



Ordering Your Election

for Cities, Schools and Other Political Subdivisions



Topics of Discussion:

Preparation prior to Ordering your Election

- Order of Election
- Notice of Election
- Organization
- Scheduling a Time Frame for Preparation
- Determining Days and Time for Early Voting
- Polling Locations
- Election Workers, if applicable
- Preparation & Ordering of Supplies
- Communication
- Creating a Plan
- Wrap up





Do you Order the Election or
Provide the Notice of Election first?

The Order of Election is ALWAYS First.

***Once you have ordered your election,
then you will provide the Notice of
Election.***



What is an Order of Election:

- An order of election is the official action required by a governing body to hold an election.
 - Note: Failure to order a general election does not affect the validity of the election. [Sec. 3.007]
 - However, a special election may not be held without the governing body first ordering the election.



Who Orders an Election:

- Governor will order the election for statewide offices and federal offices. [Sec. 3.003]
- County Judge will order the election for county and precinct offices. [Sec. 3.004]
- Local entities will order their own elections. (ex: City Council/City Commissioners, School Board Trustees)



1-2
Prescribed by Secretary of State
Sections 3.004, 3.005, 3.006, 85.004, 85.006, 85.007 Texas Election Code
9/2023

ORDER OF GENERAL ELECTION FOR MUNICIPALITIES ORDEN DE ELECCIÓN GENERAL PARA MUNICIPIOS

An election is hereby ordered to be held on _____/_____/_____
(date) for the purpose of voting on:
(Por la presente se ordena celebrar una elección el _____/_____/_____
(fecha) con el propósito de votar sobre.)

List Offices/Propositions/Measures on the ballot (Enumere los puestos/proposiciones/medidas oficiales en la boleta)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (sitio principal de votación adelantada)
Location (sitio) Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)
Location (sitio) Hours (horas)

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (sitio principal de votación adelantada)
Location (sitio) Hours (horas)

Branch Early Voting Locations (sucursal sitios de votación adelantada)
Location (sitio) Hours (horas)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) Zip Code (Código Postal)

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)(fecha)

Issued this _____ day of _____, 20____
(day) (month) (year)

(Emitida este día _____ de _____, 20____.)
(dia) (mes) (año)

Signature of Mayor (Firma del Alcalde)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

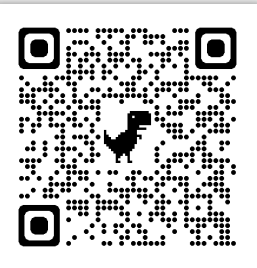
Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

Signature of Councilperson (Firma del Concejal)

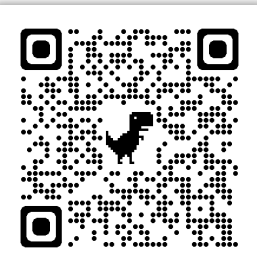
Order of General Election for Municipalities

Form 1-2 (9/2023)



Order of Special Election for Municipalities

Form 1-8 (9/2023)



1-3
Prescribed by Secretary of State
Sections 3.004, 3.005, 3.006, 4.008, 83.010, 85.004, 85.007 Texas Election Code
9/2023

ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS

An election is hereby ordered to be held on _____ for the purpose of voting on:
(date) _____
(Por la presente se ordena celebrar una elección el _____ con el propósito de votar sobre.)
(fecha) _____

List Offices/Propositions/Measures on the ballot (Eñumere los puestos/proposiciones/medidas oficiales en la boleta)

Early voting by personal appearance will be conducted each weekday at:
(La votación adelantada en persona se llevará a cabo de lunes a viernes en:)

The Main Early Voting Location (sitio principal de votación adelantada)
Location (sitio) _____ Hours (horas) _____

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Early voting by personal appearance will be conducted each weekend at:
(La votación adelantada en persona se llevará a cabo en el fin de semana en:)

The Main Early Voting Location (sitio principal de votación adelantada)
Location (sitio) _____ Hours (horas) _____

Branch Early Voting Locations (sucursal sitios de votación adelantada)

Location (sitio)	Hours (horas)

