

Election Day Procedure Guide

Election's Administration Office – 254.729.4997

NEW procedures/laws/forms are notated by the “➔”

VOTER ID RULES

This requirement is currently effective.

SB 5 provides for, among other things, the following changes to the Texas Election Code:

- If a voter possesses an acceptable form of photo identification, the voter must use it to vote. For voters aged 18-69, photo identification must be current or have expired no more than four years before being presented for voter qualification at the polling place. However, a voter aged 70 years of age or older may use an acceptable form of photo identification, no matter for how long it has been expired, so long as it is otherwise valid.
- If a person does not possess and cannot reasonably obtain an acceptable form of photo identification, then the person can present a supporting form of identification and sign a Reasonable Impediment Declaration, and vote a regular ballot.
- Provides a list of acceptable supporting forms of identification.
- Provides that the reasonableness of the voter's claimed impediment may not be questioned by the poll workers and that the addresses on the identifications do not have to match the voter registration address. The form warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code.
- Provides that after completing the Reasonable Impediment Declaration, the election worker must affix the voter's VUID to the declaration and note on the combination form that the declaration was used by the voter.
- Provides that a voter may cure a provisional ballot cast due to the failure to present an acceptable form of photo identification or follow the Reasonable Impediment Declaration procedure at the polls or a voter registration certificate with an “E” notation on it by (1) presenting an acceptable form of photo ID; (2) if the voter does not possess and cannot reasonably obtain an acceptable form of photo ID, executing a Reasonable Impediment Declaration and presenting an acceptable form of supporting ID; or (3), if applicable, submitting the affidavit for one of the temporary exemptions (natural disaster or religious objection to being photographed); or (4) if applicable, qualifying for the permanent disability exemption to presenting acceptable photo ID or following the Reasonable Impediment Declaration procedure, within 6 days of election day at the voter registrar's office.

Voters who possess an **acceptable form of photo ID** for voting are still required to present it in order to vote in person in all Texas elections. With the exception of the U.S. Citizenship Certificate, which does not expire, the acceptable form of photo ID must be current or, for voters aged 18-69, have expired no more than 4 years before being presented for voter qualification at the polling place. Voters over the age of 70 may present an acceptable ID that is expired by more than four years as long as the ID is otherwise valid.

Current Procedure

1. The voter should be asked whether the voter possesses **one of the acceptable forms of photo ID on “List A” (listed above)** that is either current or not expired more than four years.
2. If the voter says “yes”, the voter is required to present that form of photo ID.

3. **NOTE:** If a voter has continued access to their acceptable form of photo ID, but, for example, forgets to bring their acceptable form of photo ID to the polling place and/or left it, for example, at home or in their car, the voter still possesses the acceptable photo ID and must use it to vote. Accordingly, if the voter states that the voter possesses, but did not bring to the polling place, an acceptable form of photo ID, the voter may vote a provisional ballot and bring the acceptable form of photo ID to the county within 6 days to cure their ballot (or return to the polling place with the acceptable form of photo ID before the polls close on Election Day and vote then).
4. If the voter says “no”, ask the voter whether the voter cannot reasonably obtain an acceptable form of photo ID on List A. If the voter indicates “yes”, you must inform the voter that he or she can **present a supporting form of ID on “List B” and complete a “Reasonable Impediment Declaration.”** If the voter presents a supporting form of ID and completes the Declaration, the voter will then complete their check-in, and proceed to the voting booth to cast a regular ballot. If this voter did not bring a supporting form of ID to the polling place, the voter may vote a provisional ballot and bring an acceptable form of photo ID to the county within 6 days to cure their ballot (or return to the polling place with their supporting form of ID before the polls close, and execute a Reasonable Impediment Declaration and vote then).

List “A” - acceptable forms of photo ID:

- Texas driver license issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas personal identification card issued by DPS
- Texas handgun license issued by DPS
- United States military identification card containing the person’s photograph
- United States citizenship certificate containing the person’s photograph
- United States passport

Expired forms of the above ARE ALLOWED if expired within 4 YEARS

The address on the ID does NOT have to match the address on the Voter Registration Card (if provided) or the Pollbook. Statement of Residence card rules still apply!!

The NAME on the ID does not have to be exact, but you should be able to determine it is the same name or derivative of the same name. ➔ **the voter should initial the “similar name affidavit” on the combination form**

Voter's Initials (Inc.
Similar Name
Affidavit*
Declaración
Jurada de Nombre
Similar del
Volante*

List B – Supporting Forms of ID

If the voter does not possess an ID from List A, and the voter cannot obtain an ID from List A due to a reasonable impediment, they may present one of the following forms of ID and execute the “Reasonable Impediment Declaration”:

1. Copy or original of a government document that shows the voter’s name and an address, including the voter’s voter registration certificate;
2. Copy of or original current utility bill;
3. Copy of or original bank statement;
4. Copy of or original government check;
5. Copy of or original paycheck; or
6. Copy of or original of (a) a certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

Examples of government documents include driver’s licenses from other states, ID cards issued by federally recognized Native American tribes (if the ID card contains an address), DPS Receipts (without a photo), expired voter registration certificates, and expired Texas DPS-issued driver licenses or personal ID cards (over 4 years).

Government documents do NOT include Social Security cards (no address), public college or university IDs without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document has to be an address of the voter. **The address does NOT have to match the address on the Official List of Registered Voters.**

Reasonable Impediment Declaration

The voter must indicate one of the following impediments:

- Lack of transportation
- Disability or illness
- Lack of birth certificate or other documents needed to obtain photo ID
- Work schedule
- Family responsibilities
- Lost or stolen photo ID
- Photo ID applied for but not received

The Reasonable Impediment Declaration Affidavit is in your pizza box. Any completed Affidavit should be put into the large yellow envelope to be returned to central count.

Declaration of Reasonable Impediment

You may not question or challenge the voter regarding their lack of, and their being reasonably unable to obtain, List A ID.

*If the voter states that they do not possess an acceptable ID from “List A,” and the voter, in response to your question as to whether they cannot reasonably obtain an acceptable ID from “List A”, answers “yes,” that they cannot reasonably obtain an acceptable ID from “List A”, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form ID from “List B.”

You may not question the reasonableness of the voter’s reasonable impediment or the truth of the declaration.

*For example, if the voter checks “lack of transportation”, you may not challenge the voter’s access to a bus route or other means of transportation.

Substantially Similar Names

Please remember that voters’ names, as they appear on their IDs and the list of registered voters, **do not have to be identical or exact matches to vote**. If a voter’s name is not identical, but is substantially similar, the voter will need to initial the similar name affidavit, and then proceed as usual to vote a regular ballot.

Voters do not need to show additional documentation if their names are identical or substantially similar. No voter should be turned away, and voters with substantially similar names should be offered a regular ballot - not a provisional ballot. ➔THE VOTER SHOULD INITIAL THE “SIMILAR NAME AFFIDAVIT” ON THE COMBINATION FORM BESIDE THEIR SIGNATURE



The following categories are examples of names that are substantially similar:

- 1. Initial, Middle and Former Names:** If a voter has an initial, middle or former name on their ID that does not appear on the list of registered voters, or vice versa, it is a substantially similar name.

