



Texas Secretary of State
ELECTIONS DIVISION



The Training Evolution: Deploying New SOS Resources

44th Annual
Election Law Seminar
for County Election Officials
August 10–12, 2026



Texas Secretary of State

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BACKGROUND & VISION



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- Sections 32.111, 32.1111, 32.113, 87.0031, and 127.010 of the Texas Election Code require the Secretary of State to develop:



**TRAINING
STANDARDS**



**ESSENTIAL
MATERIALS**



**ONLINE
TRAINING**



BACKGROUND & VISION

- Existing state-provided online training is predominantly text-based
- Counties across Texas have developed their own training programs for EVBB members and CCS personnel
 - This **decentralized approach** has resulted in vastly different training methods, materials, and procedures across the state





BACKGROUND & VISION

- **Strategy for Improvement**

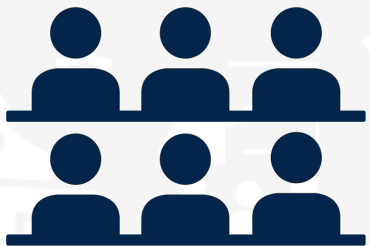
- Align training with the statutory requirements for EVBB and CCS
- Implement clear standards in the ballot-counting and tabulation process

- **Goals of the New Resources**

- *Establish Uniformity:* Secure a baseline of **essential knowledge and skills** required for all EVBB members and CCS personnel
- *Respect Local Context:* Provide a standardized core while allowing counties the **flexibility** to integrate specific voting systems, room layouts, and local workflows

ACTIVITY #1

WHAT DOES YOUR COUNTY DO FOR EVBB AND CCS 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.





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EVBB HANDBOOK

Early Voting Ballot Board Handbook



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DEPLOYING NEW SOS RESOURCES



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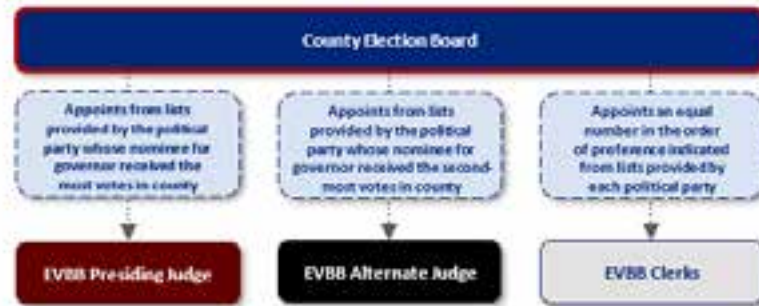
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COMPOSITION OF THE EVBB

An Early Voting Ballot Board (EVBB) must be established for every election to process early voting results from the territory served by the early voting clerk. The board is required to review provisional ballots which can be cast up through election day. Generally, the EVBB consists of a presiding judge, alternate judge, and at least one additional member. The appointment process for the EVBB presiding judge and alternate judge follows the same statutory requirements as presiding and alternate election judges, which vary based on the specific type of election being conducted. The following charts outline the organizational hierarchy and corresponding appointment paths for all EVBB personnel.

General Elections for State and County Officers



Joint Primary Elections



TIME FOR CONVENING THE EVBB

The EVBB may meet as many times as necessary, as there is no statutory limit on meeting frequency. The SOS recommends that the early voting clerk meet with the EVBB or signature verification committee (SVC) before qualifying and processing ballots to determine convening dates and a timeline for the corrective action process.

Each time the EVBB convenes, the early voting clerk must post a [Notice of Convening of Early Voting Ballot Board](#) (Form 10-2). This is posted along with the [Notice of Delivery of Ballots Voted by Mail](#) (Form 10-3) and/or [Notice of Delivery of Early Voting Ballotting Materials](#) (Form 10-4). All notices must be posted at the main early voting polling place at least 24 hours before the ballots are delivered. Additionally, in general elections for state and county officers, the county clerk or elections administrator is responsible for notifying the county chair of each political party with a nominee on the ballot at least 24 hours prior to every delivery.

Upon delivery of the election materials, the EVBB presiding judge must inspect each ballot box to ensure all seals are intact, cross-referencing the seal serial numbers with the [Ballot Transmittal Form for Early Voted Ballots](#) (Form 10-6). If the numbers match, the EVBB presiding judge will sign the [Receipt of Sealed Early Voting Ballot Boxes](#) (Form 10-5). If a discrepancy exists, the EVBB presiding judge must still accept the ballot box but document the specific issue(s) (such as broken seals or mismatched numbers) on the receipt and in the official EVBB records before signing.

	Convening Before Election Day The EVBB may convene any time to qualify and accept mail- and provisional ballots. This applies to all counties and local political subdivisions, regardless of population size. However, the first meeting must occur no later than the ninth day before election day .
	Convening on Election Day The EVBB must convene on election day to qualify and count all mail ballots received on or before that day as these ballots must be included in the unofficial returns .
	Convening After Election Day The EVBB must convene to qualify any mail-in ballots received by the fifth and sixth day after election day from voters outside the U.S. or active-duty military (or their spouse) located outside the voter's home county. The EVBB must convene after the sixth day after election day to review provisional ballots and to process and qualify any mail ballots subject to the corrective action process.

EVBB ACTIONS AFTER CORRECTIVE ACTION HAS BEEN COMPLETED BY THE VOTER

STEP 1	The early voting clerk must coordinate with the EVBB presiding judge to receive an updated Roster of Voters with Defective Carrier Envelope after every meeting. This roster is used to verify signatures and determine whether to accept or reject ballots.
STEP 2	The early voting clerk must provide any Corrective Action Form for Defective Carrier Envelope received along with an updated copy of the roster to the EVBB for the final review of ballots. The SOS recommends that this information be provided to the EVBB prior to any meeting of the EVBB.
STEP 3	On election day, if the EVBB is meeting prior to the closing of the polls, it should be provided with any Corrective Action Form for Defective Carrier Envelope received before its meeting and any forms received up until the polls close on election day.
STEP 4	Upon receiving a Corrective Action Form for Defective Carrier Envelope submitted in person, or notification from the early voting clerk that a voter provided missing or incorrect personal identification via the Secretary of State's Ballot by Mail Tracker , or updated the residence address associated with his or her voter registration record at www.texas.gov/live-in-texas/texas-voter-registration , the EVBB must review the carrier envelope and associated paperwork to determine whether to accept or reject the ballot.
STEP 5	Because a voter has until the sixth day after election day to correct the defect(s), the voter's ballot may not be finally rejected for the reason provided in the Notice of Defective Carrier Issued by Signature Verification Committee or Early Voting Ballot Board before the seventh day after election day.

[Sec. 87.0411(g)]

IMPACTS ON FEDERAL POST CARD APPLICATION (FPCA) VOTERS

The requirements that an ABBM contain a voter's personal identification information apply to Federal Post Card Application voters. The FPCA form already includes a place for a voter to provide this information, as the form is also used for voter registration purposes. If a voter fails to include his or her personal identification number on the FPCA, the voter may correct this defect by submitting a new FPCA. If the voter is already registered, the voter may validate his or her identification number in the Secretary of State's [Ballot by Mail Tracker](#).

STEP 1	The EVBB must review an FPCA voter's returned carrier envelope or signature sheet just as they would for a regular ABBM voter.
STEP 2	If an FPCA voter submits a carrier envelope or signature sheet with missing or incorrect identification, failed to sign the carrier envelope or signature sheet, the signature provided could not be determined to be that of the voter, or failed to provide complete witness information—or if the Signature Sheet for FPCA Voters (Form 6-49) is missing entirely—the voter must be notified of the defect following the same procedures as a regular ABBM voter.

Notifying the Voter by Phone:

The EVBB should contact the voter using any known phone number on file with the early voting clerk or in the possession of the EVBB. Because the voter registrar may not transcribe, copy or otherwise record a telephone number furnished on a voter registration application, the EVBB may review an application at the voter registrar's office to obtain a phone number or have the registrar read the number to a member of the EVBB, if necessary.

The EVBB should create a phone script explaining that the voter's ballot by mail was received by the early voting clerk and reviewed by the EVBB. After confirming voter's identity using publicly available information—such as their voter registration address and whether the voter requested a ballot for a given election—the EVBB must explain the specific defect(s) discovered and explain the process for the voter to correct the defect in the carrier envelope by appearing at the early voting clerk's office no later than the sixth day after election day, by submitting a corrective action form by mail or common or contract carrier, or by cancelling the voter's mail ballot and voting in person during early voting or on election day.

The EVBB should provide the phone number of the early voting clerk's office so the voter can verify the call and obtain details when the EVBB is not meeting. The voter's name and the action taken should be entered on the [Roster of ABBM Voters with Defective Carrier Envelopes - Notified by Phone or Email](#) (Form 10-29).

STEP 2

If the EVBB is unable to contact the voter, they should leave a detailed message explaining the defect in the voter's carrier envelope and the correction process, but they should not provide any personally identifiable information on a voicemail or with a person who is not the voter. The EVBB should leave a return number that the voter may use to validate the information provided in the message. Consider using the [Corrective Action Phone Script](#) when calling a voter.

Notifying the Voter by Email:

The EVBB should send the voter a Notice of Carrier Defect Issued by Signature Verification Committee or Early Voting Ballot Board via email. The notice must inform the voter of their ability to correct the defect by appearing at the early voting clerk's office no later than the sixth day after election day, by submitting a corrective action form by mail or common or contract carrier, or by cancelling the voter's mail ballot and voting in person during early voting or on election day. The voter's name and the action taken should be entered on the [Roster of ABBM Voters with Defective Carrier Envelopes - Notified by Phone or Email](#).

The early voting clerk should set up a dedicated email address for corrective action notifications. The EVBB and early voting clerk should establish rules and procedures for utilizing this email address. Any emails sent or received through the corrective action process are considered election records under the Election Code, are subject to the Public Information Act, and must be retained by the general custodian of election records.

COUNTING PROCEDURE



The procedures for hand-counting are dictated by Chapter 65. There is no legal authority to hand-count ballots using a method that is inconsistent with, or different from, the procedures prescribed by the Texas Election Code.

1. The caller must read and distinctly announce, to the officers keeping the tally lists (the talliers), each name of a candidate or proposition for which there is a vote.
2. As each vote is read, a tally mark is made by the corresponding name or number on the tally lists (see Figure 1).
3. The tally lists should be compared periodically and any errors or discrepancies corrected. If a discrepancy is discovered, the ballots must be recounted and the necessary corrections must be made on the lists.
4. When the caller has completely read and announced all the votes on the ballot, he or she deposits the ballot in the locked early voting ballot box.
5. Any voted ballot that is not counted must be marked on the back to indicate it was not counted and deposited in the locked early voting ballot box. This prevents accidental counting during a future recount or audit.
6. After the completion of the count, each tallier will compute the total number of votes tallied on the member's list and enter the totals on the tally list. After verifying that the three tally lists are in agreement, each counting officer must sign the specific tally list that the officer has kept.

[Secs. 65.005, 65.009, 65.012]

Candidate/ Proposition Choice	5	10	15	20	25	30	35	40	45	50
Commissioner Precinct 1										
Candidate A	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL
Candidate B	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL
Write-in A	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL
Write-in B	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL
Undervotes	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL
Overvotes	THL	THL	THL	THL	THL	THL	THL	THL	THL	THL

Figure 1: Tally Sheet for a Hand Count (Form 10-02) Example



The failure of a voter to mark his or her ballot in strict conformity with the law does not invalidate the ballot.



The failure of a voter to vote a full ballot does not invalidate the ballot.



