Website Posting Requirements

for Counties, Cities, Schools, and Other Political Subdivisions

Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/ Election Specific	Texas Election Code Reference, unless otherwise noted
☐	**County Election Office Contact Information and Polling Places**					
	The county officer responsible for administering elections shall post contact information for the county election office on the county's Internet website, including: the street address and zip code and mailing address if different from the street address; telephone number; fax number; and email address. For each polling place in the county, the county shall also post the address including name of the building, and the days and hours of voting at each location.					
	N/A	N/A	SOS recommends permanently on website	Counties	Continuous	31.125
☐	**Summary of Election Related Information**					
	Basic information about the political subdivision must be posted on the entity's website including 1) name of members of governing body, 2) contact information for each member of governing body if different than taxing unit's contact information, 3) mailing address, email address, and phone number of the taxing unit, 4) date and location of next officer election, 5) the requirements and deadline for filing for candidacy of each elected office of the political subdivision, which must be continuously posted for at least one year before election day for the office.					
	1-20	Notes	Permanently	All entities	Continuous	Tax Code 26.18; Educ. Code 11.1518; Government Code Chapter 2051, Subchapter F
☐	**Notice of Meeting of County Election Board**					
	The county clerk/elections administrator shall post a notice on the county Internet website of a meeting of the county election board not later than 48 hours before the meeting.					
	N/A	N/A	48 hours before the meeting	Counties	Continuous	51.002(e)
☐	**Notice of Meeting and Records of Meeting**					
	Political subdivisions with ability to tax must post each notice of a meeting and record of a meeting of the political subdivision's governing body. Note: entities should consult with their local counsel regarding this specific requirement since there may be additional information they need to include regarding their meetings.					
	1-20	Notes	Before and after each meeting	All entities	Continuous	Government Code 2051.201
☐	**Qualifications for Office**					
	Must post the requirements for filing for candidacy of each elected office of the political subdivision, which shall be continuously posted for at least one year before the election day for that office.					
	1-20	Notes	SOS recommends permanently on website	All entities	Election Specific (SOS recommends continuously)	Government Code 2051.201
☐	**Notice of Deadline to File Application for Place on the Ballot**					
	The notice of deadline to file an application for place on the ballot must be posted not later than the 30th day before the first day on which a candidate may file the application. *Note:* The Election Code requires only that this document is posted in a public place. Given the importance of this information, the Office of the Secretary of State highly recommends that this document is posted on the website of the entity holding the election.					
	2-1	Notes	30 days before first day to file an application	Entity holding election	Election Specific	141.040

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☐	**Public Notice of Extended Filing**					
	For an office filled by voters of a single county, if the deadline for filing applications for a place on the general primary ballot is extended, not later than 24 hours after a candidate withdraws or is declared ineligible or after the authority preparing the notice learns of the candidate's death, the authority shall deliver a copy of the notice to the county clerk/elections administrator. The county clerk/elections administrator shall post notice of the extended filing period on the county website.					
	18-2	Notes	No later than 24 hours after candidate withdraws, is declared ineligible, or after authority preparing notice learns of candidate's death	Counties	Election Specific	172.055
☐	**Application for Place on the General Election Ballot for CSOs**					
	The candidate application link should be posted not later than the 108th day prior to election day for any uniform election date. *Note:* The Election Code does not require this document to be posted on an internet website. Given the importance of this information, the Secretary of State's office highly recommends that this document (or link) is posted continuously on the website of the entity holding the election.					
	2-49 General Election 2-50 Special Election	Notes Notes	108 days before election day	Entity holding election	Continuous	141.031; Chapters 143 and 144
☐	**Notice of Election Worker Training**					
	The county clerk/elections administrator shall post notice of the time and place of each training session for election judges and clerks, and the notice shall state that the training session is open to the public.					
	4-20	Notes	As soon as possible	Counties	Election Specific	32.114
☐	**Notice of General Election**					
	Not later than 21 days before election day, a county shall post a notice of election given by the county or provided to the county by a political subdivision located in the county, which must include the location of each polling place. The authority ordering the election must also post the notice on their Internet website.					
	1-12	Notes	21 days before election day	Counties and entity holding election	Election Specific	4.003(b); 4.008(a); 85.007
☐	**Notice of Special Election for Counties**					
	Not later than 21 days before election day, a county shall post a notice of election given by the county or provided to the county by a political subdivision located in the county, which must include the location of each polling place.					
	1-13	Notes	21 days before election day	Counties	Election Specific	4.003; 85.007
☐	**Notice of General Election for Municipalities**					
	Not later than 21 days before election day, a county shall post a notice of election given by the county or provided to the county by a political subdivision located in the county, which must include the location of each polling place. The authority ordering the election must also post the notice on their Internet website.					
	1-14	Notes	21 days before election day	Counties and entity holding election	Election Specific	4.003; 4.008; 85.007