Please note that this category will include women that have changed their name or hyphenated their name due to marriage or divorce.

Please consider the following examples on substantially similar names that we’ve put together using the names of famous Texans:

List of Registered Voters	Name on ID	Note
Carole Keeton Rylander	Carole Keeton Strayhorn	Ms. Strayhorn’s former name, “Rylander” appears on the list of voters, but not the ID.
Lyndon Johnson	Lyndon Baines Johnson	President Johnson’s middle name appears on the ID, but not the list of registered voters.

Barbara Bush	Barbara Pierce	Ms. Bush's former name/maiden name "Pierce" appears on the ID, but not the list of registered voters.
Audie L. Murphy	Audie Murphy	Mr. Murphy's initial appears on the list of registered voters, but not the ID.
Beyonce Knowles-Carter	Beyonce Giselle Knowles	Ms. Knowles-Carter's middle name appears on the ID, but not the list of registered voters.

1. Names Appearing in Different Fields: If a voter's names as they appear on the list registered voters and ID occupy different fields, the names are substantially similar
Please note that this category will include women that have changed their name or hyphenated their name due to marriage or divorce.

Please consider the following examples:

List of Registered Voters	Name on ID	Note
Sandra Day	Sandra Day O'Connor	Justice O'Connor's maiden name "Day" occupies the last name field on the list of registered voters, but occupies the middle name field on the ID.
Beyonce Knowles-Carter	Beyonce Knowles	Ms. Knowles-Carter's maiden name is kept as her last name, and occupies a part of the last name field, but not the complete field. We consider this a different field substantially similar name. We consider this a different field substantially similar name.

2. Customary Variation of Names: If a voter has a customary variation of their given name on either the list of registered voters or their ID, the names are substantially similar.

Please consider the following examples:

List of Registered Voters	Name on ID	Note
Sam Houston	Samuel Houston	Sam is a customary variation of Samuel.
Esperanza Andrade	Hope Andrade	Secretary Andrade's given name is Esperanza which is Spanish for Hope, and a customary variation of Esperanza.

3. Slightly Different Names: If a voter's name on the list registered voters is slightly different than their name as printed on their ID, or vice versa, the names are substantially similar.
Please note this category encompasses voters whose names have been misspelled on their ID or the list of registered voters, including common different spellings, e.g. Marc/Mark or Nancy/Nanci as noted below.

Please consider the following examples:

List of Registered Voters	Name on ID	Note
Dorris Miller	Doris Miller	Mr. Miller's name was spelled with one "r" – Doris.
Nanci Griffith	Nancy Griffith	Ms. Griffith's name is spelled "Nanci."
Marc Cuban	Mark Cuban	Mr. Cuban first name is spelled "Marc" with a "c."
Jamie Fox	Jamie Foxx	Mr. Foxx's last name is "Foxx" not "Fox"

!!!!!!!!!!!!!!!!!!!!!!**MOST IMPORTANTLY**!!!!!!!!!!!!!!!!!!!!!!

Do NOT reject (send away) a voter that does not have ID as listed above. Any voter without ID (Govt. issued ID or Reasonable Impediment circumstances) is entitled to vote a Provisional Ballot. According to new law, the voter has a grace period of 6 days to bring their ID as listed above in order for the Provisional Ballot to be counted. **HOWEVER**, you may encourage the Voter to go get ID and return to vote a regular ballot if it is a situation of forgetting their ID. If a person **REFUSES** to provide an ID as listed above (meaning they have their ID with them but refuse to produce it), that person is still entitled to vote a Provisional Ballot, but in that instance, **REFUSAL** is grounds for rejection by the Early Voting Ballot Board.

**QUESTIONS SHOULD BE DIRECTED TO MY OFFICE IMMEDIATELY:
254-729-4997**

Opening the VOTING machines in the morning

Yellow Check list

"Opening the Voting Machines

Check list

1. Check Security Seals against provided seal log to insure the seals have not been tampered with.
2. Initial or sign seal log.
3. Remove seal from each voting terminal.
4. **Place removed seals on above mentioned seal log. ➔New procedure**
5. Open the doors to each voting terminal.
6. Using MASTER PEB, open each terminal except for the last one.
7. On the last terminal, hook up the little black printer.
8. The printer cover has been cut out where the power cord plugs in to insure good connectivity.
9. Press & hold the smallest black button on the printer until the little green light comes on.
10. Insert the MASTER PEB to open the last terminal just as the previous ones.
11. ***PAY CLOSE ATTENTION AT THIS POINT, after the machine has finished opening, the screen says "Insert PEB to Print Zero Tape OR Press VOTE Button to Exit." You are ready to begin printing.***
12. Insert the MASTER PEB in the last terminal to begin printing your Zero tape.
13. Once printing has completed, the screen should ask "do you want to print another?", Press NO. The screen will then tell you turn off the switch, ignore this then touch the screen to continue. Do NOT remove the PEB until the screen tells you to. Once you remove the PEB, the screen will go black, and you are ready for your first voter.
14. **Check the "Public Count" on the Zero Tape to insure that it says "0".**
15. At least 2 election workers should sign the zero tape.
16. Place signed zero tape in the Blue Transfer Case (little blue bag).
17. Place Blue Transfer Case in the blue supply bag out of the way.
18. Unhook printer and place in blue supply bag to be used at closing.

BE SURE TO OPEN YOUR DOORS TO VOTE AT 7 AM SHARP. IF YOU HAVE AT LEAST ONE DRE OPEN, *EVEN IF YOU HAVE NOT PRINTED YOUR ZERO TAPE*, LET THE VOTERS IN TO VOTE, THE ZERO TAPE CAN BE PRINTED LATER, PLEASE DO NOT TURN ANY VOTERS AWAY. IF YOU ARE HAVING ISSUES WITH THE DRE TERMINALS, CALL THE ELECTION ADMINISTRATOR'S OFFICE IMMEDIATELY.

Setting up & Using the New ExpressPoll (pollbook) *(Voter Registration List computer)*

1. Unpack the ExpressPoll tablet and printer from the black suit case.
2. Connect the printer to the ExpressPoll tablet on the left hand side. The plug is the little "L" shaped looking thing.
3. Plug both power cords for the ExpressPoll tablet and printer into the power strip. Make sure the power strip is turned on. The printer should automatically turn on and you should see a blue light on the front of the printer.
4. Hold power button at the top of the tablet for 4 seconds. See the soft ended pen attached to the tablet? Use it or your finger for all touch screen purposes.
5. Select "Launch ExpressPoll".
6. On this screen select "Search Voter Roster, Issue Ballot" (bottom left).