Figure 8: Illustration where a voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates

Rule 7

An individual vote is **not counted** if it is a runoff election and a voter writes in any candidate's name (see Figure 9).

Figure 9: Illustration where a voter writes in a candidate's name

Rule 8

An individual vote is **not counted** if the voter did not vote for both the presidential and vice-presidential candidate of the same party, except when the voter writes in the name of a declared write-in presidential candidate the vote must be counted even if the name of the corresponding vice-presidential candidate is not written in (see Figure 10).

Figure 10: Illustration where a voter did not vote for both the presidential and vice-presidential candidate of the same party

Oath

Before accepting a watcher for service, the presiding judge must require the watcher to take following oath as administered by an election officer. The oath is found on the Certificate of Appointment of Poll Watcher (Form 4-26, 4-27, 4-28, or 4-29):

"I swear (or affirm) that I will not obstruct the voting process or harass voters in the discharge of my duties."

Identification

If the watcher is accepted for service, an election officer must provide the watcher with a form of identification that must be worn by the watcher in the EVBB.²⁰



[Sec. 33.051]

SERVICES, AND PRIVILEGES

A Poll Watcher Must	A Poll Watcher May
Present a certificate of appointment and certificate of completion of poll watcher training administered by the SOI.	Follow the transfer of election materials to the EVBB.
Turn off any recording device while serving as a poll watcher.	Not be prohibited from making written notes while on duty.
Wear identification provided by an election officer while serving at the EVBB.	Sit or stand near enough to provide meaningful observation by seeing and hearing the election officers conducting the observed activity.
Not be disruptive during the qualifying process.	
Be permitted to observe any activity occurring at the location at which the watcher is serving.	Not be denied free movement where election activity is occurring within the location at which the watcher is serving.

²⁰Visit the Secretary of State's [Elections Form Index](#) for other sample badges.



Alternate Judge: An individual appointed to serve in the capacity of the presiding judge if they are unable to perform their duties.

Canvassing Authority: The governing body responsible for the local canvass of election results. They may not canvass until the EVBB finishes processing provisional, late-arriving, and corrective action ballots.

Carrier Envelope: The envelope used by a voter to return a mail-in ballot, which must be qualified by the EVBB before the ballot is counted.

Central Counting Station (CCS): The central location established for the automatic tabulation of ballots. Once the EVBB qualifies and prepares the ballots, they are delivered to the CCS for final counting.

Clerks: Personnel appointed by the presiding judge to assist in the performance of election duties.

Corrective Action Process: The procedure that allows a voter to resolve certain defects on their carrier envelope to prevent the rejection of their ballot.

Early Voting Ballot Board (EVBB): Required in every election to process early voting results and review provisional ballots.

Early Voting Clerk: The official responsible for the conduct of early voting and the initial custodian of early voting records and ballots. While not a member of the EVBB, the early voting clerk is responsible for delivering the jacket envelopes containing mail-in ballots to the EVBB for qualification. The clerk must also provide the EVBB with all available information necessary to fulfill its functions, including voter registration data. In many entities, the early voting clerk serves as the primary authority for coordinating the EVBB convening dates and establishing timelines for the corrective action process.

General Custodian of Election Records: The official responsible for the secure maintenance of all election records, including ballots, electronic media, and video surveillance recordings. Following the conclusion of EVBB activities, the general custodian of election records must preserve all records and recordings for the duration of the 22-month preservation period for that election.

Jacket Envelope: The folder or envelope containing the voter's application for a ballot by mail, the carrier envelope, and any accompanying papers for review by the EVBB.

Late-Arriving Mail Ballots: Ballots received after election day that the EVBB must reconvene to process.

Limited Ballot: A ballot cast during early voting by a person who is registered in another Texas county but has moved to the current county. It contains only the offices and propositions common to both counties and must be processed and qualified by the EVBB.

Livestream Requirement: The statutory mandate for counties with a population of 100,000 or more to provide a continuous, publicly accessible video feed of all areas where voted ballots are qualified, processed, or stored.

Full Glossary in Appendix



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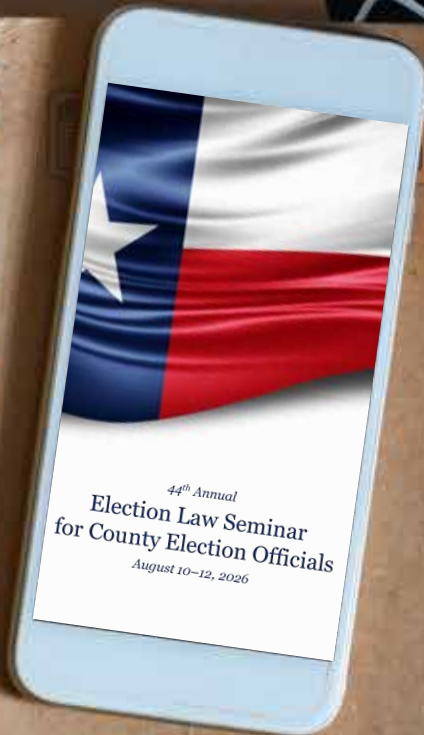


CCS HANDBOOK



Central Counting Station Handbook

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YOU NEED A CCS IF:

- ✓ You count your ballots by reading media from tabulation devices into a central computer.
- ✓ You bring ballots from various locations to a central location to be scanned.
- ✓ You use a central accumulator or central scanner to generate unofficial results.

YOU DO NOT NEED A CCS IF:

- ✗ Your ballots are hand-counted at the precinct polling places on election night.
- ✗ You print tapes at the precinct and generate results by adding totals by hand or with a calculator.
- ✗ You do not use a central accumulator or central scanner.

Whether your entity must establish a CCS depends entirely on your counting method.

- **Electronic Tabulation**—If media from tabulation devices is plugged into a central computer to generate results, a CCS must be established.
- **Hand-Counting**—This process is strictly decentralized. Ballots may not be brought back to a single central location for hand-counting on election night. Instead, poll workers must count election day ballots at precinct polling places, while the early voting ballot board (EVBB) handles early voting ballots separately.

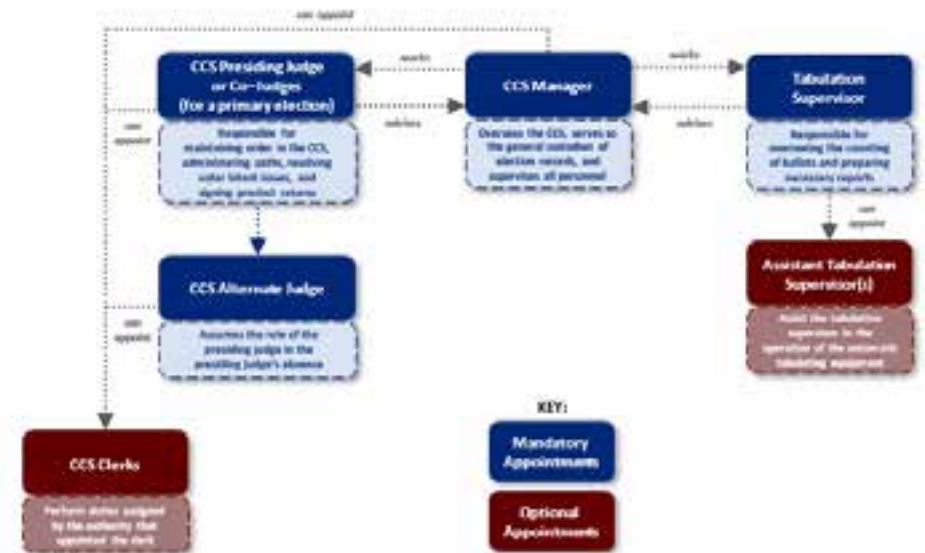
WHO ESTABLISHES A CCS?

The CCS is established by the authority that adopts the electronic voting system. This authority varies depending on the entity and the type of election. The chart below explains which authority is responsible for establishing a CCS for each type of election.

Type of Election	Authority Establishing CCS/ Appointing Personnel
General Election for State and County Officers	Commissioners Court [Sec. 123.001(b)(1)]
Election Ordered by Governor or County	Commissioners Court [Sec. 123.001(b)(3)(A)]
Primary Election (Joint Primary)	County Election Officer [Sec. 172.126(f)]
Primary Election (Separate Primary)	County Executive Committee of a Political Party [Sec. 123.001(b)(2)]
Election Ordered by Political Subdivision (Non-County)	Governing Body of Political Subdivision [Sec. 123.001(b)(3)(B)]

The Election Code requires key personnel to be appointed and present whenever the CCS convenes, though additional personnel may be appointed to assist as needed. This section outlines the specific roles and responsibilities, appointment procedures, and eligibility requirements for all CCS personnel.

CCS PERSONNEL ROLES AND RESPONSIBILITIES



Mandatory Appointments

Each CCS must appoint mandatory personnel, who must be present whenever the CCS convenes. Each CCS role must be filled by a separate individual; one person may not serve in multiple roles simultaneously.

CCS Manager

The CCS manager is in charge of the overall CCS administration and development of the written plan. Both the manager and presiding judge may appoint clerks to assist with operations. The manager is entitled to compensation in an amount fixed by the authority establishing the CCS. To be eligible for appointment, the manager must have expertise in the specific electronic voting system used.

The general custodian of election records is eligible for this role regardless of whether he or she is a candidate or officeholder. Additionally, political subdivision employees may serve as manager and receive additional compensation in an amount fixed by the establishing authority.

Refer to [Who Establishes a CCS](#) for details on the establishing authority. For appointment procedures, see [Eligibility Requirements for CCS Personnel](#).

[Secs. 32.002, 127.001, 127.002, 127.003, 127.004, 127.005, 127.006, 271.004]

QUALIFICATIONS FOR CCS PERSONNEL

The Election Code outlines specific qualifications for each of the appointed positions at the CCS.

Qualifications	CCS Manager	Presiding/ Alternate Judge	Clerks
Registered voter of _____	Political subdivision of authority establishing CCS, unless the person is an employee of the political subdivision or during first year of adoption of new voting system	Political subdivision of authority adopting voting system	County in which CCS is located, but an employee of the county or political subdivision may be a qualified voter of any territory
Can be an employee of political subdivision?	Yes	Yes	Yes, if no other legal or practical conflict
Can be a candidate or officeholder?	Yes, if general custodian of election records	Yes, if general custodian of election records	No
Additional requirements	Knowledge of voting system	None	None
Must meet other requirements of an election judge?	Yes	Yes	Must meet clerk requirements
Qualifications	Tabulation Supervisor	Assistant Tabulation Supervisor(s)	
Registered voter of _____	Political subdivision of authority establishing CCS, unless the person is an employee of the political subdivision	- County with population under 60,000: Must be registered voter of territory served by authority establishing CCS or employee of political subdivision - County with population over 60,000: No registered voter requirement	
Can be an employee of political subdivision?	Yes	Yes	
Can be a candidate or officeholder?	No	Yes, if no other legal or practical conflict	
Additional requirements	Trained on voting systems	Trained on voting systems	
Must meet other requirements of an election judge?	Yes	No	



STEP 3	Run a report showing the number of ballots counted for each precinct or polling place. Compare these numbers against the Ballot Transmittal Form for Early Voted Ballots (Form 10-6) to verify the total ballot count.
STEP 4	After the tabulation supervisor has secured and stored the tabulated vote data, zero out the tabulation device to conduct the Third Test of Automatic Tabulating Equipment. If this test fails, the entire count is void. See Third Test for guidance.
STEP 5	On election day (if early voting ballots were counted early), reload the early voting results media into the tabulation software or upload them to the voting system totals. Then, run a report of the total ballots counted and compare it directly to the verification report generated in Step 3.
STEP 6	If the two reports show any discrepancy, the early count is void, and all affected ballots must be recounted.