Applications for ballot by mail shall be mailed to:
(Las solicitudes para boletas que se votarán adelantada por correo deberán enviarse a:)

Name of Early Voting Clerk
(Nombre del Secretario/a de la Votación Adelantada)

Address (Dirección)

City (Ciudad) _____ Zip Code (Código Postal) _____

Telephone Number (Número de teléfono)

Email Address (Dirección de Correo Electrónico)

Early Voting Clerk's Website (Sitio web del Secretario/a de Votación Adelantada)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on:
(Las solicitudes para boletas que se votarán adelantada por correo deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)/(fecha)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on:
(La Tarjeta Federal Postal de Solicitud deberán recibirse no más tardar de las horas de negocio el:)

_____/_____/_____
(date)/(fecha)

Issued this _____ day of _____, 20_____.
(day) (month) (year)

(Emitida este día _____ de _____, 20_____.)
(día) (mes) (año)

Signature of Presiding Officer (Firma del Dirigente que Preside)

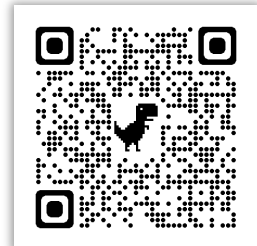
Signature of Board Member (Firma del Director)	Signature of Board Member (Firma del Director)
Signature of Board Member (Firma del Director)	Signature of Board Member (Firma del Director)
Signature of Board Member (Firma del Director)	Signature of Board Member (Firma del Director)
Signature of Board Member (Firma del Director)	Signature of Board Member (Firma del Director)
Signature of Board Member (Firma del Director)	Signature of Board Member (Firma del Director)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.
Nota de Instrucción: Se deberá entregar una copia de esta orden de elección a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.

[Print](#) [Reset](#)

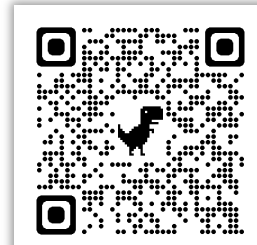
- Order of General Election for Other Political Subdivisions

- Form 1-3 (9/2023)



- Order of Special Election for Other Political Subdivisions

- Form 1-9 (9/2023)



What Is Required to Create an Order:

Preparation of your work ahead of time will allow you to fill in the required blanks on the form with ease!

The Order Must Include:

- Election Date
- Offices/Propositions/Measures on the Ballot
- Early Voting by Personal Appearance – Main Early Voting Location – Hours
- Early Voting by Personal Appearance – Branch Early Voting Locations – Hours
- Early Voting by Personal Appearance – Conducted each Weekend at the Early Voting Main Location & Branch Early Voting Locations – including Hours
- Applications for Ballot by Mail shall be mailed to: Early Voting Clerk’s Official Mailing Address
- Email Address, Phone Number, and Internet website
- Cutoff date for receiving ABBM/FPCA applications
- Signature of Mayor/Council Persons ... or Signature of Presiding Officer/Board Members



The first decision to be made...

- Are you going to contract with your county?
- Are you holding a joint election with another entity?

The answers to these questions will determine how much of the order you are responsible for working out on your own.



Additional Requirements:

- All Political Subdivisions, except Counties: Voting on any Saturday or Sunday must be included in the order and notice of election. The order and notice must include the dates and hours of Saturday or Sunday voting. [Secs. 85.006, 85.007]
- If you order a special election to fill a vacancy, the order must include the filing deadline.

Note: An application for a place on the ballot for a special election may not be filed before the special election is ordered.



Additional Requirements: Bond Elections

- An order for a debt obligation (bond) election must include: [Sec. 3.009]
 - the proposition language that will appear on the ballot;
 - the purpose for which the debt obligations are to be authorized;
 - the principal amount of the debt obligations to be authorized;
 - that taxes sufficient to pay the annual principal of and interest on the debt obligations may be imposed;
 - a statement of the estimated tax rate if the debt obligations are authorized or of the maximum interest rate of the debt obligations or any series of the debt obligations, based on the market conditions at the time of the election order;
 - the maximum maturity date of the debt obligations to be authorized or that the debt obligations may be issued to mature over a specified number of years not to exceed the maximum number of years authorized by law;
 - the aggregate amount of the outstanding principal of the political subdivision's debt obligations as of the date the election is ordered;
 - the aggregate amount of the outstanding interest on debt obligations of the political subdivision as of the date the election is ordered, which may be based on the political subdivision's expectations relative to variable rate debt obligations; and
 - the ad valorem debt service tax rate for the political subdivision at the time the election is ordered, expressed as an amount per \$100 valuation of taxable property.