Qualifying a Voter

1. The next screen you'll be on is "Find Voters" screen, you'll know you're in the right place by looking at the top left.
2. **Have the Voter select their party preference by pointing to the party name on the provided sign. This keeps the voter's choice private, please be considerate of that.** *House Bill 1735 (85th Legislature, RS, 2017), amended Section 172.126 of the Texas Election Code by adding Subsection (g-1). The added subsection provides that, to the extent possible, in a joint primary election or joint primary runoff election, a voter must be allowed privacy when indicating the voter's choice as to which political party's primary or primary runoff the voter chooses to vote in. The subsection also provides that a voter may indicate, without verbalizing, the voter's choice by pointing to which party's ballot the voter chooses and gives the Secretary of State the authority to prescribe a sign to inform voters of this option. The sign must be posted in each polling place beside the signature roster.*
3. Touch the last name box. Type in the first 3 letters (SOU).
4. Touch the first name box. Type in the first 2-3 letters (JE).
5. Voter names matching the criteria entered will come up at the top of the screen. Choose the name of the voter you are searching for.
6. If the voter's name does not appear, press the "search entire county" button on the right directly above "clear". This way you can tell the voter which precinct they vote in.
7. If you misspell, mistype or simply want to "redo" the person you are looking for, press the "CLEAR" button on the right of the screen.
8. Check the status & issued columns. If "status" = SUSPENSE, the voter needs to do complete a STATEMENT OF RESIDENCE CARD. If "issued" = Ballot Issued, ABS Issued, or ABS Voted, this means the voter has either already voted or voted by mail. If

show Party Preference sheet

11 Please indicate your party preference by pointing here !!

Voters: You choose which primary election you vote in. You may verbally tell the election judge which ballot you would like or you may indicate your choice by pointing to the party name below.

Votantes: Debe elegir la elección primaria en la que desea votar. Usted puede decirle verbalmente al juez de elección qué boleta le gustara, o puede indicar su preferencia señalando el nombre del partido a continuación.

PLEASE DO NOT MARK ON THIS PAGE

<p>Democratic Party Partido Democrático</p>	<p>Republican Party Partido Republicano</p>
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any of these are listed and the voter insists they have not voted, you need to contact Jennifer at 254-729-4997 for assistance.

9. Select voter by touching anywhere on the line.
10. Voter record screen comes up, take a quick look and make sure the info matches the voter you are voting (You can verify date of birth and address at this point, the green box also reminds you to verify the voter information).
11. Press "Issue Standard Ballot".
- * 12. The next screen asks you to select the party preference for this primary election (democratic or republican). See attached image titled "page 8, #12"
13. Make your selection by simply using the attached pen (or your finger) and touching the party name. The system will not let you continue until a party has been selected.
14. Press "Select Ballot".
15. On the next screen, the title says "Issue Ballot", no worries, those are just words, you ARE in the correct place. Press "ISSUE BALLOT" on the bottom left of the screen.
16. Voter label will print one label automatically. The screen will then come up asking if you'd like to print a second label, press yes (or ok).
17. After voting is over at 7pm, you may turn off the tablet. To turn off the tablet, press and hold the power button on top for 5 seconds. -After ALL voters are done.
18. Slide the screen down when prompted. Your tablet is now shut down.
19. Repack the ExpressPoll into the black suit case as it was delivered. Please remember to put the tablet itself into the black carrier case it was delivered in. This case prevents the tablet from being scratched up, etc.

Installing a New Roll of Labels

1. Open the top cover of the printer.
2. Remove the entire black roller with the empty roll on it.
3. Place the new label cartridge in the printer.
- * 4. Unroll the labels, **TEAR OFF THE LABELS TO PAST THE "STICKY" RESIDUE**, and feed them, LABEL SIDE DOWN, through the little slot until you see the label come out of the other side.
5. Close the cover of the printer. The printer will automatically re-align the labels correctly.

Activating a Voter

1. Once the Voter has been qualified, a POLLWORKER should walk the Voter to the next available Voting Machine.
2. The POLLWORKER should activate the ballot using the PEB and inserting it into the slot on the left hand side of the Voting Machine.
3. *****FOR MULTIPLE VOTING PRECINCTS ONLY***** If yours is a polling place with multiple voting precincts, first you will need to choose the correct voting precinct for the voter using the information provided on the label. Otherwise, skip to step 4.
4. The ADA voting machines can be identified by the Green Diamond & Yellow Arrows at the bottom of the machine.

QUALIFYING A VOTER: (IMAGE) PAGE 8, #12

Select Ballot

310

Verify that the correct ballot is chosen.
If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

Voter's PRECINCT	
301	Select Voter's PARTY To Continue
	Democratic
	Republican

Voter Name

Precinct

Select Ballot

Cancel No Ballot Issued

BT:?? AC:Plugged In

Issue:0 Relissue:0 Cancel:0 Net:0

2/2/2018 2:40:32 PM



5. You, a POLLWORKER, should open the ballot up for the voter, all the way to the “ENGLISH OR SPANISH” screen.
6. If you are on an ADA voting machine, the first screen that comes up is for you to choose either a VISUAL ballot (normal) or an AUDIO ballot (using headphones). You will need to ask the voter which type of ballot they would prefer.
7. To choose a VISUAL BALLOT, *TOUCH THE SCREEN*.
8. To choose an AUDIO BALLOT, *press the large green diamond at the bottom of the machine*.
9. **The POLLWORKER should activate the ballot completely up to the “ENGLISH OR SPANISH” screen for the voter.**
10. If the screen goes black, an audio ballot was chosen. If the voter wants a VISUAL ballot *instead*, follow the instructions to “cancel” a ballot.
11. At the “ENGLISH OR SPANISH” SCREEN, you may give the voter the handout and allow plenty of privacy to continue.
12. BE AVAILABLE NEARBY and PLEASE PAY ATTENTION to assist the voter if necessary.
13. **Be sure to listen for the series of beeps to insure the ballot has been properly cast.**
14. It is good practice to take a walk around the voting machines once voters have left to make sure voting was completed.

PIZZA BOX CONTENTS – DO NOT PLACE ANY OF THESE FORMS IN THE BLUE TRANSFER CASE!

1. Important contact information is located in the inside top of your Pizza box.
2. Envelope containing provisional ballots. *Only open this envelope if you have to vote a person with a provisional ballot.*
3. DRE Paperwork Packet
 - The GREEN PUBLIC COUNT SHEET is very important. ***Please do not forget to complete this sheet.***
 - Get your Public Count from each of the DRE’s at the end of the day **before** you close the polls. Put your total Public Count for each DRE. Add your Provisional ballots number to the Public Count.
 - Add up your combination form totals.
 - The numbers in the TOTAL boxes should equal each other.
 - Place this completed form in the Blue Transfer Case.
 - You will find extra “Voter Instructions”. There are instructions already taped in the Voting machines for you, but if they get messed up or taken down, you have replacements.
 - Extra “Write-In” are also in this packet. You should already have some placed in each voting machine.
4. Pre-printed labels with your precinct information have been provided for you to use on your forms.
5. “Statement of Compensation” – each election worker should take the oath at the top of the page **before** beginning election work. The “Authority Conducting Election” is **Limestone County** in a General Election. The Presiding Judge of the Precinct should be sure to sign the bottom of the sheet. ** New Oath of EW + Constitutional Oath EW*
6. Primary Party Certificates – these are available to provide to voters who do not wish to have their VOTER REGISTRATION CARD stamped with a party affiliation. Some may be done in advance, that way all you have to do is complete the voter name. These are not applicable in a General Election, but may be used for instance a student needs proof they voted as extra credit in a class. **Don’t fill in a “party” just do the basics, and stamp “voted”.**