[1 TAC 81.36]

LATE CONVENING OF CCS

There are various deadlines that may impact the date on which the CCS reconvenes to process provisional, corrective-action, and late-arriving mail ballots before the final results of the election are canvassed:

	Late-Arriving ABBM Ballots	- Ballots from voters in the U.S. who submitted an ABBM. - Must be postmarked by 7 p.m. on election day and received by early voting clerk by 5 p.m. on first business day after election day.
	Late-Arriving Overseas ABBM and FPCA Ballots	- Ballots from outside the U.S. by voters who submitted an ABBM or non-military overseas voters who submitted an FPCA. - Must be received by early voting clerk no later than five days after election day.
	Late-Arriving FPCA Ballots	- Ballot from voters who submitted an FPCA and indicated that they are in the military. - Must be received by early voting clerk no later than six days after election day.
	Ballots by Mail in Corrective Action Process	- Only applicable if there is a curable defect on the voter's carrier envelope for a ballot by mail. - The voter must correct the defect with early voting clerk no later than six days after election day.
	Provisional Ballots	- The voter registrar must complete their review of provisional ballots within nine days after election day (or ten days after election day for a general election for state and county officers). - Following this review, the EVBB meets to qualify the ballots and delivers those accepted to the CCS for tabulation.



Once the memory is cleared, the tabulation supervisor must print a zero report (or zero tape) to prove that the device or central accumulator contains absolutely no previously scanned ballots or residual data. Both the tabulation supervisor and the presiding judge must sign and date these zero reports to verify the zero balance.

THIRD TEST OF AUTOMATIC TABULATING EQUIPMENT

Immediately after a counting session is completed (or each time the CCS adjourns), the equipment must be tested one final time to ensure it functioned accurately throughout the entire live tabulation process. The CCS manager and the presiding judge must verify that the temporary seal on the container holding the test materials is intact, break the seal, and hand the test deck to the tabulation supervisor.

The tabulation supervisor will perform the Third Test of Automatic Tabulating Equipment using the exact same test materials. The test is successful if the results perfectly match the First Test of Automatic Tabulating Equipment. The presiding judge must certify the success, date, and hour on the [Certification of Third Test of Automatic Tabulating Equipment Used at the Central Counting Station](#) (Form 15-3), which is retained with the test materials.

HANDLING UNSUCCESSFUL TESTS

If either of the tests are unsuccessful, the testing authority must document the cause of the discrepancy in writing and repeat the test process. If a subsequent retry succeeds, the specific corrective actions taken to achieve that result must be fully documented and retained with the test materials. If a successful test cannot be achieved after troubleshooting:

- **Unsuccessful Second Test of Automatic Tabulating Equipment**—Ballots cannot be processed on that machine and must be counted manually, if applicable, or with other tabulating equipment.
- **Unsuccessful Third Test of Automatic Tabulating Equipment**—The entire ballot count is void, and ballots must be recounted manually, if applicable, or with other tabulating equipment.

SECURING, PRESERVING, AND INSPECTING TEST MATERIALS

After both the Second Test of Automatic Tabulating Equipment and the Third Test of Automatic Tabulating Equipment are completed and certified, the presiding judge must secure the test materials in a container and seal it. The CCS manager, tabulation supervisor, presiding judge, and up to two watchers of opposing interests (if present) must sign the seal.

Note: The seal applied after the Second Test of Automatic Tabulating Equipment is temporary to maintain the integrity of the test deck during ballot counting and must be broken to conduct the Third Test of Automatic Tabulating Equipment.

PLAN REQUIREMENTS

The CCS manager is required to develop a written plan detailing how the CCS will operate. This plan serves two primary purposes: providing CCS personnel with clear instructions for consistent operations and offering the public and poll watchers formal notice of the procedures being followed. Because every election system is unique, the plan should be tailored to the specific needs of the entity,

accounting for factors such as the size of the jurisdiction, type of voting system in use, and how ballots are counted.

A critical component of this plan is including a reconciliation process to compare the number of voters who signed the combination form against the total number of votes cast in the election. To assist in this drafting process, our office has prepared a [template for CCS managers](#) that can be adapted to fit your specific needs.

The completed plan must be available to the public upon request by 5 p.m. on the fifth day before the election. To ensure transparency, our office recommends posting the plan directly on the entity's website. If the plan is updated at any point during the election, it should clearly display a revision date, and all subsequent versions must be made available to the public in the same manner as the original document.

PLAN DESIGN

There are a number of different issues that the CCS manager should consider addressing in their CCS plan:

- **Purpose**—The manager may consider providing a section of the plan that briefly explains the reason for establishing a CCS plan and the overall purpose of the document.
- **Location**—The plan should include the location of the CCS(s). If there are specific locations where CCS personnel or poll watchers must report, the plan can include those guidelines.
- **CCS Personnel**—The plan should identify the individuals appointed to mandatory roles—such as the CCS manager, tabulation supervisor, presiding judge, alternate judge—and provide a brief explanation of each officer's role. The plan may also include information about the responsibilities of optional roles, such as assistant tabulation supervisor(s) or clerks.
- **Procedures for Convening the CCS**—The plan should address when the CCS will be meeting, if known when the plan is published. The plan should also address notice procedures for when the CCS will convene and information about where those posted notices may be found.
- **Intake Procedures**—The plan should address the process for receiving ballots, media, and other election records at the CCS. The plan may also address the procedures that will be followed for verifying chain of custody of those materials.
- **Security Procedures**—The plan should reference the posting of a licensed peace officer at the CCS. If the county has a population of 100,000 or more, the plan should address the livestream requirement and where the livestream may be found on the county's website.

DRE Systems

When voters mark their ballots using DRE devices, the voter adjudicates their intent on the device. Because DRE devices alert the voter to undervotes and require the voter to adjudicate overvotes before printing their marked ballot, those voter intent issues do not require resolution by the presiding judge at the CCS. However, write-in votes require adjudication by the presiding judge, even when the voter is using a DRE device to mark their ballot. Those procedures are addressed in more detail below.

[Secs. 127.005, 127.125, 127.126, 127.130, 127.131]

DUPLICATION

When electronic tabulation systems are used in the conduct of voting, ballots that are unable to be scanned by the precinct tabulator or central scanner must be remade using the duplication procedures. Several common issues can necessitate the duplication of ballots to ensure that every vote is counted accurately and legally. If there are any ballots that must be duplicated, the CCS manager may have ballots duplicated for automatic counting, but must follow specific procedures. The manager may be assisted by other CCS personnel in performing this process.



The ballot must be duplicated to reflect the intent of the voter, and the presiding judge is responsible for determining issues of voter intent. The duplication process can be performed manually using hand-marked ballots or can be performed using electronic ballot marking devices. When the ballots are duplicated, the duplicate ballot must be clearly labeled "Duplicate," and the serial number of the original ballot must be placed on the duplicate ballot.



VOTING SYSTEM PERSONNEL SECURITY REQUIREMENTS

The general custodian of election records is required to conduct a criminal background check for relevant election officials, staff, and temporary workers who are engaged in pre-election programming, testing, and preparing of the voting system equipment for early voting and election day. This does not include poll workers (election judges and clerks) assigned to work election voting centers or precincts, but does include temporary workers hired to test, store, or service voting equipment. Additionally, this includes all individuals who participate in the Public Logic and Accuracy Test and First Test of the Automatic Tabulating Equipment.

[Secs. 123.034, 127.009, 127.123, 127.1231, 127.1301, 129.051, 129.052, 129.053, 129.054, 129.055, 129.056]

LICENSED PEACE OFFICER REQUIRED

To ensure the security of ballot boxes containing voted ballots, the general custodian of election records must post a licensed peace officer at the CCS throughout the period of tabulation. This officer must be present whenever the CCS is officially convened, which includes counting before election day (in a county with a population of 100,000 or more), as well as after election day to count provisional, late-arriving, and/or corrective action mail ballots.

However, a licensed peace officer is not required to be posted during periods when the CCS is not convened; nor does this requirement extend to the EVBB, SVC, or any location other than the CCS itself. The individual appointed to this role must be currently licensed as a peace officer by the Texas Commission on Law Enforcement. Law enforcement agencies should refer to the [Law Enforcement Guide](#) for additional details and operational protocols.



[Sec. 127.1232]

VIDEO SURVEILLANCE AND LIVESTREAM REQUIREMENTS

In counties with a population of 100,000 or more, the general custodian of election records must maintain a video surveillance system and a continuous livestream of all areas containing voted ballots. The scope of this requirement is outlined below, based on March 2026 data released by both the U.S. Census Bureau and the Texas Demographic Center.¹

¹U.S. Census Bureau, *Annual Estimates of the Resident Population for Counties in Texas: April 1, 2020, to July 1, 2023 (Vintage 2023)*, released March 2026; and Texas Demographic Center, *2025 Texas Population Estimates and Projections*, Office of the State Demographer, Austin, TX.

Adjudication: The process of assessing ballots, such as those with write-in votes or ambiguous marks, to determine the voter's legal intent.

Alternate Judge: Alternate Judges assume the role of the presiding judge if they are unable to serve. Alternate Judges must be appointed in county elections, and may be appointed in other elections. If the presiding judge is able to serve, then the alternate judge performs duties assigned by the presiding judge.

Assistant Tabulation Supervisor(s): Assist the tabulation supervisor in the operation of the automatic tabulating equipment and tabulation procedures as directed by the tabulation supervisor.

Audit Logs: Permanent records of all system activities related to vote tallying and election management.

Canvassing Authority: The governing body responsible for the local canvass of election results. The authority relies on the final, processed returns from the CCS to conduct the canvass, which cannot occur until all tabulated results (including those from the EVBB) are reconciled and complete.

CCS Manager: The official in charge of overall supervision of the CCS. The manager must develop a written CCS plan and have experience with the electronic voting system in use. The manager, as well as the presiding judge, may appoint clerks to perform duties at the CCS.

Central Accumulation Station (CAS): An alternative name sometimes used for a CCS, particularly when the counting is done by reading media into a central accumulator instead of scanning ballots. In general, the same rules apply to a CAS as a CCS.

Central Counting Station (CCS): A centralized location where ballots cast during an election are counted, vote totals are accumulated, and precinct returns are finalized to generate unofficial election results on election night. Entities may establish more than one CCS for an election (see [Regional Substation](#)).

Chain of Custody: The process and record-keeping (such as verifying seal numbers on ballot boxes) used to track ballots and media from polling places to the CCS.

Clerks: Perform duties assigned by the authority that appointed the clerk, such as the CCS manager, presiding judge, or alternate judge.

Corrective Action (Cure) Process: A procedure allowing a voter to fix a curable defect on their carrier envelope that prevents their ballot from being accepted.

Direct Recording Electronic Voting Machine/DRE: A voting machine that is designed to allow a direct vote on the machine by the manual touch of a screen, monitor, wheel, or other device and that records the individual votes and vote totals electronically.

Duplication: The process of creating a copy of a ballot so that the ballot can be counted.

Early Voting Clerk: The official responsible for the conduct of early voting and the overall custodian of early voting records and ballots. While not a member of the CCS personnel, the early voting clerk is responsible for delivering ballots and electronic media to the CCS and often serves as the authority who administers the required oaths. In many entities, the early voting clerk serves as the CCS manager.