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Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/ Election Specific	Texas Election Code Reference, unless otherwise noted
☐	**Notice of General Election for Other Political Subdivisions**					
	Not later than 21 days before election day, a county shall post a notice of election given by the county or provided to the county by a political subdivision located in the county, which must include the location of each polling place. The authority ordering the election must also post the notice on their Internet website.					
	1-15	Notes	21 days before election day	Counties and entity holding election	Election Specific	4.003; 4.008; 85.007
☐	**Notice of Special Election for Cities, Schools, and Other Political Subdivisions**					
	Not later than 21 days before election day, a county shall post a notice of election given by the county or provided to the county by a political subdivision located in the county, which must include the location of each polling place. The authority ordering the election must also post the notice on their Internet website.					
	1-16	Notes	21 days before election day	Counties and entity holding election	Election Specific	4.003; 4.008; 85.007
☐	**Notice of General Primary Election**					
	The county clerk/elections administrator shall post notice of a primary election and a notice of consolidated precincts, if applicable, in the same manner prescribed by §4.003(b) for general and special elections.					
	18-6	Notes	21 days before election day	Counties	Election Specific	4.003; 85.007; 172.1112
☐	**Notice of Runoff Primary Election**					
	The county clerk/elections administrator shall post notice of a primary election and a notice of consolidated precincts, if applicable, in the same manner prescribed by §4.003(b) for general and special elections.					
	18-7	Notes	21 days before election day	Counties	Election Specific	4.003; 85.007; 172.1112
☐	**Early Voting and Election Day Polling Places and Hours of Operation**					
	The county officer responsible for administering elections shall post: the name of the building in which each polling place is located, if available; the street address and zip code of the polling place; and the days and hours of voting at each polling place location.					
	N/A	N/A	21 days before election day	Counties	Election Specific	4.009; 31.125; 85.007
☐	**Notice for Additional Early Voting on Saturday and/or Sunday For County or City Elections**					
	The early voting clerk shall post continuously for at least 72 hours the dates and hours that voting on a Saturday or Sunday is ordered to be conducted.					
	5-16 English 5-16 Spanish	Notes	At least 72 hours immediately preceding the first hour that the Saturday or Sunday voting will begin	Counties and cities	Election Specific	85.007, 85.068
☐	**Notice of Early Voting at Branch Polling Places**					
	The early voting clerk shall post on the county internet website a schedule for each election stating the location of each permanent and temporary branch polling place, the election precincts served by each branch polling place, and the dates and hours that temporary branch voting will be conducted. The schedule shall be posted continuously for a period beginning not later than the fifth day before the first day of early voting by personal appearance and ending on the last day of that period. Amendments to the schedule must be made not later than the fifth day before voting is scheduled to begin at the additional temporary branch.					
	5-17	Notes	No later than the fifth day before the first day of early voting by personal appearance	Entity holding election	Election Specific	85.067; 85.068