7. “Statement of Residence” – is to be completed **anytime** a voter has the “S” notation with their name on the Pollbook Screen (the pollbook will say at the top of the screen the person needs to complete a “Statement of Residence Card”).
8. Activator Sheets – these are the sheets where you put your second voter label after the DRE has been activated. I suggest you initial the label to indicate you were the one to activate the DRE. *This sheet IS NOT signed by the voter!!!!* At closing, these sheets will go in the YELLOW envelope.
9. Combination Sheets (for labels) – these are the news combination forms, place the printed label on the form and have the voter **sign the label**. At closing, these sheets will go in the GRAY envelope.
10. “Instructions for Combination Form” in case you have any questions regarding how to complete the old fashioned yellow combination forms.
11. Combination Form – this is the old yellow, handwritten combination forms. ***These only need to be used in an emergency situation.*** Make sure to PRINT the voter name under “Poll List” and write their certificate number from the voter list in the box next to the printed name. It is not necessary to write the voter’s address.
12. List of 1st Time Voters, Oaths, & Omissions List – these are miscellaneous forms that are used for different reasons. The “List of 1st Time Voters” should be completed if on the pollbook screen it says “this voter needs to show ID”. If a person on the voter registration list has the “ID” notation screen come up on the Pollbook, this person will need to show you ID (see accepted forms listed on the handbook page 11). Once you have seen the ID, list this person’s name on the “List of First Time Voters” and then continue to qualify the voter as usual. {*HINT: If the person is using their Driver’s License or ID to vote, YOU HAVE ALREADY SEEN THEIR ID!!*} The “Assistant Oath” (yellow sheet) is the form that should be completed if anyone (other than a pollworker) assists a voter. This form is only completed when a voter brings their own assistant, the assistant has to sign the oath. The pollworker must also notate the name of the assistant on the combination form. The “Registration Omissions List” is the gray sheet that is to be completed in order for a person to vote ***ONLY IF THE VOTER REGISTRAR HAS INSTRUCTED YOU TO DO SO.***
13. **Notices to be Posted Packet** – this envelope contains all of the notices that need to be posted at the polling place on Election Day. We put them all together in one envelope (YAY!) for you to have easier access.
 - “Quiet” sign needs to be posted, no one, including election workers should be discussing politics at the polling place.
 - “Notice of Total Number of Voters Who Have Voted” should be posted at the polling place entrance beginning at 9:30 am and each interval listed thereafter. Complete the number of voters according to the number of people on your combination forms. Be sure to check this number with the number of the Public Count listed on each of the DREs each time you complete this form.
 - “Voter Information” – should be posted at the entrance of the Polling Place, 1 side for English and 1 side for Spanish.
 - “Notice – Prohibition of Certain Devices” should be posted at the entrance to the polling place (this is the “no cell phone” sign). *cell phones, chat chat, etc.!!!*
 - “Vote Here” signs provided for your convenience.
 - “Voter Complaint Information” – you will have 1 English & 1 Spanish to post at the entrance to the polling place. This is a new sign which replaced the “attention voters” that contained the 1-800 phone number.
 - “Sample Ballots” – you need to post one front and one back for each ballot style (in a Primary, 1 front and back for each party).
 - Notice of Voting Order Priority.
 - Notice of Prohibition of Handguns in Polling Place.
14. A map of your precinct for your convenience.

15. Large Yellow Envelope #2 – this envelope is returned to the Election Administrator’s Office. You should place **all activator sheets** (letter sized sheets with the second label that was **not** signed by the voter), oaths of assistance, statement of compensation & “cancelled iVotronic ballots” sheets in this envelope.
16. Large Pink Envelope #3 – this envelope is to be given to the Presiding Judge of the polling place (this envelope may be brown with a label on it).
17. Large Gray Envelope #4 – **NEW PROCEDURE: PLEASE PLACE ALL COMBINATION FORMS (legal sized sheets with the labels signed by the voter)**, also put any **STATEMENT OF RESIDENCE CARDS** or the Registration Omissions list in this envelope. Any other information that in regards to Voter Registrar, please place in the envelope.
18. “Envelope for Spoiled Ballot” – contains any material you will need to complete should a person SPOIL a Provisional Ballot. List that person on the Spoiled Ballot list, list the ballot number and place the ballot itself in the envelope. This method is also used when a voter does not press the Red Flashing VOTE button on the DRE. In this instance you will list the DRE serial number instead of the ballot number. Return all material to the envelope and place back in the Pizza Box.
19. “Distance Markers” must be placed 100 ft. from the entrance of the Polling Place.
20. “Envelope for Request to Cancel Ballot” – contains any material you will need if a voter wants to cancel a ballot by mail. A person can only cancel a ballot by mail at the polling place if the voter has the ballot on site in hand and gives it to the Presiding Judge. If the ballot has already been returned to the County Clerk, the voter may come in person to the EA’s Office to cancel the ballot if the ballot has not been turned over to the Ballot Board. Return all material to the envelope and the Pizza Box. (See SOS handbook for new law regarding canceling a mail ballot on Election Day.)
21. “Envelope for Provisional Ballots” contains any material pertaining to a provisional ballot. This material only has to be completed if a provisional ballot is voted.
22. File folder for unused ballots – please place any unused ballots in this folder, should you have any provisional ballots.
23. Stylus Pens for iVotronics – these are special pens made to be used for the touch screen DREs. These are replacing the unsharpened pencils. Please be sure to return each stylus!!!

Always contact Elections Office 157!!!

Provisional Ballot Process

1. A person may vote a Provisional Ballot for reasons listed on the back of the Green Provisional Ballot Envelope/Affidavit and as listed on page 22 Situation 9, #1 of your “Qualifying Voters on Election Day” handbook.
 - Determination of a person’s qualification to vote is the same as in the past. If a person is ineligible to vote a regular ballot, for whatever the reason may be, the election judge must immediately inform them of their right to vote a provisional ballot. They should also be informed that his/her provisional ballot may or may not be counted based on the situation.
 - *Layman’s terms: You may vote a provisional ballot if you are ineligible to vote a regular ballot, but depending on your qualifications, which will be determined at a later time by the Voter registrar, your vote may or may not count. The voter will be informed of the result of their qualification within a certain amount of time. Please see below for qualifications.*

Qualifications to Vote a Provisional Ballot

The following individuals are eligible to vote a provisional ballot, in which case a Provisional Voter Affidavit Envelope must be completed:

- a) Voter is not on list of registered voters, voter registrar could not be reached;
- b) Voter not on list of registered voters and could not be verified by voter registrar;
- c) Voter *not on* list and did not provide certificate or other form of identification;