Full Glossary in Appendix



Texas Secretary of State
Elections Division

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

DEPLOYING NEW SOS RESOURCES

44th Annual
Election Law Seminar
for County Election Officials
August 10–12, 2026

DEPLOYING NEW SOS RESOURCES

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44th Annual
Election Law Seminar
for County Election Officials
August 10–12, 2026



Texas Secretary of State
ELECTIONS DIVISION



**EVBB
RESOURCES**



EVBB RESOURCES



Introduction

"Hello, my name is **[Your Name]**, and I am calling as a member of the **[County]** Early Voting Ballot Board regarding the **[Election Name]**. May I speak with **[Voter's Full Name]**?"

Verify Identity

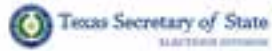
"Before we discuss your ballot, I need to confirm I am speaking with the correct person. Could you please verify your voter registration address and confirm that you requested a ballot by mail for this election?"

Note: The voter must state this you. Do not provide this information to them. If they cannot verify, do not proceed with details of the defect.





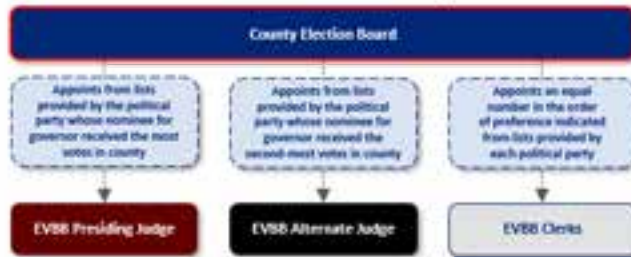
EVBB RESOURCES



EVBB PERSONNEL ORGANIZATIONAL CHART

An Early Voting Ballot Board (EVBB) must be established for every election to process early voting results from the territory served by the early voting clerk. Generally, the EVBB consists of a presiding judge, alternate judge, and at least one additional member. The appointment process for the EVBB presiding judge and alternate judge follows the same statutory requirements as presiding and alternate election judges, which vary based on the specific type of election being conducted. The following charts outline the organizational hierarchy and corresponding appointment paths for all EVBB personnel.

General Elections for State and County Officers



Joint Primary Elections



EVBB PERSONNEL ORGANIZATIONAL CHART

Separate Primary Elections



All Other County-Ordered Elections



All Other Elections





EVBB RESOURCES

QUALIFYING BALLOT BY MAIL

1

Phase 1: Delivery and Receipt

Phase 2: Review and Qualification

Phase 3: Corrective Action

Phase 4: Final Determination

REVEAL ID NUMBERS

Remove the secrecy flap on the carrier envelope to find the required ID numbers, unless the early voting clerk already removed it.



2

VERIFY ID NUMBERS

Compare the ID number (Texas Driver's License, personal identification card issued by the DPS, election identification certificate, or last 4 digits of SSN) on the voter's application with the carrier envelope and voter's registration record. If the voter has not been issued one of these ID numbers, ensure the application, carrier envelope, and voter's registration record reflects this.



3

HANDLE MISMATCHES

If an ID number is missing or does not match the number in the voter's registration record, complete your full review of the carrier envelope to identify all potential issues before starting the corrective action process.





EVBB RESOURCES

NEW SDS RESOURCES

Texas Secretary of State
ELECTIONS DIVISION

EVBB CONVENING WORKSHEET

The Early Voting Ballot Board (EVBB) typically convenes multiple times during election season. The SDS recommends that the early voting clerk meet with the EVBB or Signature Verification Committee (SVC) before qualifying ballots to determine convening dates and a timeline for the correction process. Because these statutory deadlines vary, fill in the appropriate date in the right-hand box of this worksheet.

	Convening Before Election Day The EVBB may convene any time to qualify and accept mail and provisional ballots. This applies to all counties and local political subdivisions, regardless of population size. However, the first meeting must occur no later than the ninth day before election day.	Date Nine Days Before the Election:
	Convening on Election Day The EVBB must convene on election day to qualify and count all mail ballots received on or before that day as these ballots must be included in the unofficial returns.	Election Day:
	Convening After Election Day	



Convening on Election Day

The EVBB must convene on **election day** to qualify and count all mail ballots received on or before that day as these ballots must be included in the unofficial returns.

Election Day:

11/3/2026



All Elections Other Than the General Election for State and County Officers: The EVBB must convene no later than the ninth day after election day to complete the review of provisional ballots. The board may convene earlier only if the early voting clerk certifies that all ballots from outside of the U.S. have been received and the voter registrar has processed all provisional ballots. If the ninth day after election day falls on a Saturday, Sunday, or legal state or national holiday, the deadline is extended to the next business day.

Date Nine Days After the Election:





EVBB RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

EVBB MATERIAL INTAKE CHECKLIST

The Early Voting Ballot Board (EVBB) presiding judge oversees the transfer of election materials from the early voting clerk. This checklist, used with the required notices and receipts, ensures all legal and security requirements are met, chain of custody remains secure, and every ballot box is properly accounted for.

Section Name:	Date of Election:
---------------	-------------------

Notice and Receipt for Delivery

- ☐ Confirm with the early voting clerk that the [Notice of Delivery of Ballots Voted by Mail](#) (Form 10-3) and/or [Notice of Delivery of Early Voting Balloting Materials](#) (Form 10-4) was posted at the main early voting polling place at least 24 hours before this delivery.
- ☐ For the general election for state and county officers, verify with the early voting clerk that the county chair of each political party with a nominee on the ballot was notified at least 24 hours before this delivery.
- ☐ Inspect each ballot box to ensure all seals are intact, cross-referencing the seal serial numbers with the [Ballot Transmittal Form for Early Voted Ballots](#) (Form 10-6).
 - If the numbers match: The EVBB presiding judge will sign the [Receipt of Sealed Early Voting Ballot Boxes](#) (Form 10-5).
 - If a discrepancy exists: The EVBB presiding judge must still accept the ballot box but document the specific issue(s) (such as broken seals or mismatched numbers) on the receipt and in the official EVBB records before signing.

Materials from Authority Conducting the Election

- ☐ Poll List of Early Voting by Mail Voters/Voters Voting by Mail Procedure (blank form/roster used to record the names of voters as their mail-in ballots are qualified)
- ☐ [Tally Sheets](#) (Form 11-8), if applicable
- ☐ [Return Sheets](#) (Form 11-7), if applicable
- ☐ Envelopes for distribution of returns and election records
- ☐ [Statement of Compensation and Oaths](#) (Form 7-3)
- ☐ [List of Declared Write-In Candidates](#) (Form 3-5), if applicable
- ☐ [List of Voters Indicated as ID Voters](#) (Form 7-95)
- ☐ [Envelope for Rejected Early Voting Ballots](#) (Form 10-23)
- ☐ [Notice of Rejected Ballot](#) (Form 10-22) (must be completed for any ballot rejected by the EVBB)

Materials from Early Voting Clerk

- ☐ Sealed ballot boxes (verified via [Ballot Transmittal Form for Early Voted Ballots](#) (Form 10-6) and acknowledged via [Receipt of Sealed Early Voting Ballot Boxes](#) (Form 10-5))



Texas Secretary of State
ELECTIONS DIVISION

EVBB MATERIAL INTAKE CHECKLIST

Materials from Early Voting Clerk

- ☐ Ballot box keys¹ (if the election requires hand-counting)
- ☐ Jacket envelopes (containing ballots voted by mail and the corresponding applications)
- ☐ [Affidavit of Provisional Voter](#) (Form 9-5)
- ☐ Early Voting List of Registered Voters (containing permanent and mailing addresses)
- ☐ [Early Voting List of Provisional Voters](#) (Form 9-3)
- ☐ Information on corrective forms and [Notice of Carrier Defect Issued by the Early Voting Clerk \(Defective Carrier Held at the Early Voting Clerk's Office Awaiting Correction\)](#) (Form 6-15)

Materials from Voter Registrar

- ☐ [Provisional Voters Appearing to Voter Registrar During Cure Period and Instructions](#) (Form 21-60)

Note: In an election in which ballots will be counted electronically at the central counting station (CCS), the key and unopened ballot box should be delivered to the CCS at the direction of the CCS presiding judge and not to the EVBB. The law prohibits the EVBB presiding judge from opening the early voting by personal appearance ballot boxes containing ballots that are to be counted by automatic tabulating equipment at a CCS. If accessible voting equipment (such as direct recording electronic equipment) or precinct count optical scan equipment was used for early voting, the EVBB should not process the early voting by personal appearance ballot boxes or voting machines.

¹ The custodian of the key to the second lock on the ballot boxes containing early voting ballots voted by personal appearance must deliver his or her key to the presiding officer of the EVBB at his or her request if the EVBB will be hand counting personal appearance ballots.





EVBB RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

PROVISIONAL BALLOT COUNTING GUIDE

Upon reconvening, the Early Voting Ballot Board (EVBB) must determine the eligibility of each provisional ballot. Members must examine the notations from both the presiding judge and voter registrar located on the Affidavit of Provisional Voters. Use the following table to decide whether a provisional ballot should be counted or rejected.

 COUNT A BALLOT IF:	 REJECT A BALLOT IF:
Identification and Curing	
An otherwise eligible voter provides an acceptable photo identification, a Reasonable Impediment Declaration with supporting form of identification, or one of the two curing affidavits (consistent religious objection to being photographed and identification unavailable due to declared natural disaster) at the voter registrar's office within six calendar days after the election.	The voter fails to provide an acceptable photo identification, execute a Reasonable Impediment Declaration, complete one of the two curing affidavits (consistent religious objection to being photographed and identification unavailable due to declared natural disaster), or receive a disability exemption within six calendar days after the election.
An otherwise eligible voter receives a disability exemption within six calendar days after the election.	A voter with a disability exemption fails to provide their registration certificate, present a supporting form of identification, or obtain a permanent disability exemption within six calendar days after the election.
Registration and Eligibility	
The voter registrar confirms the voter is registered in the election territory and otherwise qualified to vote.	The voter registrar confirms the voter is not registered in the territory or their registration was not effective in time for the election.
The voter was erroneously removed from the registration list but is otherwise qualified.	The voter's registered residence address is outside the political subdivision, even if they appear on the registration list.
The voter registrar has evidence an otherwise eligible voter submitted an application at a DPS office or via a volunteer deputy registrar.	The voter registrar received an incomplete application from the voter and the required additional information was never returned.
The voter registrar confirms the voter is registered but was erroneously listed in the wrong precinct.	The voter is registered in a different precinct (unless the county uses the countywide polling place program).
Ballot By Mail	
The voter is listed as having voted by mail but wishes to cancel it , provided the mail ballot has not yet been received.	The voter has already cast a ballot and their outstanding mail ballot remains uncancelled .





EVBB RESOURCES

COUNT OR NOT COUNTED:

A voter marks a candidate's box with a large "X," a checkmark, or ovals that are not shaded perfectly.

Texas Secretary of State
ELECTORAL DIVISION | EVBB VOTER
INTENT FLASHCARDS

A voter has placed an "X" through the name of Candidate A but has filled in the oval for Candidate B. What should the EVBB do?

Texas Secretary of State
ELECTORAL DIVISION | EVBB VOTER
INTENT FLASHCARDS

In a "Vote for One" race, the voter has filled in the oval for Candidate A and circled Candidate A's name. How should the EVBB treat this race?

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ELECTORAL DIVISION | EVBB VOTER
INTENT FLASHCARDS

COUNT OR NOT COUNTED:

A voter writes "Anyone but [Candidate B]" across the ballot race.

Texas Secretary of State
ELECTORAL DIVISION | EVBB VOTER
INTENT FLASHCARDS

Just determine if mark of choice or cancellation. If the lines the voter "put" Candidate B, the **Candidate B.**

Count because the intent of the voter is clearly ascertainable. A voter's failure to mark their ballot in strict conformity with the law does not invalidate it.

