter must vote a provisional ballot.

Addresses Do Not Have to Match

You should not compare the address on the identification to the address on the official list of registered voters (OLRV) or in the e-Pollbook. You are only required to confirm that the address on the OLRV or in the e-Pollbook is correct.



Texas Secretary of State
ELECTIONS DIVISION

SUPPORTING FORMS OF IDENTIFICATION (LIST B)

- Copy or original of a government document that shows the voter's name and an address, including the voter's voter registration certificate. Other examples include, but are not limited to:
 - Driver license from another state; identification card issued by federally recognized Native American tribe (if the identification card contains an address); DPS receipt (without a photo); expired voter registration certificate; and, for voters aged 18-69, expired Texas DPS-issued driver license or personal identification card (over 4 years)).
- Copy of or original current utility bill.
- Copy of or original bank statement.
- Copy of or original government check.
- Copy of or original paycheck.
- Copy of or original of:
 - A certified domestic (from a U.S. state or territory) birth certificate; or
 - A document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document).

Note: Social security cards, college identification cards, state/federal employee identification cards, and library cards are not supporting forms of identification to vote.

If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and presents a List B identification at the polling place:

1. He or she must complete a Reasonable Impediment Declaration (RID). The voter will then return the completed RID to the election officer along with their supporting form of identification.
2. An election judge must date and sign the RID in the designated space. Election officers then:
 - Document which supporting identification was presented;
 - Enter the voter's VUID or affix a sticker with this information;
 - Note on the Combination Form that the RID was used by the voter; and
 - Complete the Date of Election and Location fields.

A signed RID must be rejected only upon conclusive evidence that the person completing the RID is not the person in whose name the ballot is cast.

If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and does not present a List B identification at the polling place OR does not possess but can obtain a List A identification and wishes to vote*:

1. He or she must be offered a provisional ballot. The election judge should follow the provisional voting procedure (Scenario Seven) outlined in Chapter 7 of the Election Judges and Clerks Handbook.
2. To have the provisional ballot counted, the voter must appear at the county voter registrar's office within six calendar days of election day and:
 - Present an acceptable form of photo identification;
 - Show a supporting form of identification and completed a RID; or
 - Qualify for one of the exemptions (e.g., disability, natural disaster, religious objection to being photographed).

*If a voter does not possess and cannot reasonably obtain a List A identification, has a reasonable impediment, and does not present a List B identification at the polling place, he or she may opt to leave and return at a later time before the polls close with a List B identification and vote a regular ballot after completing a RID at that time.



OTHER RESOURCES

Simple Language Phrases *for* Elections

Texas Secretary of State
Elections Division

800-252-VOTE • 512-463-5650
sos.texas.gov • votetexas.gov

Spanish
Español

Vietnamese
Tiếng Việt

Mandarin
普通话

Korean
한국인

Arabic
عربي





OTHER RESOURCES

Urdu

اردو

Tagalog
Tagalog

Persian

فارسی

Hindi

हिंदी

[Language in English]
[Native Language Name]



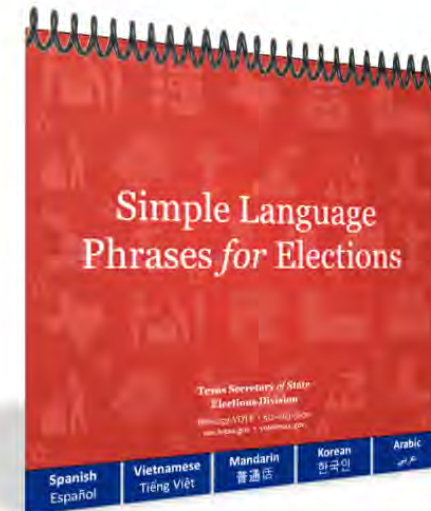
Texas Secretary of State
ELECTIONS DIVISION

SIMPLE LANGUAGE PHRASES FOR ELECTIONS

Following English, Spanish is the most spoken language in Texas. Federal law (U.S. Code Title 52, Section 10503) mandates bilingual ballots where more than 5% of voting-age citizens belong to a language minority group and have limited-English proficiency. As such, ballots in Texas are required to be available in English, Spanish, and in some counties, Vietnamese and Mandarin Chinese. This flipbook contains 13 common election phrases translated into nine languages, selected according to data that indicates each language is spoken by at least 20,000 people with limited-English proficiency statewide.