Additional Requirements: Charter Amendment

- The Order of Election must include the measure.
 - This means the thing that is being voted upon; that is, the complete amendment.
 - Please refer to your City Charter. Only Home Rule Cities would have a City Charter.



Additional Requirements: Local Option Liquor Election

- The order must state, both in its heading and text, whether the election is for the purpose of legalizing or prohibiting the sale of beverages as set out in the petition.
- The order must state the issue to be voted on (which must be the same as the issue on the petition).
- The order must state the polling place for each election precinct.
- For city liquor elections, only the city election precincts need to be stated in the order.
- The early voting polling places and polling hours shall be stated in the order calling the election.
- The order must state the county clerk's, election administrator's or city secretary's, as applicable, mailing address to which ballot applications and ballots voted by mail may be sent.
- As a reminder: Effective September 1, 2020, the term "beer" was eliminated from statute and replaced with the term "malt liquor."



When to Order an Election: Important Deadlines

- For May 4, 2024 Election
- Wednesday, January 17, 2024 – First day to file an application for a place on the ballot or a declaration of write-in candidacy
 - NOTE: We are often asked how filing can begin if you have not yet ordered the general election. You do not need to order your general (regularly occurring) election in order for the filing period to begin.
- Friday, February 16, 2024 – Deadline for political subdivisions to order a general election or a special election on a measure to be held on Saturday, May 4, 2024.
 - The deadline to order a special election to fill a vacancy is slightly different.



Notice of Election:



What is a Notice of Election:

- A Notice of Election is one of various election-related notices – intended to inform the voting public about an upcoming election.
- It is NOT the same thing as your Order of Election. You must first order an election and then post notice.
- Methods of giving notice include one or more of the following:
 - Publication in a newspaper;
 - Posting in a public place;
 - Mail;
 - Posting on a governmental bulletin board.
- Posting on your website is mandatory.
- Notice required by Sec. 4.003 is in addition to any other notice given.
- The governing body of a political subdivision shall deliver their notice of election (regardless of contracting) to the county clerk and voter registrar (elections administrator, if county has one) no later than 60 days before the election.

[Secs. 4.003, 4.008]



What does the Notice of Election Contain:

- Election Notice **must** state:
 - The type and date of the election;
 - The location of each polling place, including the street address, room number, and building name;
 - The hours the polls will be open;
 - The location of the main early voting polling place, including the street address, room number, and building name;
 - The regular dates and hours for early voting by personal appearance;
 - The dates and hours of any Saturday or Sunday early voting, if any;
 - The early voting clerk's mailing address, as well as the phone number, email address, and the Internet website
 - Include branch locations, dates, and hours
- Notice must also include the email address at which the early voting clerk may receive applications for a ballot by mail.
- Additionally, the notice **must** be posted on your website.

[Secs. 1.021, 4.004, 85.007]



Additional Requirements: Bond Election

- Entities holding bond elections must provide additional notice per Section 4.003(f). A debt obligation order under Section 3.009 must be posted:
 - On election day and during early voting by personal appearance, in a prominent location at each polling place.
 - Not later than the 21st day before the election, in three public places in the boundaries of the political subdivision holding the election.
 - During the 21 days before the election, on the political subdivision's Internet website, prominently and together with the notice of the election, a copy of the sample ballot, and the contents of the proposition, if the political subdivision maintains an Internet website



Additional Requirements: Charter Amendment

- The Notice of Election must include a substantial copy of the amendment itself
- Notice of the election shall be published in a newspaper of general circulation published in the municipality.
- The notice must:
 - include a substantial copy of the proposed amendment;
 - include an estimate of the anticipated fiscal impact to the municipality if the proposed amendment is approved at the election; and
 - be published on the same day in each of two successive weeks, with the first publication occurring before the 14th day before the date of the election.