While the clear, he made a choice candidate.

Treat this as a **single vote for Candidate A**. Multiple marks for the same candidate are considered reinforcement of intent and are not an overvote.

ACTIVITY #2

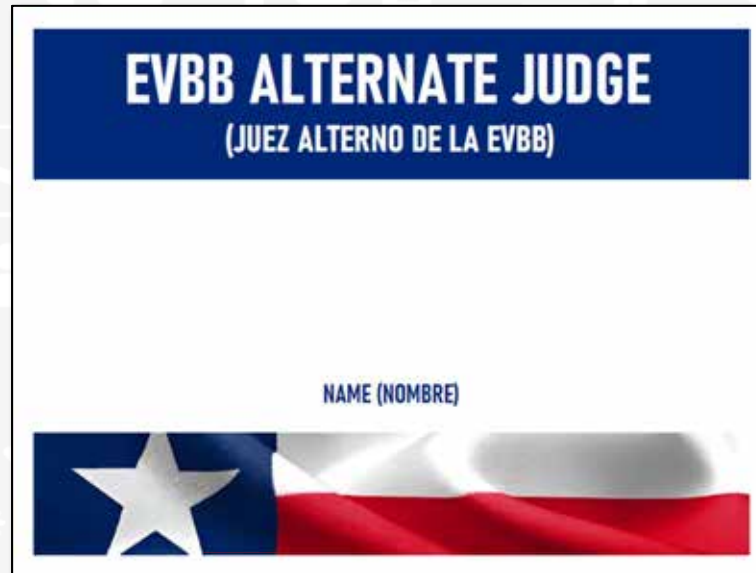
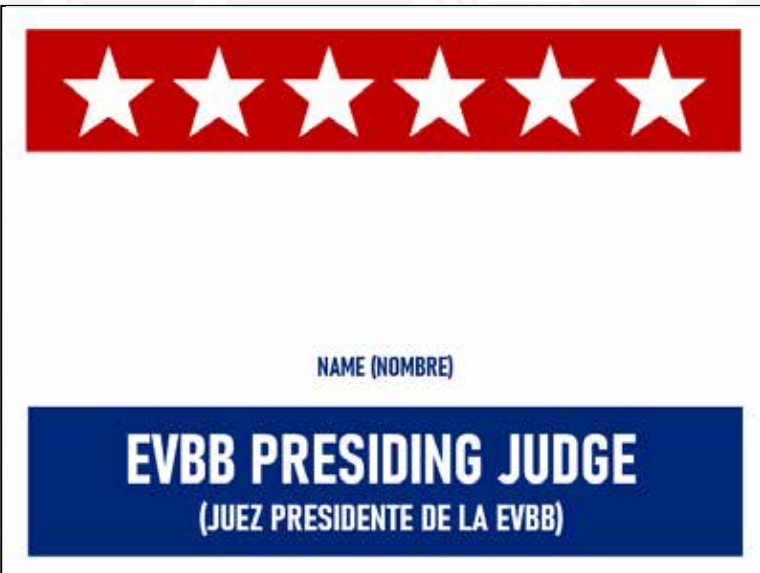
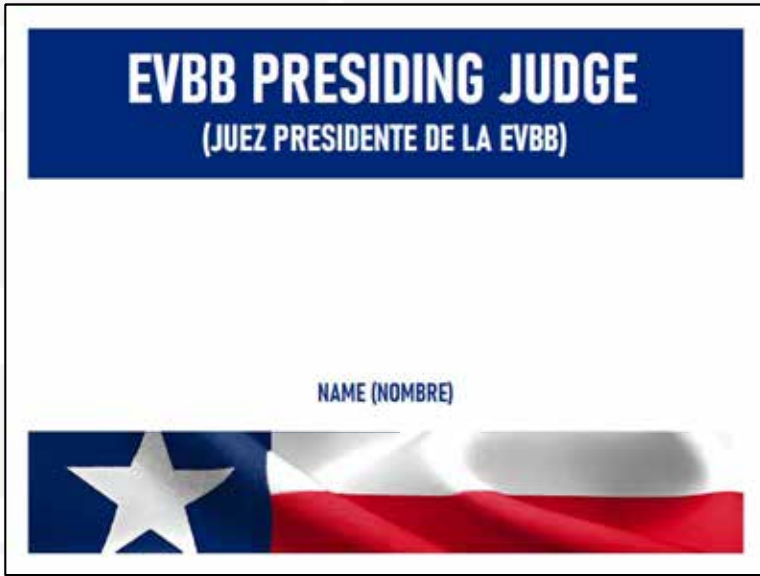
**Yes, as long as the EVBB
can clearly ascertain the
candidate intended, the
location of the mark does
not invalidate the vote.**





EVBB RESOURCES

Color





EVBB RESOURCES

Grayscale

EVBB PRESIDING JUDGE
(JUEZ PRESIDENTE DE LA EVBB)

NAME (NOMBRE)

NAME (NOMBRE)

EVBB ALTERNATE JUDGE
(JUEZ ALTERNO DE LA EVBB)

NAME (NOMBRE)

EVBB MEMBER
(MIEMBRO DE LA EVBB)



NAME (NOMBRE)

EVBB PRESIDING JUDGE
(JUEZ PRESIDENTE DE LA EVBB)

EVBB ALTERNATE JUDGE
(JUEZ ALTERNO DE LA EVBB)

NAME (NOMBRE)

EVBB MEMBER
(MIEMBRO DE LA EVBB)

NAME (NOMBRE)



Texas Secretary of State
ELECTIONS DIVISION



CCS RESOURCES



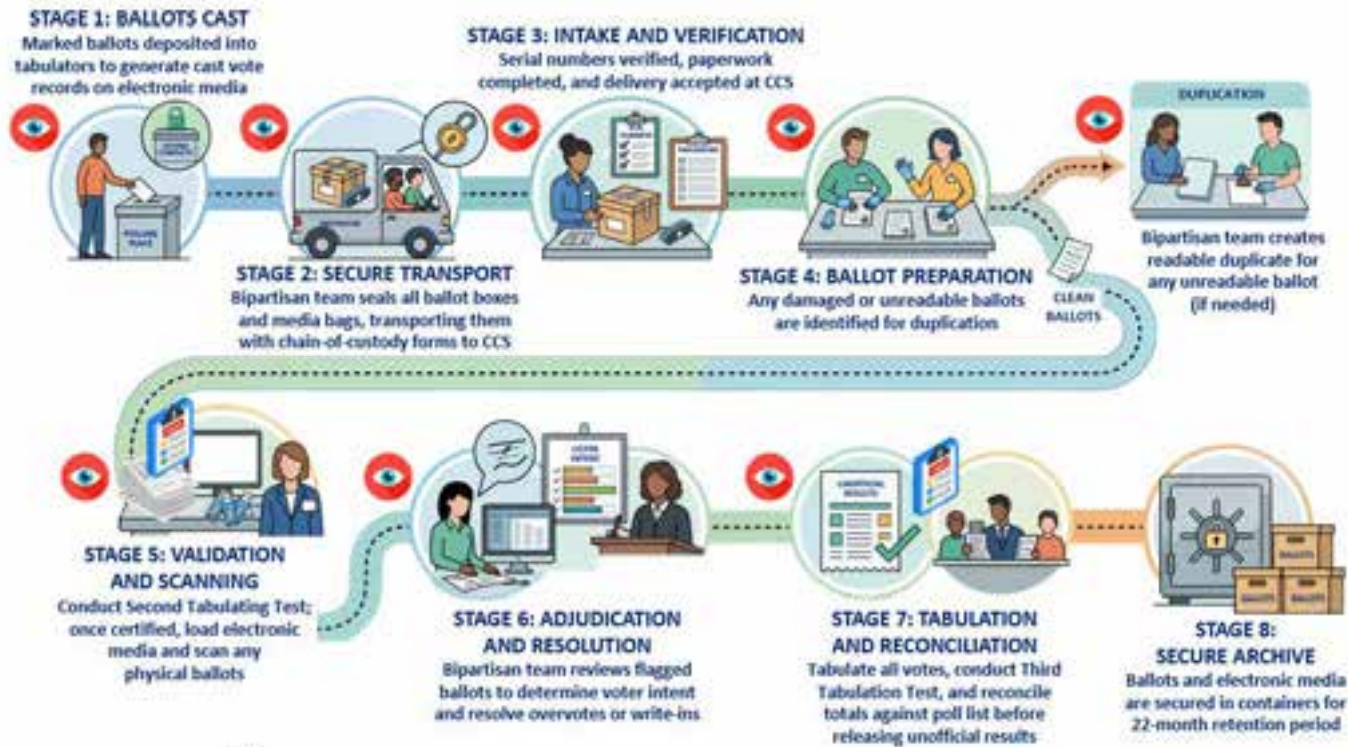
CCS RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

BALLOT PROCESSING LIFECYCLE

The post-election process begins with the secure transport of sealed ballot boxes and media bags to the central counting station (CCS). The tabulating equipment is tested before and after the scanning process. During scanning, officials adjudicate flagged ballots to determine voter intent before results are tabulated. After a thorough reconciliation, all election materials are moved to secure storage for the required retention period.



Learn more about Central Counting Station operations by downloading the handbook at www.sos.state.tx.us/elections/forms/central-counting-station-handbook.pdf. To understand the specific rights and responsibilities of poll watchers, review the guide at www.sos.state.tx.us/elections/forms/pollwatchers-guide.pdf.





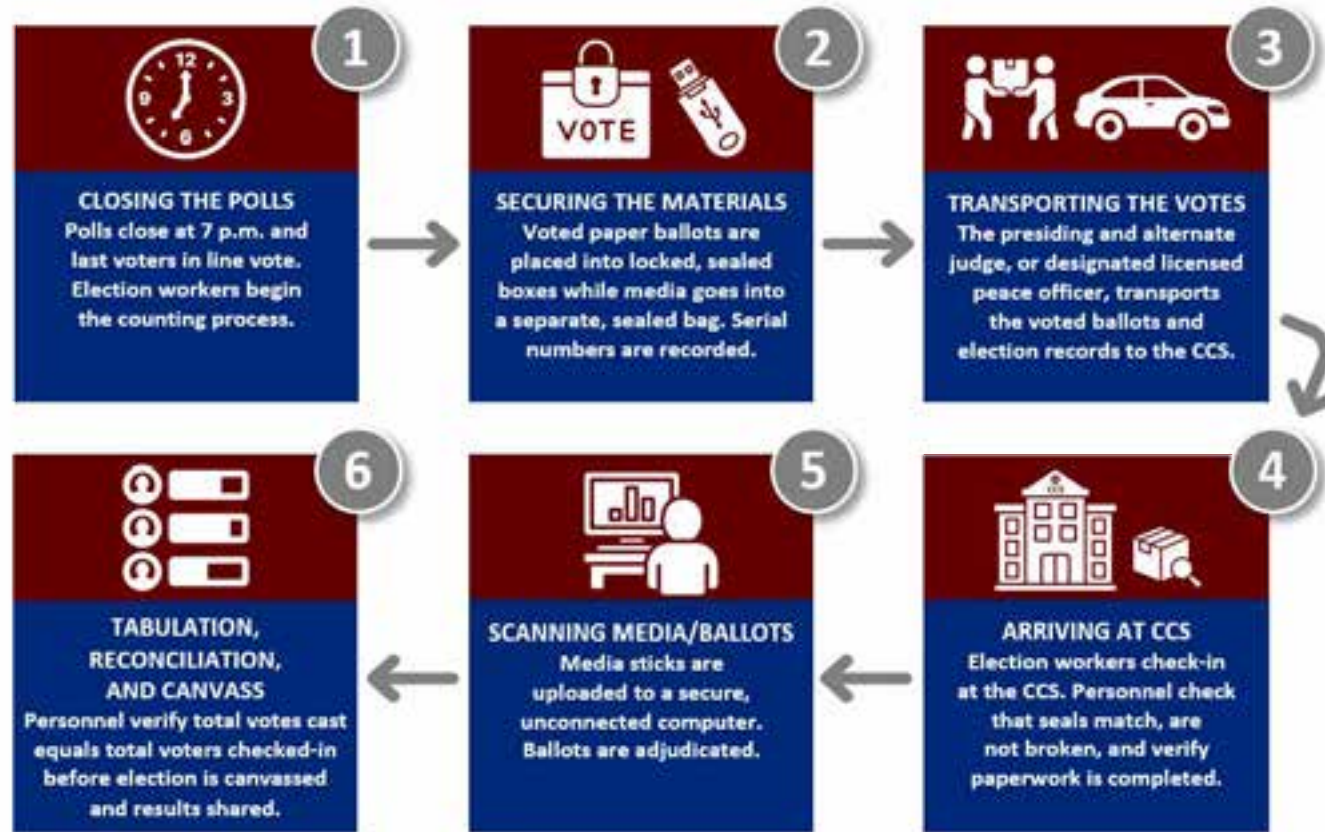
CCS RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