- d) Voter *on* list of registered voters, but did not provide voter registration certificate or other form of identification;
 - e) Voter not on list, registered in another precinct; (The voter may go to the correct precinct to vote a regular ballot, without provisions!)
 - f) Voter on list of persons who voted early by mail, voter says he or she did not apply for or returned the ballot;
 - g) Voting after 7:00 p.m. due to court order;
 - h) Voter on list, but registered residence address outside the political subdivision;
 - i) Voted in another party's primary (not applicable in a General Election);
 - j) Voted by mail but wishes to cancel the ballot by mail and *does not* have the ballot by mail with them (call the Early Voting Clerk if this arises); or
 - k) Other: _____ (please explain).
2. The voter must present valid identification. If the voter has no identification, he may still be permitted to vote a provisional ballot, but his ballot will NOT be approved for counting and the election judge must notify the voter of that fact. *In other words, without identification, you may vote but your ballot WILL NOT BE COUNTED.* This is the ONLY time the Election Judge may use that particular language.
 3. The election judge should only open the Provisional Ballots if a voter comes in to vote a provisional ballot.
 4. You must sign the back of *three* ballots in red pen and write "**Provisional**" on the back of each ballot and then allow the voter to pick their own ballot.
 5. The voter must then sign the combination form, you will hand write their information in. If this person is voting a provisional ballot, they still sign the combination form and the "provisional" column is marked by their name. The voter's name is also written on the "List of Provisional Voters" provided in your "Envelope for Provisional Ballots". *Provisional voters are signed up the same way as regular voters and the "provisional" column is indicated by the voter's name on the combination form.*
 6. Return any unused ballots to the "Unused Ballots" folder and any material to the Provisional Ballot Envelope.
 7. *If you do have a provisional voter, you will need to complete the "Register of Official Ballots", please return this sheet in the Blue Transfer Case, but only if you have a provisional voter.*
 8. Provide the voter with a ballot of their choice, a secrecy envelope and a green provisional ballot envelope.
 9. Once the voter has finished voting, they should fold the ballot in half and then another half, place the **voted** ballot in the secrecy envelope, seal the secrecy envelope, place the sealed secrecy envelope in the green envelope, seal the green envelope.
 10. The Presiding Judge will open the Blue Transfer Case and allow the voter to place the green provisional ballot envelope in the Blue Transfer Case.

To Cancel the Vote for the Voter Who Walked Away

(Or the Voter who chose the Incorrect Ballot)

In some instances, a voter leaves without pressing the red VOTE button, the terminal should begin chirping after about 40 seconds. IF YOU ARE ABLE TO CATCH THE VOTER YOU KNOW WALKED AWAY, YOU SHOULD HAVE THEM COME BACK AND PRESS THE VOTE BUTTON. If unable to determine who the

person was, or you are unable to catch the person before they leave, the poll worker should have another pollworker return with them to the terminal to perform the following steps:

1. Reinsert the PEB.
2. The screen displays "**Last ballot was not cast**". Options are "**Cast or Cancel**".
3. As mandated by state law, select "**Cancel**".
4. The next screen will ask to confirm the previous choice by touching "**YES**".
5. The screen then asks you to select the reason why the ballot is being cancelled.
6. The screen then displays the cancellation reason, and select whether to proceed with vote cancellation of Exit the menu. **You want to continue with cancellation.**
7. Remove the PEB from the iVotronic when prompted and the machine is ready for the next voter.

Closing the Polling Place at 7pm

*****PLEASE USE THE EXPRESSBOOK TIME AS YOUR OFFICIAL TIME*****

*****IF A PERSON IS IN LINE TO VOTE BY 7PM, THEY ARE ELIGIBLE TO VOTE*****

1. Check the voter in as you would anyone else.
2. Take the person to the machine to vote and place the PEB in the voting machine.
3. The screen comes up and reads "Close Poll Menu".
4. At the bottom of the menu, the last option is "Exit this Menu", select that option.
5. The ballot will come up on the screen for the voter to vote as usual.
6. You will need to do this for EACH voter you set up after the voting machine has reached 7pm.

"Closing the Voting Machines Checklist"

To Close the voting machines:

1. Go to each DRE and get the "Public Count" off the screen. ➔ Verify the FLASH CARD SEAL at the top of each DRE to ensure the flash card was NOT tampered with throughout the day. Initial the corresponding line on the Public Count Sheet once this is completed.
2. Complete the "Public Count Sheet" provided in the DRE Paperwork Package (*do this before you continue closing*).
3. Once you have balanced your Public Count Sheet, sign and place in the Blue Transfer Case (little blue bag PEBs go in).
4. After 7pm, use the MASTER PEB, go to the 1st DRE you opened this morning & insert PEB.
5. The "Close Option Menu" will come up and choose "Close the Polls".
6. Follow the instructions on the screen and **DO NOT** remove the PEB until the screen says to.
7. Remove the PEB when the screen says "You must remove the PEB now to continue closing the terminal".
8. Closing is complete when the screen says "Terminal Closing of Complete!..... Touch screen to exit."
9. Follow steps 5-8 with each DRE until you have closed all the machines.
10. Connect printer to last DRE. Press smallest black button until green light comes on.
11. Reinsert the MASTER PEB into the last DRE.
12. When the machine says "Print Totals Now?" press box by "YES".
13. When the screen says "Do you want to print another?" press "NO".
14. At least 2 people should sign each Totals tapes, one goes in the Blue Transfer case & the other goes to the Presiding Judge.
15. **Remove FLASH CARDS from each DRE.**
16. ***Place Flashcards & PEBs into Blue Transfer Case.***
17. Close doors to DREs and use Security Seals provided in Blue Transfer Case.

Items to be returned in Blue Transfer Case

(Little Blue Bag)

1. Green Public Count Sheet.
2. All PEBs.
3. All Flashcards.
4. Zero Tape.
5. Totals Tape.
6. Any VOTED Provisional Ballots.
7. Broken Blue Transfer Case seals.
8. Silver keys to DRE's.

Items to be returned in the YELLOW Envelope

1. ACTIVATOR sheets (letter sized page with labels).
2. YELLOW posted "Notice of Total Number of Voters".
3. Compensation forms (sign in sheets for pollworkers).
4. Oath Assistance forms.

Items to be returned in the GRAY Envelope

1. COMBINATION sheets (legal sized page with SIGNED labels).
2. Statement of Residence cards.
3. Registration Omissions List.
4. List of ID Voters (or List of 1st Time Voters).

AT CENTRAL COUNT

1. Pull around the back of the Courthouse by the Handicap Ramp. There will be people there to assist in unloading your vehicle.
2. Stations will be set up in the hall to drop off your supplies, envelopes and Blue Transfer Cases.
3. You need to bring in the Blue Transfer Case and the 3 Color Envelopes yourself, the folks helping unload will get the machines and other supplies.
4. Drop off the supplies first, then go to the Envelope Table to drop off your 3 Color Envelopes.
5. Lastly, take your Blue Transfer Case. The people at this table will verify your seal number and that all material needed is in the bag. Please DO NOT LEAVE UNTIL THEY HAVE GIVEN YOU THE ALL CLEAR. You will be provided with a receipt for the Transfer Case.