This flipbook is formatted to print on 11 single-sided sheets of standard 8.5" x 11" copy paper. Simple assembly involves cutting each page along the designated dotted lines. There are five headers for the first row (Spanish, Vietnamese, Mandarin, Korean, and Arabic) and five headers for the second row (Urdu, Tagalog, Persian, Hindi, custom to your county). Once the headers are in this order, fasten securely at the top with binding or staples to complete the resource.

Note: The authority conducting the election may customize any page to add or remove commonly spoken languages in the county.





OTHER RESOURCES

Voter Has Acceptable Form of Photo Identification or "E" Notation Voter
Voter Does Not Possess and Cannot Reasonably Obtain an Acceptable Form of Photo Identification
Voter's Name on Acceptable Form of Identification Does Not Match Voter's Name on OLRV/ePollbook
Voter Has Moved
Voter with Voter Registration Certificate and Not on OLRV/ePollbook
Voter Without Voter Registration Certificate and Not on OLRV/ePollbook
Provisional Voter
Cancelling a Ballot By Mail





OTHER RESOURCES

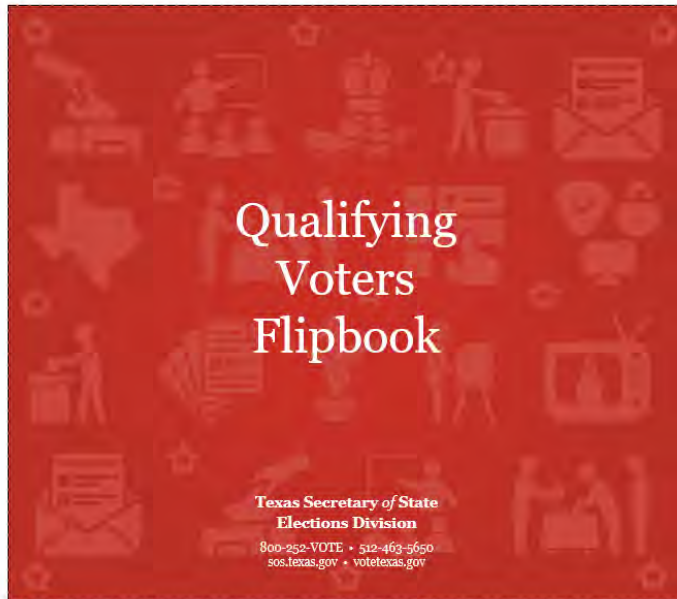


Texas Secretary of State
ELECTIONS DIVISION

QUALIFYING VOTERS FLIPBOOK

This flipbook serves as a concise guide through eight common scenarios that election judges and clerks stationed at the check-in table(s) will face. This flipbook is formatted to print on nine single-sided sheets of standard 8.5" x 11" copy paper. Simple assembly involves cutting each page along the designated dotted lines, arranging them from shortest on top to longest on the bottom with headers exposed, and fastening securely at the top with binding or staples to complete the resource.

Note: The authority conducting the election may customize any page to reflect specific entity instructions.



In this scenario, the voter:

- ✓ Presents an acceptable form of photo identification, or has a reasonable impediment and presents a supporting form of identification (and completes a Reasonable Impediment Declaration).
- ✓ Is listed on the OLRV/ePollbook.
- ✓ Presents the ballot by mail, a Notice of Improper Delivery (Form 6-5), or a Notice of Surrendered Ballot by Mail (Form 6-13).
- ✓ Has not moved.

Form Needed:

- ☐ Register of Surrendered Ballots by Mail (Form 7-64)
- ☐ Request to Cancel Ballot by Mail for Use in the Polling Place (Form 6-7)

- 1 Take the ballot package from the voter and verify he or she is the intended recipient. Open the envelope and verify the ballot is for the current election. Write "CANCELLED" on the ballot by mail.
- 2 Record the ballot on the Register of Surrendered Ballots by Mail.
- 3 Complete a Request to Cancel Ballot by Mail for Use in the Polling Place.
- 4 Attach the ballot package to the Request to Cancel Ballot by Mail for Use in the Polling Place and place in the Envelope for Requests and Cancelled Ballots.
- 5 Have the voter confirm residence address.
- 6 Return identification to the voter.
- 7 Complete voter check-in using a ePollbook, Combination Form, or Poll List and Signature Roster.
- 8 Have the voter select a regular ballot from the disarranged ballot supply and direct to the voting booth.

i See Scenario Eight in Chapter 7 of the Election Judges and Clerks Handbook for additional instructions if the voter is unable to present the ballot by mail.