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Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/ Election Specific	Texas Election Code Reference, unless otherwise noted
☐	**Notice of Change in Polling Place**					
	The county clerk/elections administrator shall post notice of a change in polling place location on any Internet website maintained by the county clerk/elections administrator to provide election information.					
	7-50	Notes	Not later than 24 hours after location is changed	Counties	Election Specific	43.061; 43.062
☐	**Order Changing County Election Precinct Boundary**					
	Beginning the first week after the change is adopted, the commissioners court must publish notice of an order to change a county election precinct boundary in a newspaper in the county once a week for three consecutive weeks and on the county's Internet website for three consecutive weeks.					
	N/A	N/A	Once a week for three consecutive weeks	Counties	Election Specific	42.035(a)
☐	**Notice of Consolidated Precinct for Primary Election**					
	The county clerk/elections administrator shall post notice of a primary election and a notice of consolidated precincts, if applicable, in the same manner prescribed by §4.003(b) for general and special elections.					
	18-3	Notes	At least ten days before primary election	Counties	Election Specific	4.003(b); 172.1112(a)
☐	**Notice of Consolidated Precinct**					
	The county clerk/elections administrator shall post notice of a primary election and a notice of consolidated precincts, if applicable, in the same manner prescribed by §4.003(b) for general and special elections.					
	7-49	N/A	21 days before election day	Counties	Election Specific	4.003(b); 172.1112(a)
☐	**Each Candidate for an Elected Office on the Ballot**					
	Not later than the 21st day before election day, a county that holds an election or provides election services for an election, a city, or an independent school district shall post on its Internet website: the date of the election; the location of each polling place; each candidate for an elected office on the ballot; and each measure on the ballot.					
	N/A	N/A	21 days before election day	Counties, cities, and independent school districts	Election Specific	4.009
☐	**Each Measure Appearing on the Ballot**					
	Not later than the 21st day before election day, a county that holds an election or provides election services for an election, a city, or an independent school district shall post on its Internet website: the date of the election; the location of each polling place; each candidate for an elected office on the ballot; and each measure on the ballot.					
	N/A	N/A	21 days before election day	Counties, cities, and independent school districts	Election Specific	4.009
☐	**Notice of Debt Obligation**					
	A debt obligation election order shall be posted on the political subdivision's Internet website during the 21 days before the election along with the election notice, contents of the proposition, and any sample ballot prepared for the election.					
	N/A	N/A	21 days before the election	Entity holding election	Election Specific	4.003(f)(3)

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Posted	Form Number	Notes	Posting Deadline	Responsible Entity	Continuous/ Election Specific	Texas Election Code Reference, unless otherwise noted
☐	**Voter Information Document/Debt Obligation Order**					
	A political subdivision with at least 250 registered voters on the date the governing body adopts a debt obligation election order must prepare a voter information document for each proposition and post it on the political subdivision's Internet website not later than the 21st day before election day and ending on the day after the date of the debt obligation election.					
	N/A	N/A	21 days before election day	Entity holding election	Election Specific	Government Code 1251.052 (b), (d)
☐	**Application for Ballot by Mail**					
	The early voting clerk shall post the official application form for an early voting ballot on the clerk's Internet website in a format that allows a person to easily complete the application directly on the website before printing.					
	6-1 English 6-1 Spanish	N/A	SOS recommends permanently on website	Entity holding election	Continuous	84.0121
☐	**Ballot by Mail Tracker**					
	The Secretary of State shall provide an online tool to each early voting clerk that allows for the electronic tracking of the location and status of the Application for a Ballot by Mail and a ballot voted by mail to be posted on the county's Internet website if the early voting clerk is the county clerk/elections administrator. The online tool should also enable a person to receive notice of and, if possible, correct a defect in the application and ballot.					
	N/A	N/A	Permanently on website	Counties	Continuous	86.015(a)
☐	**Notice of Public L&A Testing of a Voting System**					
	At least 48 hours before a public logic and accuracy test of a voting system is conducted, the general custodian of election records shall post notice of the test, and the test shall be open to the public.					
	15-6	Notes	At least 48 hours prior to test	Entity holding election	Election Specific	127.096; 129.023(b)
☐	**Notice of Public L&A Testing of Electronic Pollbook System**					
	At least 48 hours before a logic and accuracy test of an electronic pollbook system is conducted, the general custodian of election records shall post notice of the test.					
	15-9	Notes	At least 48 hours prior to test	Entity holding election	Election Specific	129.0231(b)
☐	**Voter Education (Notice of Acceptable Identification and Straight Ticket Voting)**					
	The voter registrar shall provide notice of the voter identification requirements and that straight ticket voting has been eliminated pursuant to HB 25, Acts of the 85th Legislature, Regular Session, 2017 on the county's Internet website in each language in which voter registration materials are required to be available.					
	7-47 English 7-48 Spanish	N/A	SOS recommends permanently on website	Counties	Continuous	31.012(a)
☐	**Branch Daily Roster of Early Voters**					
	The early voting clerk shall provide, in a downloadable database format, a current copy of the early voting branch polling place register for posting on the county's website each day early voting is conducted. At a minimum, the voter registration number for each voter listed in the register must be posted.					
	5-8	Notes	N/A	Entity holding election	Election Specific	85.072