MISCELLANEOUS PROVISIONS

- ❖ **STATEMENT OF RESIDENCE CARDS:** Please have the voter complete the **DATE OF BIRTH & RESIDENCE ADDRESS IN FULL AS WELL AS THE VOTER SIGNATURE.** This information is needed in order to make updates efficiently.
- ❖ **NAMES BADGES ARE REQUIRED TO BE WORN BY ALL ELECTION WORKERS.**
- ❖ **ALL** paperwork should be returned to the Elections Administration Office. Should the *Presiding Judge* wish to keep copies of the combination forms (signature or activator sheets), statement of compensation forms, or list of provisional voters, please request a copy of desired forms when at Central Count.
- ❖ **EACH VOTER** should be asked "have you moved".

Joint Primaries Procedure

- Set up the Voting area as it would be in the General Election
- You should have 1 ExpressPoll and 2 Combination forms at your table and designate one for each party:
 - ONE set of Combination Forms for the Republican Voters and;
 - ONE set of Combination Forms for the Democratic Voters.
- You may set up which ever way you prefer but I suggest the following:
 - Have one person looking up the voters on the ExpressPolls for both parties
 - Have one person completing the combination forms for both parties
 - Have one person activating the DREs
- It is preferable that positions be switched up throughout the day.
- If you have more than 3 people working I would have one person asking for ID's or VR cards and having the voter then get in line, one person looking up names on the ExpressPoll, have ONE person doing the combination forms for EACH party and of course one person to activate the ballots.
- *DO NOT ASK ANY VOTER "ARE YOU A REPUBLICAN OR A DEMOCRAT?"*
- *HAVE THE VOTER SELECT THEIR PARTY PREFERENCE BY POINTING TO THE PARTY NAME ON THE PROVIDED SIGN. THIS KEEPS THE VOTER'S CHOICE PRIVATE, PLEASE BE CONSIDERATE OF THAT.*
- If a voter asks you who is on which ballot, please, VERY POLITELY, direct them to the Sample Ballots which should be posted by the entrance to the voting place.
- Once a voter has determined which ballot they would like to vote, at the designated "combination forms", qualify the voter by locating their name in the ExpressPoll. And once the label has been printed have them sign the label on the combination form.
- *IT IS VERY IMPORTANT TO KNOW WHICH COMBINATION FORM IS WHICH PARTY AND TO KEEP THEM SEPARATED.*

- **PLEASE PLEASE PLEASE** make absolute certain to give each and every voter the correct ballot on the DRE. If they qualified on the **DEMOCRATIC** list make sure to give them a **DEMOCRATIC BALLOT** on the DRE; if they qualified on the **REPUBLICAN** list, make sure to give them a **REPUBLICAN BALLOT** on the DRE. The label printed by the ExpressPoll will say “**PARTY: DEMOCRATIC**” or “**PARTY: REPUBLICAN**”, be sure to use these to activate the ballots. **DO NOT ASSUME YOU KNOW WHAT TYPE OF BALLOT THEY WANT!!!!**
- SOME PEOPLE DO NOT WANT TO HAVE THEIR VOTER REGISTRATION CARD STAMPED “DEMOCRATIC” OR “REPUBLICAN” SO DO NOT AUTOMATICALLY STAMP THEIR CARD, **ASK FIRST (“WOULD YOU LIKE ME TO STAMP YOUR CARD?”)**. If they do not want you to stamp their card but do want something stating which primary they voted in, there are cards and letters provided in the pizza box for this purpose.
- Tell *EACH AND EVERY VOTER* that if they feel that something isn’t right with their ballot, they need to stop and tell the election workers *immediately*. **If they push the Blinking Red VOTE Button, that is the same as putting the ballot into the ballot box and it cannot be taken out or changed.**

COMBINATION FORM Poll List/Signature Roster (Affidavits) for Election Day

Sections 63.002, 63.003, 63.004, 63.005, 63.007, 63.008, 63.010, 64.032, 85.031, 162.004 Texas Election Code

SOS Prescribed 12/13

If a voter is unable to sign his name, an election official shall place the voter's name on the signature roster and make a notation as to the reason the voter is unable to sign. (Si un votante no puede firmar su nombre, un funcionario de la elección pondrá el nombre del votante en la lista de la firma y hacer una notación en cuanto a la razón si votante no puede firmar.)

Line No. Voter Assistant Include Name, Address

Line No.	Voter Information Label	Date of Election (Fecha de elección)	Type of Election (Tipo de elección)	Voter's initials (inicas del votante)				(Check one if Applicable)					
				Signature	Printed Name	Signature	Printed Name	Not on List § 63.008	Sworn	Sworn	Provision		
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

AFFIDAVIT FOR VOTER NOT ON LIST. By initialing the square labeled "Affidavit for Voter Not on List," I swear or affirm that (A) am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct, (B) was a resident of the precinct in which I am offering to vote at the time that information on my residence address was last provided to the voter registrar, (C) did not deliberately provide false information to secure registration in a precinct in which I do not reside, and (D) am voting only once in the election. *TRÁMITE DE VOTANTE NO EN LISTA. Al inicialar el cuadro marcado "Aspicio afirmación" yo declaro o afirmo que (A) soy residente del precinto en el que ofrezco votar o que de otro modo estoy autorizado por ley para votar en este precinto, (B) no he deliberadamente proporcionado información falsa para asegurar mi registro en un precinto en el cual no resido, y (C) votaré solamente una vez en la elección. *VOTERS SIMILAR NAME AFFIDAVIT. If it is determined that the name on the voter registration certificate, and I am one and the same as the person named on the identification provided under § 63.001 is substantially similar per § 63.001(c), and by including the square labeled "Similar Name Affidavit," I swear or affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same as the person named on the identification provided. *DECLARACIÓN JURADA DE NOMBRES SIMILARES. Si se determina que el nombre en el formulario de identificación provisto en § 63.001 es sustancialmente similar provisto en § 63.001(c), y al colobar las incas en el cuadro marcado "Aspicio Declaración Jurada", juró o afirmo que soy la persona en la lista de votantes registrada y durante la misma votación. *Para Usar en la Elección Primaria. Una persona está calificada de una ofensa criminal si tal persona vota con conocimiento en una elección primaria o participa con conocimiento en una convención de otro partido político durante el mismo año de votación.