Local Government Code Sec. 9.004



Additional Requirements: Local Option Liquor Election

- If a city council or county commissioners court ordering the election wishes to provide notice in addition to the mandatory methods described above, one or more of the following optional methods may be used:
 - Notice may be posted in each election precinct in which the election is to be conducted by the 21st day before election day; or
 - Notice may be mailed to each registered voter of the territory covered by the election by the 10th day before election day.

- For Cities: Section 501.103(b) of the Election Code provides that in municipal local option liquor elections, the notice must also identify (by number) which county voting precincts are contained in all or in part within the territory of the city.



Where do you Post the Notice:

- Political subdivisions other than cities and school districts may have specific statutory notice requirements.
- In the absence of specific statutory requirements, such political subdivisions **MUST** post a notice on or before the 21st day before the election. For the Saturday, May 4, 2024 election, this notice must be posted on or before Saturday, April 13, 2024. The general rule is that, additionally, notice must be given using one of the following methods:
 - By posting a notice in each election precinct in which the election is to be held on or before the 21st day before the election, Saturday, April 13, 2024. [Sec. 4.003(a)(2)].
 - By publishing the notice at least once between the 30th day and the 10th day before the election, Thursday, April 4, 2024– Wednesday, April 24, 2024. [Sec. 4.003(a)(1)].
 - By mailing a copy of the notice to each registered voter of the territory covered by the election, not later than the 10th day before election day, Wednesday, April 24, 2024. [Sec. 4.003(a)(3)].



What can I do to prepare and be organized ahead of time before Ordering an Election?



Create a Color-Coded Timeline Calendar



Election Best Practice Calendar:

Secretary of State Election Important Dates Calendar

2023

January							February							March							April											
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa					
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8					
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15					
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22					
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29					
																										30						

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

Deadlines	Recommended	First Day EV	Election Day
Ballot by Mail	SVC Operation	Last Day EV	Possible Period for Runoff

Best Practices:

Create a Calendar: Use the calendar provided from Current Election Information under Election Date and Law Calendars.

Set your Color Preferences

Share your Calendar

Set your Reminder Preferences

Project Date Goals:

- Ex. Polling locations need to be secured by...
- Ex. Judges and Alternate Judges Selected by...
- Ex. Postings need to be posted by...
- Ex. Order of Election needs to be posted by...

Color Code Important Dates:

- Ex. Red for Deadlines...
- Ex. Yellow for Recommended...
- Ex. Green for election day...
- Ex. Orange for Ballot by Mail...

Note for Completing Deadlines: There are many projects that need to be completed prior to each major deadline.

Set date goals in advance for each task. Ensure ability to perform duties for each major deadline.

Ex. Order and Notice of Election forms.

Scheduling a Timeframe for Preparing Election:

Allow yourself enough **time** to be able to help with the following things:

- Consider scheduling your Order of Election when normal scheduled board meetings are set. Otherwise, you will need to schedule an emergency meeting.
- **Goal Date:** to submit candidates, propositions, bonds etc.. to County/Vendor in a timely manner so the election can be coded for ballot marking devices, tabulators or ballots.
- **Goal Date:** to allow time for proofing ballots. Don't wait to the last minute, as there are other steps that have to be completed.
- **Goal Date:** to allow others to help proof, we are not perfect. (Include your candidates in the proofing process.)
- **Goal Date:** to calibrate and pretesting on ALL equipment if applicable.
 - It is better to find issues at this time rather during the Public L&A Testing & Hash Validation Testing.
 - Ballot Marking Devices
 - Tabulator/Scanner
 - ePollbooks if applicable
- **Goal Date:** to Public L&A Testing & Hash Validation Testing before sending out your ballots by mail.
 - This will help having to make corrected ballots.
 - Prepare your ad in advance to be able to send to the newspaper.