FROM POLLING PLACE TO CANVASSING

Ever wonder what happens to a ballot after it is cast? In Texas, every vote follows a strict chain of custody to ensure it stays secure. From the moment a ballot box is locked and sealed at a polling place to when media is scanned at the central counting station (CCS), election officials and poll watchers maintain constant oversight. The following illustrates the secure path a ballot takes to the CCS.





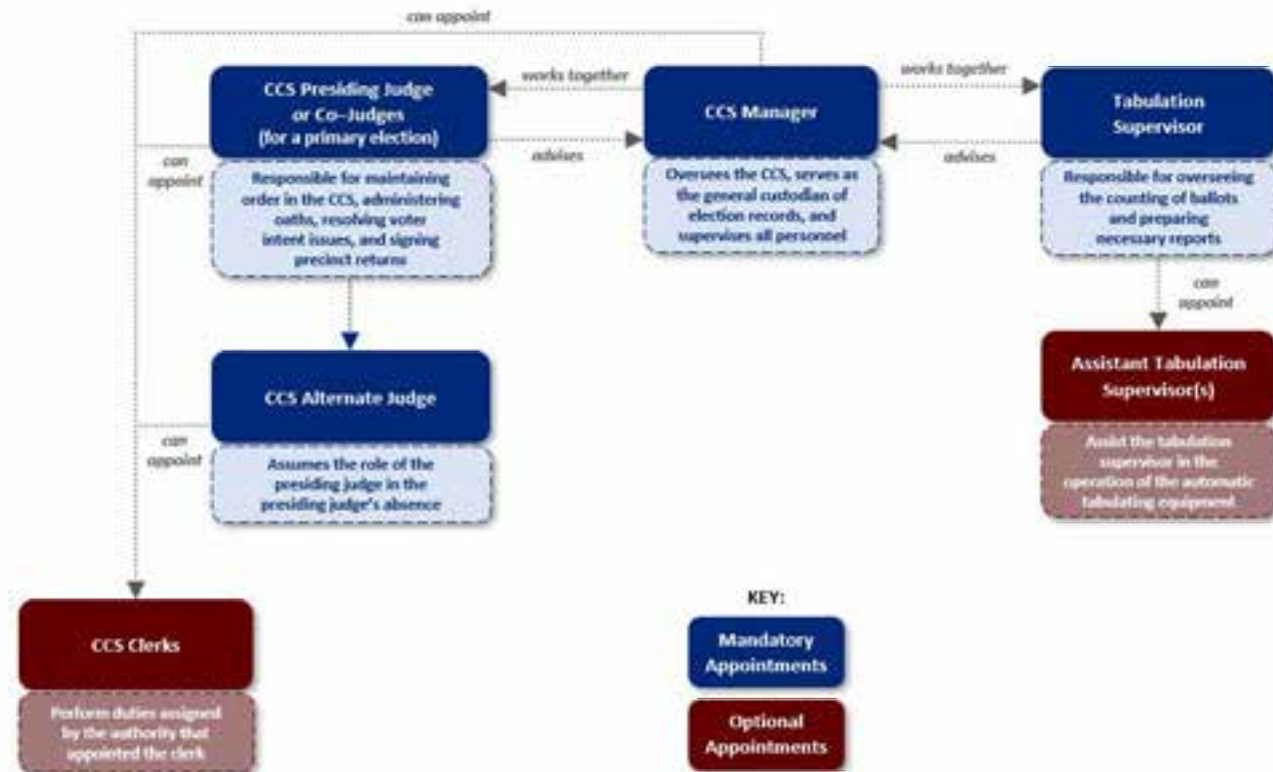
CCS RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

CCS PERSONNEL ORGANIZATIONAL CHART

While certain central counting station (CCS) positions are statutory requirements, others are appointed to assist with specific operational tasks. This chart illustrates the organizational hierarchy and authority of each person permitted within the CCS. While the CCS manager, presiding judge, and tabulation supervisor have separate statutory duties, collaboration between them is vital for a strong CCS team.





CCS RESOURCES



Texas Secretary of State
ELECTIONS DIVISION

RECONVENING

DEPLOYING NEW SOS RESOURCES

The CCS typically reconvenes after election day to process provisional, corrective-action ballots before the final results of the election are canvassed. Because statutory deadlines vary, fill in the appropriate date in the right column.



Ballots by Mail in Corrective Action Process

- Only applicable if there is a curable defect on the voter's carrier envelope for a ballot by mail.
- The voter must correct the defect with early voting clerk no later than **six days after election day**.

Date Six Days
After the Election:

11/9

	Late-Arriving FPCA Ballots	• military. • Must be received by early voting clerk no later than six days after election day.	
	Ballots by Mail in Corrective Action Process	• Only applicable if there is a curable defect on the voter's carrier envelope for a ballot by mail. • The voter must correct the defect with early voting clerk no later than six days after election day.	Date Six Days After the Election:
	Provisional Ballots	• The voter registrar must complete their review of provisional ballots within nine days after election day (or ten days after election day for a general election for state and county officers). • Following this review, the EVBS meets to qualify the ballots and delivers those accepted to the CCS for tabulation.	Date Nine or Ten Days After the Election:





CCS RESOURCES



Texas Secretary of State
ELECTION DIVISION

PROCEDURES FOR THE INTAKE OF MATERIALS WORKBOOK

1	Receive Records and Provide Receipt to the Person Delivering	Who?	What is the general plan?
2	Verify Locks and	Who?	What is the general plan?

1

Receive Records and Provide Receipt to the Person Delivering

Who?

John Smith
(Presiding Judge)
or his designee

What is the general plan?

When the delivering officers arrive at the CCS with the election records, ballots, and/or electronic media, **John** (or his designee) will physically take custody of the items. **John** (or his designee) will then provide a signed receipt to one of the delivering officers as proof of the handover before they leave.

4	Contact Presiding Judge in Case of a Discrepancy	Who?	What is the general plan?
5	Check for Completeness of Paperwork	Who?	What is the general plan?
6	Review and Sort Ballots and/or Electronic Media That Require Special Handling	Who?	What is the general plan?
7	Deliver Ballots and/or Electronic Media to Tabulation Supervisor	Who?	What is the general plan?





CCS RESOURCES

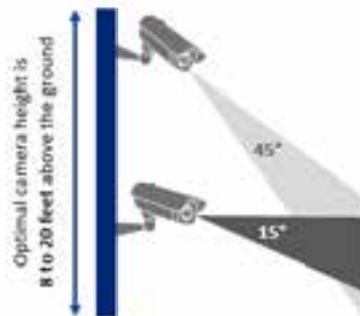


Texas Secretary of State
ELECTIONS DIVISION

VIDEO SURVEILLANCE RECOMMENDATIONS

In counties with a population of 100,000 or more, the general custodian of election records is required to maintain a video surveillance system and a continuous livestream of all areas containing voted ballots. This recording must begin from the time voted ballots are delivered to the SVC, EVBII, or CCS—whichever occurs first—and must remain continuous and publicly accessible at no cost to the viewer until the local canvass of election results is complete. Although the livestream requirement is mandatory for covered entities, its design and implementation are left to the discretion of the entity running the election. Therefore, the following items are recommendations only, intended to assist in evaluating the current setup or implementing an effective system.

Camera Positions



- An effective camera angle between 15° and 45°
- Camera height determines how far focal point is from the camera's center

Camera Height	Focal-Point Distance (min/max)
8 feet	4.6 feet – 8 feet
10 feet	5.8 feet – 10 feet
12 feet	7 feet – 12 feet
14 feet	8 feet – 14 feet
16 feet	9.2 feet – 16 feet
20 feet	11.5 feet – 20 feet

Camera Specifications



- **Lens:** 2.8mm or 4 mm
- **Frame Rate:** 15 to 30 frames per second (FPS)
- **Resolution:** 2MP (1080p), 4MP (1440p), 5MP (1920p), or 8MP (4K/2160p)
- **Compression:** H.264 offers universal compatibility while H.265 is more efficient but requires a powerful computer
- Either **analog, network, or wireless** models

Connectivity

- **25/3 Mbps** (download/upload): Basic HD streaming and office work
- **100/20 Mbps** (download/upload): 4K conferencing and cloud backups

Types of Cameras

Camera Type	Description
Dome	Obscured lens direction makes it hard to tell where it's pointing
Analog	Provides an effective, low-complexity security solution
Transport Video Interface (TVI)	Allows for high-definition video transmission using standard analog cables
Action	Durable construction with automated "one-button" recording
Wireless and Digital/Internet Protocol (IP)	Ideal for areas where running data cables is impossible
Fisheye	Captures a complete 360° by 180° field of view
Bullet	Less conspicuous than larger models and works well at many depths
Pan-Tilt-Zoom (PTZ)	Can pan, tilt, and zoom to cover large areas with fewer units
Turret	Ball-and-socket design allows for simple installation and many angles

Video Storage

- Consider size of hard drives required for storing footage
- Influenced by desired resolution, days' worth of footage to be retained, frame rate, compression method, and total number of cameras





CCS RESOURCES

CCS CONVENES BEFORE ELECTION DAY

Notice to EVBB: The CCS manager must notify the EVBB presiding judge, in writing, if the CCS will convene early. The notice must include the date and time that the presiding judge must deliver ballots to the CCS. The notice must be given at least 8 days before the CCS will convene.

Posting Notice: The CCS manager must post notice of the time and place that the CCS personnel will meet. The notice must be posted on the bulletin board used for posting open meetings. The SOS also recommends that the notice be posted on the entity's website. The notice must be posted no later than the last day for early voting in person. In the general election for state and county officers, the notice must also be sent to each county chair that has a nominee on the general election ballot.

CCS CONVENES ON ELECTION DAY

Notice to EVBB: There is no specific statutory requirement for the CCS manager to provide notice to the EVBB presiding judge of when the CCS is convening on election day. The SOS recommends that the CCS manager inform the EVBB presiding judge of the time and place that the CCS will convene on election day in case the EVBB needs to make any additional deliveries of processed and accepted ballots directly to the CCS.