Cancelling a Ballot By Mail



Texas Secretary of State
ELECTIONS DIVISION

QUALIFYING
VOTERS FLIPBOOK

Scenario
Forms
Needed

Process

Notes



OTHER RESOURCES

ALTERNATE JUDGE
(Juez Alternat)

Name (Nombre)

ELECTION JUDGE
(Juez Electoral)

Name (Nombre)

ELECTION CLERK
(Secretario(a) Electoral)

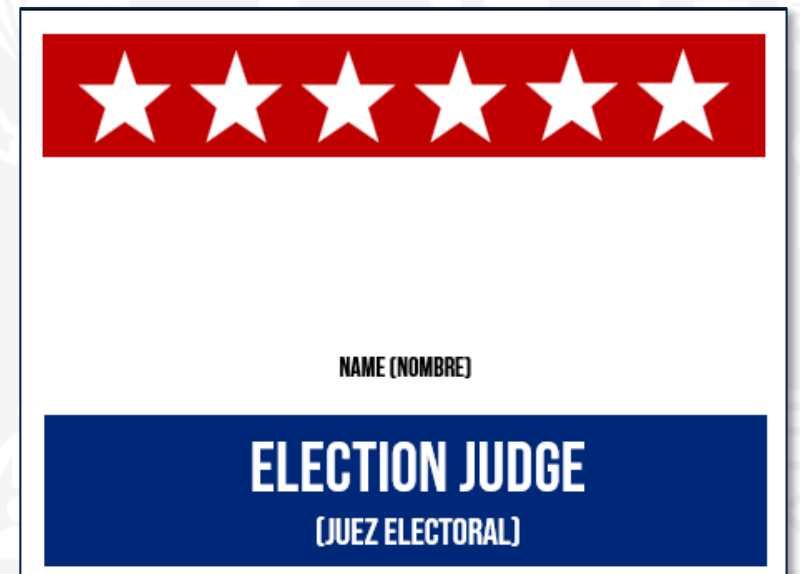
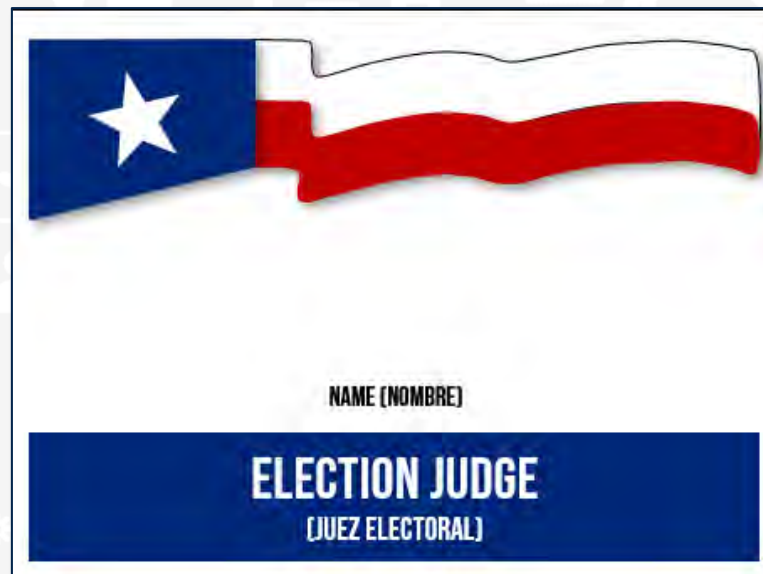
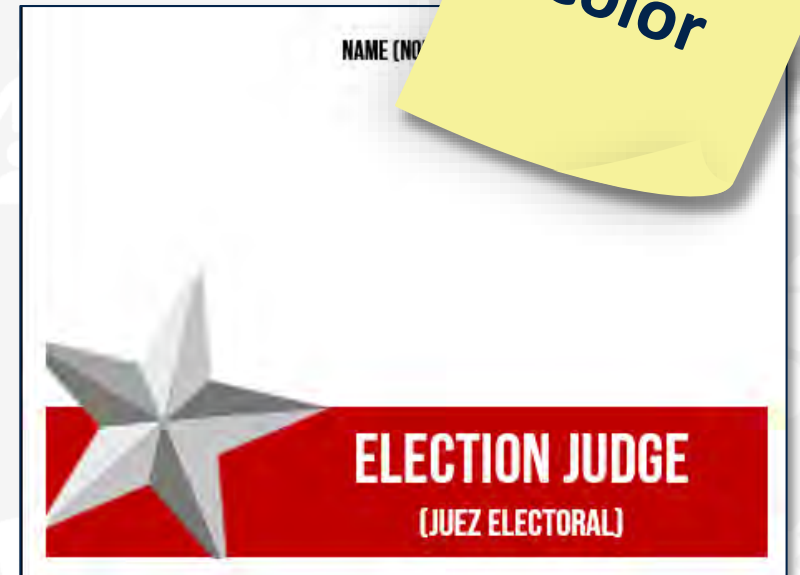
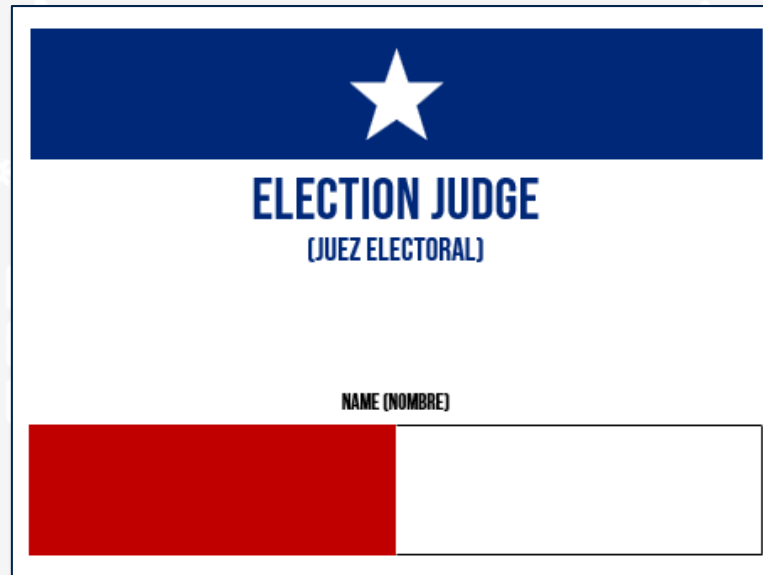
Name (Nombre)