Scheduling a Timeframe for Preparing Election:

- **Goal Date:** to schedule for pick up and return of voting equipment back to the election official.
- **Goal Date:** to schedule delivery dates and times to polling locations for Early Voting and Election Day.
- **Goal Date:** to prepare your list of workers and notifications for working and training.
- **Goal Date and Time:** to schedule supply pick up for Presiding Judges.
- **Goal Date:** for ordering supplies month(s) in advance.
- **Runoff Election:** If you were to have a runoff, figure your dates ahead of time on your calendar.



Determining Days and Time for Early Voting :

- Early voting by personal appearance at the main early voting polling place shall be conducted at least 9 hours each weekday of the early voting period that is not a legal state holiday unless the territory covered by the election has fewer than 1,000 registered voters. In that case, the voting shall be conducted at least 4 hours each day. The authority conducting the election, or the county clerk if that person is the early voting clerk, shall determine which hours the voting is to be conducted. [Sec. 85.005(b)]
- Saturday and Sunday [Sec. 85.006] – Consider ordering weekend early voting voluntarily and not wait to be petitioned. Any request for additional early voting on Saturday or Sunday only applies to the main early voting place.
- Will you have branch early voting polling places? Determine their days and times during early voting.
- Reach out to the Elections Office to see the times they normally schedule in other elections so it will be similar to prevent less confusion with voters.



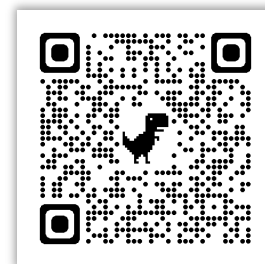
Determining Election Day Polling Locations:

- How many locations will you have?
- Reflect back to previous elections, including feedback from the public.
- Will there be another election going on?
 - Create an email group with the county elections office and other political subdivisions to keep constant communication of other elections.
- What is your requirement to hold your election at other elections' polling locations?
- Is your county precinct-based or countywide for Election Day?
- ADA Compliance
 - Use the Americans with Disabilities Act – ADA Checklist for Polling places to help make sure your locations are ADA-compliant.
- Sufficient electrical outlets
 - Will the outlets handle the equipment?
- Look for a covered area for curbside voting
- Requesting the use of locations



<https://archive.ada.gov/votingchecklist.htm>

Americans with Disabilities Act
ADA Checklist for Polling Places

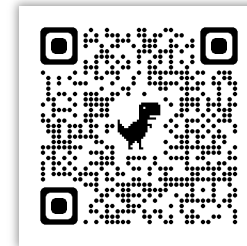


Election Workers:

- How many do you need to efficiently work Early Voting and Election Day? Consider staffing to help with curbside voting, or someone to stand by the door to prevent fleeing voters.
- Deputy Early Voting Clerks & Clerks
- Election Day Presiding & Alternate Judges
 - Giving time for Presiding Judge to find Clerks

Preparing Writ of Election for Election Day Presiding Judges

- Writ of Election must include:
 - Precinct Number
 - Polling Location Name
 - Type of Election
 - Date of Election &
 - Hours of 7:00 a.m. to 7:00 p.m.
 - See Form 4-17 (9/2023)



Best Practices for WRIT of Election:

- INCLUDE POLLING PLACE CONTACT
- NUMBER OF EQUIPMENT
- INCLUDE TRAINING DATE AND TIME

4-17
Prescribed by Secretary of State
Sections 3.004, 3.006, 4.007, Texas Election Code
9/2023

WRIT OF ELECTION

TO THE PRESIDING JUDGE OF PRECINCT NO. _____

YOU ARE HEREBY NOTIFIED TO HOLD AN ELECTION AT THE FOLLOWING POLLING PLACE ON THE DATE STATED BELOW BETWEEN THE HOURS OF 7:00 A.M. AND 7:00 P.M.

Location of Polling Place: _____

Date of Election: _____

Nature of Election: _____

Number of Clerks You May Appoint in this Election: _____

Signature of Authority

Title of Authority

Print Reset

Election Workers:

Preparing Writ of Election for Early Voting Ballot Board Judge

- Writ of Election must include:
 - Type of Election,
 - Date of Election &
 - How many clerks they may hire to serve on the early voting ballot board.
 - See Form 4-19 (9/2023)



4-19
Prescribed by Secretary of State
Section 4.007, Texas Election Code
9/2023

WRIT OF ELECTION FOR EARLY VOTING
BALLOT BOARD JUDGE

You are hereby notified that an election will be held on _____, 20__ for
the purpose of _____.