* Signatures *

Sworn to & Subscribed by me on: _____ Presiding Judge _____

Activator Sheet

Printed Name: _____

Signature: _____

Precinct: _____

Date: _____

Poll Watcher Cheat Sheet

All information on this sheet is available in the Handbook for Election Judges starting on page 7

1. Poll Watcher must present his/her Appointment of Poll Watcher by Candidate on the Ballot (see attached exhibit) to the Presiding Judge when he/she reports for service. The Top section should be completed when presented.
2. The Presiding Judge must require the Poll Watcher to countersign his/her signature. The completion of the affidavit in front of the Presiding Judge serves as the counter signature (See #2 on exhibit). The presiding judge will keep the certificate of appointment and place in the Yellow Envelope #2 to be returned to Central Count.
3. Poll watchers are NOT permitted to use wireless communication devices in a polling place.
4. Poll watchers are REQUIRED to wear name tags (see attachment for example).
5. A poll watcher may NOT leave the polling place while the polls are open and come back in unless the watcher has served for 5 continuous hours. *EXCEPTION: IF A POLL WATCHER LEAVES THE POLLING PLACE IN ORDER TO USE A WIRELESS COMMUNICATION DEVICE AND PROMPTLY RETURNS.*
6. A watcher must be permitted to observe all election activities performed by the election judge and clerks.
 - a. A watcher is entitled to sit or stand conveniently near the election officials conducting the observed activity.
 - b. A watcher may take written notes while on duty. However, if the watcher leaves (assuming he or she has served the full 5 hours) the polling place while the polls are open, he/she may be required to leave his/her written notes with another person on duty at the polling place, selected by the watcher.
7. A watcher may NOT talk with the judge, clerks or voters regarding the election while it is in progress, except to point out to an irregularity or violation of the law (page 9-c of the judge's handbook) to the election judge and/or clerk(s).
8. A watcher who asks to accompany the election official who delivers election records must be permitted to do so. ~ If the delivery is made in a vehicle, it is sufficient to allow the watcher to follow in a different vehicle and to drive in such a manner that the watcher may keep the delivery vehicle in sight.
9. **A watcher is NOT permitted to converse with any voter, communicate with or signal to any voter in any manner regarding the election.**
10. A watcher may only watch a voter vote if that person is being assisted by an election worker.

Exhibit

**APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT
OR DECLARED WRITE-IN CANDIDATE**

To the Presiding Judge:

The following person has been appointed to serve as a poll watcher on my behalf.

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct or other location Poll Watcher is to serve

Signature of Candidate or Other Approving Authority

Title of Approving Authority

Signature of the Watcher

2

AFFIDAVIT OF POLL WATCHER

Completed at poll with
Presiding
Judge

I, _____, a poll watcher for the above appointing authority, do hereby swear or affirm that I do not have in my possession any type of mechanical or electronic means of recording images or sound while serving as a watcher at this precinct or I will disable or deactivate the device while serving as a watcher.

Signature of Poll Watcher

Sworn to and subscribed before me this the _____ day of _____, _____.

Signature of Election Judge

Printed Name of Election Judge

INSTRUCTIONS

The following persons have the authority to appoint a poll watcher on behalf of a candidate whose name appears on the ballot.

- a. In an election for an office of the state government that is filled by voters of more than one county, by the candidate's campaign treasurer.
- b. In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate's principal campaign committee or by a designated agent of the chair or treasurer.

Section Completed
by candidate

POLL WATCHER
(Observador(a) Electoral)

POLL WATCHER
(Observador(a) Electoral)

POLL WATCHER
(Observador(a) Electoral)

POLL WATCHER
(Observador(a) Electoral)

POLL WATCHER
(Observador(a) Electoral)

POLL WATCHER
(Observador(a) Electoral)

* Yellow Envelope *

7-2

Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
9/2023

* Everyone Signs *

CONSTITUTIONAL OATH FOR PRESIDING JUDGE, ALTERNATE JUDGE, AND EARLY VOTING CLERK

Prior to entering service as an election judge, alternate judge, or early voting clerk, individuals must complete the statement of officer and take the constitutional oath. The Statement of Officer must be completed prior to taking the constitutional oath of office.

STATEMENT OF OFFICER

I, _____ do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever case may be, so help me God.

Title of Position to Which Appointed: _____

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and the facts stated therein are true.

Date: _____ Signature of Officer _____

CONSTITUTIONAL OATH OF OFFICE

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, _____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Signature of Election Judge/Alternate Judge/Early Voting Clerk

Signature of Officer Administering Oath

INSTRUCTIONS

The Statement of Officer must be completed before the Constitutional Oath of Office is administered. Each oath that is administered is valid for the duration of the election officer's term of office (if any) and shall be filed with the election records for the election in which the election officer is serving.

All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary, and the Secretary of State of Texas

NEW LAW, HB 1735, 85th Legislature, 2017 – Under Section 1.016 of the Texas Election Code, Individuals that are authorized to administer the Oaths or statements required under the Texas Election Code or the Texas Constitution to election officers entering service includes the following:

1. The Secretary of State, member of the secretary of state's staff, or a state inspector appointed by the secretary,
2. A county or municipal clerk or the clerk's deputies,
3. A county tax assessor-collector of the county tax assessor-collector's deputies,
4. A city secretary,
5. A member of the county election commission or county election board,
6. A county elections administrator or employee of a county EA,
7. The Secretary of the governing body of a political subdivision other than a county or city or the authority performing the duties of secretary under this code,
8. A presiding election judge or alternative presiding judge who has already entered service,
9. An early voting clerk or a deputy early voting clerk who has already entered service;
10. A member of an early voting ballot board or signature verification committee who has already entered into service,
11. A presiding judge, manager, or tabulation supervisor of a central counting station who has already entered service.

Yellow Envelope

Pct. No.	Authority Conducting Election
Date of Election	Type of Election

- Everyone Signs -

OATH OF ELECTION JUDGES AND CLERKS

"I swear or affirm that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as officer of the election and guard the purity of the election."

Signature of Election Judge

Signature of Alternate Judge

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Signature of Election Clerk

Opening the Voting Machines Check List

1. Check Security Seals against provided seal log to insure the seals have not been tampered with. _____
2. Initial or sign seal log. _____
3. Break red wire clasp seal from each voting terminal. _____
4. Place broken seals in the Pizza Box. _____
5. Open the doors to each voting terminal. _____
6. Using MASTER PEB, open each terminal except for the last one. (see iVotronic Voting system handout for detailed instructions) _____
7. On the last terminal, hook up the little black printer. _____
8. Remove the printer cover to insure you have a good connection. _____
9. Press the smallest black button on the printer to turn it on. The light will be green once you have power. _____
10. Insert the MASTER PEB to open the last terminal just as the previous ones. _____
11. Once the screen says "... Insert PEB to Print Zero Tape OR Press VOTE Button to Exit." you are ready to begin printing. _____
12. Insert the MASTER PEB in the last terminal to begin printing your Zero tape. _____
13. **Once printing has completed, check your "Public Count" of the Zero Tape to insure that it says "0".** _____
14. At least 2 election workers should sign the zero tape. _____
15. Place signed zero tape in the Blue Transfer Case (little blue bag). _____
16. Place Blue Transfer Case in the blue supply bag out of the way. _____
17. Unhook printer and place in blue supply bag to be used at closing. _____
18. Place this check list in the yellow envelope #2 to return to the Election Administrator. _____

Sign Here: _____

Election Day – Opening the Polling Place Checklist

Cell Phone in Polling Place:

- Turn on designated cell phone(s) to communicate with the authority conducting the election.
- Keep a list of important contacts readily available (if applicable).

Note: Cell phones in the polling place can ONLY be used for official election purposes.

Required Postings:

The following forms must be provided to post at your polling place prior to opening the polls. Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders.

ALL postings must be visible to the voter. Place each posting in its required area if instructed by your authority conducting the election. Pay close ATTENTION as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open/closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side (see Texas Election Code 272.005(a)).