Name Badge (Form 7-4, 7-5, 7-6, 7-7, 7-8)



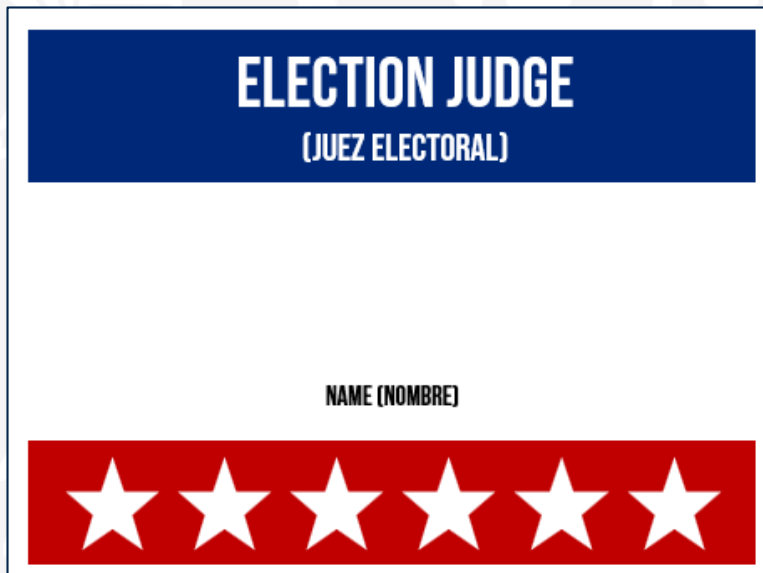


OTHER RESOURCES





OTHER RESOURCES





OTHER RESOURCES

Grayscale

ELECTION JUDGE
(JUEZ ELECTORAL)

NAME (NOMBRE)

NAME (NOMBRE)

ELECTION JUDGE
(JUEZ ELECTORAL)

VOTET

NAME (NOMBRE)

ELECTION JUDGE
(JUEZ ELECTORAL)

NAME (NOMBRE)

ELECTION JUDGE
(JUEZ ELECTORAL)

NAME (NOMBRE)