As presiding judge of the early voting ballot board, it will be necessary for you to set the time
the board is to convene on election day and notify the custodian of the second key of the ballot
box and the early voting clerk so the keys and appropriate materials may be delivered to you.
You may convene the board anytime after early voting by personal appearance is concluded for
the purpose of qualifying early voted ballots by mail. You may not begin counting the ballots
until the polls open on election day. You must convene the board not later than 7:00 p.m. on
election day.

I have enclosed a form for your use in notifying the custodian of the second key of the ballot
box and the early voting clerk of the time and place for convening the early voting ballot board.

You may hire _____ clerks to serve on the early voting ballot board for this election.

Signature of Authority

Date



Preparation & Ordering of Supplies:

- Updated Applications for Ballot by Mail
- Updated Ballot by Mail Kits
- Ordering Blank Ballot Stock for Ballot Marking Devices & Preprinted Ballots
 - How do many paper ballots do you need for the following:
 - Early Voting Locations
 - Ballot by Mail
 - Election Day Locations
 - Ask for a list of voters who voted in a previous like election to figure calculations.
 - Prepare for Spoiled Ballots
- Election Day Form Kits
- Ink for Printers
- Signs for Polling Locations
- If you create a sign or form different than the prescribed signs/forms that are issued by the Secretary of State, you will need to submit the new or changed sign/form to the Secretary of State for approval.



Communication:

- Community
 - Newspaper
 - News Media
 - Social Media
- Election Office
- Websites
 - Create an election page with your information for voters
 - Post your required postings
 - Provide a link to the county that conducts elections for greater accessibility for the voters.
- Mayor
- Members of City Council
- Superintendent
- School Board
- Police / Sheriff



VOTING INFORMATION

Early Voting APRIL 25-29 7 AM-7 PM MAY 2-3 7AM - 7 PM TISD Administration Building	APRIL 7 Last day to register to vote for the May election
	Election Day MAY 7 7AM - 7 PM TISD Admin. Bldg. Jefferson Meridith-Dunbar Raye-Allen

FOR MORE INFORMATION, PLEASE CHECK THE BELL COUNTY WEBSITE.



Creating a Plan for your Process:

- Create a written plan of your duties, If you don't have one ready!
- Create a checklist of your To Do List, and check them off as you go!
- Train another person to do what you do. If you were to get sick, would someone be able to pick up from where you left off?



Importance of Official Forms

Election Officials:

Remember: Your paperwork tells the story—and it verifies your election.

How you want that story told is up to you.

Do you want a story that has missing links?

Or

Do you want a story that is descriptive with every detail that happened?

Completing the official forms is of the utmost importance. Providing the required information and taking it to that next level is going to get you that phenomenal story in the end.



Additional Posting Requirements:

- **All Political Subdivisions:** The election notice shall be posted on the political subdivision's website, if the political subdivision maintains a website.
- **Cities and School Districts:** Cities and school districts are required to publish their notice in a newspaper and may also give any additional notice. Counties, school districts, and cities must also publish notice on the governmental bulletin board used for posting notice of public meetings.
- Remember: The notice must also be provided in Spanish and any other required minority languages.



You are
Awesome!

Wrap Up:

- Having the importance of organization ahead of time will help in achieving a seamless, successful election.
- Set that next level as you plan ahead creating your goals. Remember to be realistic.
- What you do this election will help you with your future elections. If something does not work as planned this time, you can make changes and make it even better.
- Take it one day at a time, because each of you are the people who organizes, prepares and creates a neutral ground for voters to be able to vote what they believe in and you give the voters the outcome of the results.
- This is how AWESOME you are. Not everyone knows the amount of work and effort that is put into an election to make it successful. But rest assured, you have people in your corner who know and are grateful for all that you do!



Elections Division

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