Posting Notice: There is no specific statutory requirement for posting notice of when the CCS convenes on election day. However, the SOS recommends that the CCS manager post a public notice indicating both the time and place that the CCS will convene. The notice should be placed on the bulletin board used for posting election notices and on the entity's website, if the entity maintains a website. This ensures that all CCS personnel are aware of when they need to be present, and it ensures that poll watchers know when they should arrive to observe CCS activities.

CCS CONVENES AFTER ELECTION DAY

Notice to EVBB: The CCS manager must notify the EVBB presiding judge whether the CCS will reconvene and the date and time that the CCS will reconvene.

Posting Notice: The CCS manager must post notice at least 24 hours before reconvening the CCS. This notice requirement does not roll forward to the next business day if it falls on a weekend or holiday.

10-55

Prescribed by Secretary of State
Sections 33.055, 87.0241, 127.093, 127.096, Texas Election Code
Sections 81.36, 81.37, 81.52, Texas Administrative Code
7/2026

Date of Election: ____/____/____

Type of Election: _____

NOTICE OF CONVENING OF CENTRAL COUNTING STATION

To: Presiding Judge of the Early Voting Ballot Board

Notice is hereby given that the Central Counting Station will convene at the following date(s), time(s), and location(s):

CONVENING SCHEDULE			
Activity	Date	Time	Location Address
Initial Convening, Early Voting Tabulation, and Tabulation Test*			
Election Day Tabulation and Tabulation Test*			
Reconvening (Provisional/Late-Arriving, and Corrective Action Mail Ballots) and Tabulation Test*			

*The Second Test of the Automatic Tabulating Equipment will be conducted immediately before each counting session begins, and the Third Test of the Automatic Tabulating Equipment immediately after each session where ballots are counted.

You are hereby instructed to deliver all election materials, including voted mail ballots, secured media, double-locked ballot box(es), and the keys to the ballot box(es) to me at the initial convening time designated above.

X

Signature of Central Counting Station Manager

Date (mm/dd/yyyy)

IMPORTANT INFORMATION FOR POLL WATCHERS

A valid Certificate of Appointment and Certificate of Completion of Poll Watcher Training administered by the Secretary of State must be presented at the time the watcher reports for service at the Central Counting Station.



CCS RESOURCES

 Texas Secretary of State
ELECTION DIVISION

CENTRAL COUNTING STATION PLAN TEMPLATE

This template outlines the necessary components of a central counting station (CCS) plan and highlights key considerations for CCS managers.

Purpose
Briefly explain the reason for establishing a CCS and the overall purpose of the plan.

Location
List the locations where CCS personnel and poll watchers are required to report.

CCS Personnel
Identify the individuals appointed to the mandatory appointment positions (e.g., CCS manager, tabulation supervisor, presiding judge, alternate judge) and provide a brief description of their duties. You may also outline the responsibilities of the optional appointment positions (e.g., assistant tabulation supervisor(s) and clerks).

 Texas Secretary of State
ELECTION DIVISION

CENTRAL COUNTING STATION PLAN TEMPLATE

Poll Watchers
Detail the acceptance procedures for poll watchers and define any CCS-specific policies, including rotation schedules for the tabulation room (if necessary).

Testing Procedures
Establish guidelines for performing tabulation testing at the CCS prior to and following the tabulation of results.

 Texas Secretary of State
ELECTION DIVISION

CENTRAL COUNTING STATION PLAN TEMPLATE

Security Protocols
Reference the posting of a licensed peace officer at the CCS. Additionally, if the county has a population of 100,000 or more, specify the livestreaming procedures and provide a link to the broadcast on the county's website.

General Conduct Rules
Establish general conduct guidelines in the CCS, including the use of wireless communication devices and recording devices, protocols for managing disruptions, and overall behavioral expectations.



CCS RESOURCES

Color

PRESIDING JUDGE
(JUEZ PRESIDENTE)

NAME (NOMBRE)

NAME (NOMBRE)



CENTRAL COUNT MANAGER
GERENTE DE LA ESTACIÓN CENTRAL DE RECuento

EARLY VOTING CLERK
SECRETARIO(A) DE VOTACIÓN ANTICIPADA

NAME (NOMBRE)



NAME (NOMBRE)

TABULATION SUPERVISOR
SUPERVISOR(A) DEL Cómputo de VOTOS

ASSISTANT TABULATION SUPERVISOR
ASISTENTE DEL SUPERVISOR(A) DEL Cómputo de VOTOS

NAME (NOMBRE)



NAME (NOMBRE)

CENTRAL COUNT CLERK
SECRETARIO(A) DE LA ESTACIÓN DE RECuento



CCS RESOURCES

Grayscale

ALTERNATE JUDGE
(JUEZ ALTERNAL)

NAME (NOMBRE)

NAME (NOMBRE)

CENTRAL COUNT MANAGER
GERENTE DE LA ESTACIÓN CENTRAL DE RECuento

EARLY VOTING CLERK
SECRETARIO(A) DE VOTACIÓN ANTICIPADA

NAME (NOMBRE)

ASSISTANT TABULATION SUPERVISOR
ASISTENTE DEL SUPERVISOR(A) DEL CómPUTO DE VOTOS

NAME (NOMBRE)

TABULATION SUPERVISOR
SUPERVISOR(A) DEL CómPUTO DE VOTOS

NAME (NOMBRE)

CENTRAL COUNT CLERK
SECRETARIO(A) DE LA ESTACIÓN DE RECuento



OTHER RESOURCES



OTHER RESOURCES





REGISTER TO VOTE

During open office hours, you may:

-  Obtain a voter registration application or update your voter registration information.
-  Receive assistance in completing your voter registration application from this office's staff.
-  Have your voter registration application reviewed for completeness and submitted to your county voter registrar.

Visit your NVRA Site Coordinator today!

Name/Title:	
Office Location:	
Office Hours:	

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OTHER RESOURCES



Ballot Duplication Guide



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DUPLICATING A HAND-MARKED BALLOT TO A HAND-MARKED BALLOT FOR ES&S AND HART VOTING SYSTEMS

The following instructions regard the duplication of a hand-marked ballot to a hand-marked ballot. A hand-marked ballot can be duplicated using either a hand-marked ballot or a ballot marking device unless it contains overvotes. If the original hand-marked ballot contains overvotes, the ballot must be adjudicated by the EVBB or CCS presiding judge before duplication.

The Caller

1. Take a voted ballot from the stack of ballots to be duplicated.
2. Examine the entire hand-marked ballot to determine if there are any overvotes.
 - a. If there is an overvote, the ballot must be adjudicated by the EVBB or CCS presiding judge before duplication.
3. Announce the precinct and ballot style of the hand-marked ballot to the Ballot Marker.
4. Announce the candidate name or selection marked by the voter in each contest.
 - a. If the voter did not mark a selection (undervote), announce "No Selection."
 - b. If the candidate is a write-in, instruct the Ballot Marker to write the name exactly as on the original ballot.
 - c. If there are any unclear markings or questions of voter intent, notify the presiding judge that is overseeing the process. Only the presiding judge and another member of the EVBB or CCS can resolve voter intent issues through an adjudication process. If the voter marked the contest as a true overvote, the ballot should be duplicated as such.

The Ballot Marker

1. Take a sheet from the pre-printed paper ballot stock that corresponds to the precinct and ballot style of the ballot to be duplicated.
2. Confirm that the precinct and ballot style of the unmarked ballot matches the original.
3. Mark each candidate name or selection with an indelible instrument as directed by the Caller.
 - a. If the Caller announces "No Selection," skip that contest without making a mark.
 - b. If the candidate is a write-in, write the name exactly as announced by the Caller.
 - c. If the voter marked the contest as a true overvote, the ballot should be duplicated as such, but only after the EVBB or the CCS has adjudicated the selection as an overvote.

Verification

1. After marking all selections, the Ballot Marker repeats each name or selection to verify the accuracy of the duplication.
2. Both members must agree that the entire ballot is duplicated accurately.

Final Steps

1. The Ballot Marker stamps or writes "DUPLICATE" on the duplicated ballot (see Figure 1).
2. The Caller calls out the serial number of the original so that the Ballot Marker can record it on each page of the duplicate.
3. The Ballot Marker repeats the serial number written on the duplicate for verification.
4. The Ballot Marker submits the duplicate for counting.



Improper Ballot Specifications

Ballots printed on poor-quality paper or incorrect sizes can be unreadable by scanning equipment. When an overseas voter uses a personal printer to print an emailed ballot, A4-sized paper may be used instead of the U.S. standard of 8.5 x 11 inches. Ballot size differences can affect image quality. This includes Federal Write-In Absentee Ballots (FWABs).



Unclear Voter Markings

A voter's intent or marking may be unclear or may not align with tabulation requirements. For example, circling a candidate or marking adjacent ovals can lead to overvotes or undervotes. It is essential for a team of two people to agree on the voter's intent when duplicating the ballot. Remember, the presiding judge of the central counting station resolves all issues of voter intent.



Ballot Misprints

When a mistake occurs during the printing process, one or more ballots may not be able to be scanned by the automatic tabulation equipment.



Damaged Timing Marks

Small tears, wrinkles, coffee spills as well as stray marks made by the voter can interfere with the scanning process.





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[illegible]

4. The counting officers should open the ballot box containing voted ballots as soon as it is received.
5. Provisional ballot envelopes, if any, must be separated from the ballots and placed in Ballot Box No. 4.
6. The officer designated as the caller should remove the ballots from the ballot box.
7. The caller must read and distinctly announce, to the officers keeping the [tally lists](#) (the talliers), each name of a candidate or proposition for which there is a vote.
8. As each vote is read, a tally mark is made by the corresponding name or number on the tally lists (see Figure 1).
9. The tally lists should be compared periodically and any errors or discrepancies corrected. If a discrepancy is discovered, the ballots must be recounted and the necessary corrections must be made on the lists.
10. When the caller has completely read and announced all the votes on the ballot, he or she deposits the ballot in Ballot Box No. 3.
11. Any voted ballot that is not counted is also deposited in Ballot Box No. 3 with an indication on the back of the ballot as to the reason.



Figure 15: Illustration where a provisional ballot is not sealed in an Affidavit of Provisional: Voter envelope

Rules for Counting/Not Counting Write-in Votes
(Candidates indicate the candidates for whom the race is contested)

Rule 1

A write-in is not counted in a November general election, city council officer elections, an independent or common school district trustee election, hospital district election, special elections for state representative and state senator, or other elections where declaration of write-in is required and the voter writes in the name of a person whose name is not on the List of Declared Write-in Candidates (see Figure 16).

Figure 16: Illustration where a voter writes in the name of a person whose name is not on the List of Declared Write-In Candidates (see Rule 2).

Figure 16: Illustration of a voter writing in the name of a person whose name is not on the list of Declared Write-in Candidates.

Module 2

In all elections other than those listed above, all write-ins are counted (see Figure 17).

Candidates for:	Party A	Party B	Write-ins
First Election			

Those listed above, all write-ins are counted (see Figure 17).

Candidates for:	Party A	Party B	Party C	Independent	Write-In
First Office	☐ Candidate	☐ Candidate	☐ Candidate	☐ Candidate	☒ Candidate*
Second Office	☒ Candidate*	☐ Candidate	☐ Candidate	☐ Candidate	☐ _____
Third Office	☐ Candidate	☐ Candidate	☐ Candidate	☐ Candidate	☒ Candidate*

Figure 17: Illustration where intent of voter can be determined for at least one race or position.