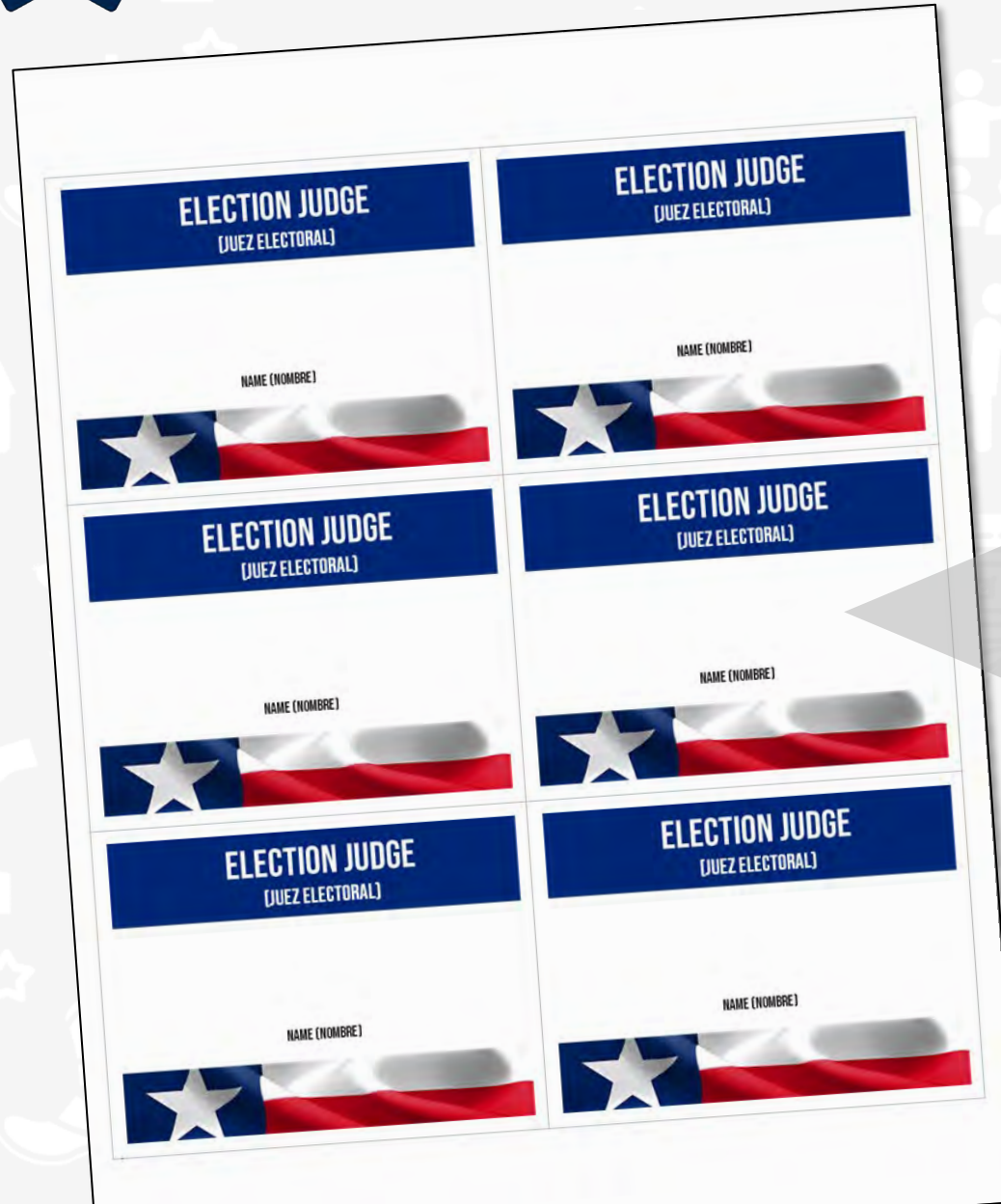
ELECTION JUDGE
(JUEZ ELECTORAL)

NAME (NOMBRE)

ELECTION JUDGE
(JUEZ ELECTORAL)



OTHER RESOURCES

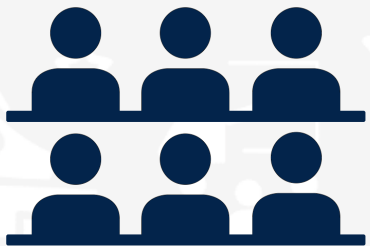


Use Avery Label 5392
or Comparable Label



ACTIVITY #3

HOW WOULD YOU USE THESE TRAINING RESOURCES IN YOUR COUNTY?



**Work together with people
at your table and the table
directly behind you.**

Ensure that everyone has a
turn to share their thoughts,
ideas, or perspective.



QUESTIONS?

Lance Gossen
Information and
Communications Specialist
lgossen@sos.texas.gov

Jude John
Training and Education
Coordinator
jmjohn@sos.texas.gov



AVAILABLE SUPPORT



WEBINARS



TRAINING



RESOURCES

elections@sos.texas.gov

800-252-VOTE • 512-463-5650

sos.texas.gov