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☐	**Roster for Early Voting in Person**					
	For an election in which the county clerk/elections administrator is the early voting clerk, information on the roster for a person who votes an early voting ballot in person or by mail shall be made available on the publicly accessible county Internet website by 11 a.m. on the day following the day the early voting clerk: (i) enters the roster listing for a person voting in person, or (ii) receives a ballot voted by mail.					
	5-6	Notes	Updated daily	Entity conducting election	Election Specific	87.121(g), (h), (i)
☐	**Notice of Voting Order Priority**					
	The following notice regarding the priority given at the polling place to persons with mobility problems must be posted on each Internet website relating to elections maintained by the county: *"Pursuant to Section 63.0015, Election Code, an election officer shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around. A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority. Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device."* All procedures and accommodations available to voters with disabilities shall be posted in an accessible manner on the county clerk's Internet website.					
	7-38	Notes	SOS recommends permanently on website	All entities	Continuous	63.0015
☐	**Public Notice of Ballot Box Opening to Retrieve Erroneously Placed Record**					
	The district judge shall post notice of the date, hour, and place for opening a ballot box on the county's Internet website for 24 hours preceding the hour set for opening the box.					
	8-11	Notes	24 hours prior to opening of box	Counties	Election Specific	66.059(b-1)
☐	**Appointment of Signature Verification Committee**					
	If a signature verification committee is appointed, the early voting clerk shall post a copy of the order calling for the appointment of the committee at least 10 days before the first day the committee meets. The early voting clerk shall also post the name and residence address of each appointee to an early voting signature verification committee continuously for the period beginning the day after the date of appointment and ending on the last day of the committee's operation in the election.					
	10-12	Notes	*Order:* 10 days before meeting *Names and Addresses:* Day after the date of appointment	Entity holding election	Election Specific	87.027(k-1)
☐	**Livestreaming of Voted Ballots (for counties with a population of 100,000 or more)**					
	The general custodian of election records in a county with a population of 100,000 or more shall implement a video surveillance system that retains a record of all areas containing voted ballots from the time the ballots are delivered to the central counting station, signature verification committee, or early voting ballot board until the canvass of precinct election returns. The video shall be made available to the public by a livestream.					
	N/A	N/A	When ballots are delivered to the central counting station, signature verification committee, or early voting ballot board	Counties	Election Specific	127.1232(b)
☐	**Reconciliation Forms**					
	The presiding judge of the central counting station shall provide and attest to a written reconciliation of votes and voters at the close of tabulation for election day and again after the central counting station meets for the last time to process late-arriving ballots by mail and provisional ballots. The forms shall be posted on a website maintained by the county along with election returns and results.					
	12-1 12-2	Notes Notes	After tabulation on election day and after canvass	Counties	Election Specific	127.131(f)

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☐	**Reconciliation of Total Votes Cast at Each Polling Location**					
	Not later than the 30th day after election day, the general custodian of election records shall prepare a reconciliation of the total number of votes cast and the total number of voters accepted to vote by personal appearance at each polling place in the custodian's county during the early voting period and on election day respectively.					
	12-3	Notes	Not later than the 30th day after election day	Entity holding election	Election Specific	66.005
☐	**Election Results – Official (include results from local entities contracting with the county)**					
	A county that holds or provides election services for an election, or a city or independent school district that holds an election shall post on its Internet website: the results of each election; the total number of votes cast; the total number of votes cast for each candidate or for or against each measure; the total number of votes cast by personal appearance on election day; the total number of votes cast by personal appearance or mail during the early voting period; and the total number of counted and uncounted provisional ballots cast. The information must be posted as soon as practicable after the election and must be accessible without having to make more than two selections or view more than two network locations after accessing the Internet website home page of the county.					
	N/A	N/A	As soon as practicable after the election	Counties, cities, and independent school districts	Election Specific	65.016
☐	**Summary and Certification of Post-Election Hand Count Audit Results**					
	Not later than the third day after the date the count is completed, the general custodian of election records shall post the results of the count on the county's Internet website in the same location that the county provides information on election returns and election results.					
	14-11	Notes	Not later than the 3rd day after the count is completed	Entity holding election	Election Specific	127.201(e)

Note:

- This may not be an exhaustive list of required web postings as each election is unique. Click here to access the Secretary of State's prescribed forms.
- This handout does not contain requirements for political contributions and expenditures, and political advertising. Contact the Texas Ethics Commission for requirements on these topics.

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