Figure 27: Illustration where intent of voter can be determined for at least one race or proposition on a ballot





OTHER RESOURCES



Section 14 - Recount					
Section / Form Number	Form Name	Form Link	Instructions / Notes	Legal Reference	Release Date
Subsection 1 - Recount					
14-1	Petition Requesting a Recount	Form	Notes	212.001, 212.022, 212.0241, 212.024, 212.131, 212.028, 212.088	2/2026
14-2	Appointment of Representative for a Recount	Form	Notes	213.013	2/2026
14-3	Certificate of Appointment of a Recount Committee	Form	Notes	213.002(a), 212.003	2/2026
14-4	Certificate of Appointment of a Recount Committee Chair	Form	Notes	213.002(b)	2/2026
14-5	Tally Sheet for a Recount - Hash Count	Form	Instructions Notes	65.005, 65.006, 65.008, 14.002, 214.003, 214.050	2/2026
14-6	Tally Sheet for a Recount - Slash Count	Form	Instructions Notes	65.005, 65.006, 65.008, 214.002, 214.003, 214.050	2/2026
14-7	Recount Returns Sheet	Form	Notes	214.049, 214.050, 214.051	2/2026
14-8	Request to Withdraw a Recount Petition	Form	Notes	212.006	2/2026
14-9	Personal Notice of Recount	Form	Notes	211.005, 212.032, 213.009	2/2026

**9 New
Prescribed
Forms**



OTHER RESOURCES



Plan for Inclement Weather and Disasters in Texas Elections

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Inclement Weather	
 Tropical Storm or Hurricane	◦ Avoid driving except in emergencies. • Election officials should maintain frequent communication with local authorities; the Secretary of State; news media; and provide updates on the county elections website and social media about alternate routes which avoid low-lying roadways and flood hazards. Remember Turn Around Don't Drown®. • Following a tropical storm or hurricane, the assessment team or poll workers should evaluate the polling place, voting equipment, and supplies for damage. Promptly report any issues to the elections office. • Do not use a facility that is unsafe. Activate procedures to designate an alternate polling location, if necessary. • County officials should assess the plan's effectiveness and make any necessary updates. 
 Flooding or Rain	Flooding is a temporary overflow of water onto land that is normally dry. Floods are the most common disaster in the United States. Failing to evacuate flooded areas or entering flood waters can lead to injury or death. Floods may: • Result from rain, snow, coastal storms, storm surges, and overflows of dams and other water systems. • Develop slowly or quickly. Flash floods can come with no warning. • Cause outages, disrupt transportation, damage buildings, and create landslides. Preparation • Meet with the facility managers for polling places and discuss known vulnerabilities during flooding or heavy rain. Inquire about generators or emergency services they can offer in the event of power outages. ◦ Do areas of the facility flood? What about parking areas? ◦ Are roadways accessing the facility normally passable? ◦ Will the facility be used to assist with disaster response or recovery? • Election officials should closely monitor local forecasts and road closures. Consider creating a timeline for making critical decisions regarding closures and public safety based on weather projections. • FEMA offers a flood hazard info sheet that can be shared with elections staff and poll workers. • Update emergency contact information for all elections staff and poll workers. • Recruit extra election workers in case of an emergency. • Establish procedures for poll workers and county staff to verify they have safely arrived at the polling place or if it is safe to transport supplies to designated areas.



P.A.C.E. System

To ensure continuity of operations, counties must develop backup plans for utilizing alternate communication services in the event that primary communication channels are lost or disrupted during an emergency. Consider implementing the P.A.C.E. System:

PRIMARY everyday communication methods	• Utilize standard communication tools (such as landlines or office phone systems). • Government Emergency Telecommunications Service (GETS) ◦ Functionality—GETS provides priority access over landline systems for government services during emergencies. ◦ Operation—Users are provided with a virtual card and PIN to complete calls, ensuring prioritized service over public networks.
ALTERNATE backup methods and workarounds	• Use cell phones as an alternative to landlines or other primary methods. • Wireless Priority Service (WPS) ◦ Functionality—WPS offers priority access over wireless networks, crucial for maintaining communication when networks are overloaded. ◦ Operation—Requires a subscription and can be added to existing phone services. • FirstNet ◦ Dedicated broadband network designed specifically for public safety agencies and their mission-critical communications. ◦ Consult with county emergency management, county judge, or sheriff for further details.
CONTINGENCY fallback methods	• Employ entirely different technologies like text messaging, email, social media, in-app notifications, web push notifications, real-time chat, voice over IP (VoIP), radio communication (such as CB radio, two-way radio, or HAM radio), and satellite communications.
EMERGENCY last resort	• Consider using non-technological methods (such as runners, emergency messengers, flags, or hand signals).

Backup Data

To protect the integrity and availability of voter registration databases and election management systems, it is critical to implement frequent county data backups and perform them routinely. Counties should consult IT professionals designated to assist with these processes. The Secretary of State has robust data backup protocols to safeguard critical election information at the state level.

ACTIVATION PROCEDURES

Clearly define events that trigger the activation of the adopted COOP based on weather forecasts, disaster declarations, and other relevant indicators. Follow guidelines provided in our advisories and other official communications for election operations during disasters.

The list of alternate communication services is not exhaustive. Consult county emergency management and/or county judge for guidance.



OTHER RESOURCES



Election Inspector Handbook Early Voting Ballot Board

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Revised
7/2/2026

ELECTION INSPECTOR REPORT – EARLY VOTING BALLOT BOARD (EVBB)



POLITICAL SUBDIVISION INSPECTED:
(as assigned on official memorandum)

DATE OF INSPECTION:

/ /
Month Day Year

INSPECTOR:

First and Last Name

Name of City, School, County, or Other

LOCATION INFORMATION

Provide the facility name and/or physical address

INSTRUCTIONS: Mark Y (Yes), N (No), N/A (Not Applicable), or N/P (Not Present) for each of the following questions.

- | | PERSONNEL AND OATHS |
|---|--|
| 1 | Ask Presiding Judge: Does the EVBB consist of at least one other member? Y N (If N, describe the members who are not qualified voters in the comment section.) |
| 2 | Ask Presiding Judge: Have all officers (Presiding Judge and Alternate Judge) signed the Statement of Officer (Form 23-3) and taken both the Constitutional Oath of Office (Form 23-2) and Oath for Central Counting Station Personnel (Form 10-1)? Y N (If N, identify the specific officer(s) who have not completed the required documentation or been sworn in in the comment section.) |
| 3 | Ask Presiding Judge: Have all members taken the statutory Oath for Central Counting Station Personnel (Form 10-1) before performing any duties? Y N (If N, identify the personnel that have not been sworn in in the comment section.) |
| 4 | Observe: Are all personnel wearing a name tag or badge that includes their name and title? Y N (If N, identify which personnel are missing identification in the comment section.) |

- | | |
|---|---|
| 5 | Observe: Are all personnel wearing a name tag or badge that includes their name and title? Y N (If N, identify which personnel are missing identification in the comment section.) |
| 6 | Ask Presiding Judge: Has each poll worker presented both a valid certificate of appointment and certificate of completion of poll watcher training administered by the Secretary of State? Y N N/P (If N, explain why the poll watcher was accepted without proper certificates in the comment section. Mark N/P only if no poll watchers are present.) |
| 7 | Ask Presiding Judge: Did you administer the statutory oath to the poll watcher? Y N N/A (If N, explain why the oath was not administered in the comment section. Mark N/A if no poll watchers have arrived yet.) |
| 8 | Observe: Are poll watchers positioned to observe all activities, including delivery, tabulation, and the printing of results? Y N N/P (If N, describe why movement is restricted in the comment section. Mark N/P if no poll watchers are present.) |
| 9 | Observe: Are poll watchers allowed to move between stations, including intake, duplication, and tabulation, within the room? Y N N/A N/P (If N, describe why movement is restricted in the comment section. Mark N/A if the room does not allow for multiple stations. Mark N/P if no poll watchers are present.) |

BALLOT INTAKE AND CH

- | | |
|----|---|
| 10 | Ask Early Voting Clerk: Was the Notice of Delivery of Ballots Voted by Early Voting Balloting Materials (Form 10-4) posted at the location at least 24 hours prior to first delivery of ballots? Y N (If N, describe the timing of the posting in the comment section.) |
| 11 | Ask Presiding Judge: Did you sign a Receipt of Sealed Early Voting Ballot materials delivered by the Early Voting Clerk? Y N (If N, explain why the materials were not signed in the comment section.) |

Total of 3
New/Revised
Handbooks
and Reports

Election Inspector Handbook Central Counting Station



ELECTION INSPECTOR REPORT – CENTRAL COUNTING STATION (CCS)

POLITICAL SUBDIVISION INSPECTED:
(as assigned on official memorandum)

DATE OF INSPECTION:

/ /
Month Day Year

INSPECTOR:

First and Last Name

Name of City, School, County, or Other

LOCATION INFORMATION

Provide the facility name and/or physical address

INSTRUCTIONS: Mark Y (Yes), N (No), N/A (Not Applicable), or N/P (Not Present) for each of the following questions.

- | | PERSONNEL AND OATHS |
|---|---|
| 1 | Ask CCS Manager or Presiding Judge: Are the CCS Manager, Presiding Judge, and Tabulation Supervisor separate individuals? Y N (If N, describe which roles are being filled by the same individual in the comment section.) |
| 2 | Ask CCS Manager or Presiding Judge: Is the Alternate Judge appointed from a different political party than the Presiding Judge? Y N (If N, describe the party affiliation of both judges in the comment section.) |
| 3 | Ask Presiding Judge: Have all officers (Presiding and Alternate Judges) signed the Statement of Officer (Form 23-3) and taken both the Constitutional Oath of Office (Form 23-2) and Oath for Central Counting Station Personnel (Form 10-1)? Y N (If N, identify the specific officer(s) who have not completed the required documentation or been sworn in in the comment section.) |
| 4 | Ask Presiding Judge: Have all personnel taken the statutory Oath for Central Counting Station Personnel (Form 10-1) before performing any duties? Y N (If N, identify the personnel that have not been sworn in in the comment section.) |
| 5 | Observe: Are all personnel wearing a name tag or badge that includes their name and title? Y N (If N, identify which personnel are missing identification in the comment section.) |

POLL WATCHERS

- | | |
|---|---|
| 6 | Ask Presiding Judge: Has each poll worker presented both a valid certificate of appointment and certificate of completion of poll watcher training administered by the Secretary of State? Y N N/P (If N, explain why the poll watcher was accepted without proper certificates in the comment section. Mark N/P only if no poll watchers are present.) |
| 7 | Ask Presiding Judge: Did you administer the statutory oath to the poll watcher? Y N N/A (If N, explain why the oath was not administered in the comment section. Mark N/A if no poll watchers have arrived yet.) |
| 8 | Observe: Are poll watchers positioned to observe all activities, including delivery, tabulation, and the printing of results? Y N N/P (If N, describe why movement is restricted in the comment section. Mark N/P if no poll watchers are present.) |
| 9 | Observe: Are poll watchers allowed to move between stations, including intake, duplication, and tabulation, within the room? Y N N/A N/P (If N, describe why movement is restricted in the comment section. Mark N/A if the room does not allow for multiple stations. Mark N/P if no poll watchers are present.) |

SECURITY AND ROOM LAYOUT

- | | |
|----|---|
| 10 | Ask CCS Manager: Is a copy of the Central Counting Station Plan available and posted? Y N (If N, describe why the plan is not available in the comment section.) |
| 11 | Observe: Is a licensed peace officer on duty at the CCS? Y N (If N, describe the absence of a peace officer in the comment section.) |
| 12 | Ask CCS Manager: Is entry restricted to authorized personnel with identification verified at the entrance? Y N (If N, describe the lack of identification verification in the comment section.) |



OTHER RESOURCES



5 New
Certificates





QUESTIONS?

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