Legally required postings are noted with an asterisk *.

- Notice of Total Number of Voters Who Have Voted* (see Texas Election Code 61.007(c))
- Precinct(s) / Vote Centers Vote(s) Here
- Map of Voting Precinct(s) / Map of Polling Places
- Notice of Voting Order Priority* (see Texas Election Code 63.0015)
- Notice of Prohibition of Handguns in the Polling Place (see Texas Penal Code 46.03(a), 46.15)
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station* (see Texas Election Code 61.014, 62.0111)
- Distance Marker* / No Electioneering or Loitering within 100 feet of the entrance to the polling place (see Texas Election Code 61.003, 61.004, 62.010)

- Voter Instruction Poster* (see Texas Election Code 62.011(a)-(d)) – Poster must contain certain information in each voting station and one or more other locations in the polling place where it can be read by persons waiting to vote.
- Sample Ballot(s)* / Vote Centers: Bedsheet (see Texas Election Code 62.012)
- List of Declared Write-in Candidates* (if applicable, post near sample ballot and in each voting station)
- Notice of Acceptable Identification Poster (see Texas Election Code 62.016) – Posted in a prominent place on the outside of the polling place
- Voter Information Poster* (see Texas Election Code 62.0115)
- Voter Complaint Information Poster* (see Texas Election Code 62.0112)
- Vote Here Signs* (In order to direct voters to the polling place from the street)
- Disabled** Access Postings* (Indicating the direction of an unobstructed path to nearest accessible entrance for voter with disabilities)
- Curbside Assistance Signs / Alert Mechanisms – Place in the area designated for curbside voting. Please follow the instructions provided by the authority conducting the election.
- Notices of Debt Obligation,* if applicable (May be placed in a binder and made available on the check-in table)
- Notice of Four Nearest Countywide Polling Place Locations* (Vote Center Program) (see Texas Election Code 43.007(o))
- Signs for Parties (Primary Election Only)
- Notice of Party Convention* (Primary Election Only – see Texas Election Code 172.1111) (Posted on an outside door through which a voter may enter the building)
- Sign for Joint Primary Election* (see Texas Election Code 172.126)
- Post any other additional signs provided by the authority conducting the election.

Ballot Marking Devices / DRE – Direct Recording Equipment Station(s):

Follow the directions from the authority conducting the election about how to set up each piece of equipment. If you do not have instructions on how to set up your equipment, notify your authority conducting the election as soon as possible.

- Arrange the voting stations so that they are spaced appropriately.
- Verify all seals and document on chain of custody form.
- Break seal on the outside of the Ballot Marking Device / DRE carrying case.
- Remove Ballot Marking Device / DRE and cords from carrying case.
- Find your surge protector and plug into the nearest power outlet.
- Plug the Ballot Marking Device / DRE into the surge protector provided; position cords to keep a safe work environment.
- Turn the surge protector power button on.
- Follow set-up instructions provided by your authority conducting the election. (If you experience any issues, contact your authority conducting the election.)
- Set up privacy panels around each Ballot Marking Device / DRE.
- DRE – Verify public count is **ZERO**.
- DRE – Print zero tapes and verify each candidate or measure on the tape is set to zero.
- DRE – Election officials who are present must verify and sign the zero tapes printed. If poll watchers are present, up to two poll watchers may sign the zero tape.
- Verify date and time.
- Make disability tools readily available. (e.g. headphones, sip-and-puff device and toggle/extended remote)

Preparation of Voting Station(s):

Hand-marked paper ballot station(s):

- Arrange the voting stations so that they are spaced appropriately.
- Set up privacy panels around each station.
- Post required signs according to instructions.
- Place an indelible marking instrument in each voting station. (See Texas Election Code 62.015)
- Designate an area for a provisional ballot booth, if applicable.

Preparation of Ballot Box / Tabulating Area: Follow the directions from the authority conducting the election about how to set up each piece of equipment. If you do not have instructions on how to set up your equipment, notify the authority conducting the election.

Note: If DREs are being used in the election, this section will not apply in your polling place.

Ballot Box – Paper ballots

- Place the ballot box at an appropriate distance from ballot marking stations and toward the exit door.
- Verify seals with chain of custody procedures outlined by the authority conducting the election.

Ballot Tabulator

- Place the automatic tabulator at an appropriate distance from ballot marking stations and toward the exit door.
- Verify seals with chain of custody form procedures outlined by the authority conducting the election.
- Follow the instructions from the authority conducting the election when setting up the tabulator.
- Verify public count is **ZERO**.
- Print zero tapes and verify each candidate or measure on the tape is set to zero.
- Election officials who are present must verify and sign the zero tapes printed. If poll watchers are present, up to two poll watchers may sign the zero tape.

Forms Used to Conduct the Election

- Statement of Residence
- Reasonable Impediment Declaration Form
- Combination Form
- Oaths of Assistance and Interpreter
- Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting Form
- Affidavit of Provisional Voter Envelope
- Notice to Provisional Voter
- Notice to Provisional Voter for ID Voters
- Secrecy Envelope
- Request to Cancel Ballot by Mail for Use in the Polling Place
- Standard Affidavit
- "I Voted" Stickers

- Chain of Custody Form(s)
- Statement of Compensation and Oaths / Timesheets
- Constitutional Oaths
- Election Official Name Tags
- Poll Watcher Name Tags
- Register of Official Ballots
- Ballot and Seal Certificate
- Combined Register of Official Ballots / Ballot and Seal Certificate (if applicable)
- Register of Spoiled Ballots
- Register of Surrendered Ballots by Mail
- Registration Omissions List
- Problem Log Sheet
- List of Provisional Voters
- Tally Sheet Book (for hand-counted paper ballots, if applicable)
- Return Sheet (for hand-counted paper ballots, if applicable)
- Envelope #1 (To: Presiding Officer of Canvassing Authority) (see Texas Election Code 66.022, 66.003)
- Envelope #2 (To: General Custodian of Election Records) (see Texas Election Code 66.023, 66.003)
- Envelope #3 (To: Presiding Judge) (see Texas Election Code 66.024, 66.003)
- Envelope #4 (To: Voter Registrar) (see Texas Election Code 66.0241, 66.003)
- Envelope #5 (Primary Election Only) (To: County Chair only if the County Chair is responsible for paying the election workers) (see Texas Election Code 32.094)
- Envelope for Spoiled Ballots
- Envelope for Requests and Cancelled Ballots
- Secure Container for Provisional Ballot Affidavit Envelopes

Note: Paperwork should be filed in appropriate return envelopes. Please follow your election authority's procedures for placement.

Primary Forms

- Certificates of Party Affiliation (Primary Election Only) (Texas Election Code 162.009)
- Affidavits of Non-Participation and Affiliation (Primary Election Only) (Texas Election Code 162.008)
- Notice of Party Convention Handouts (Primary Election Only) (Texas Election Code 172.1114) (If provided by the parties)

Note: In a separate primary, each party will have its own complete set of forms. In a joint primary, the parties will have a shared results envelope. All other paperwork and envelopes must be kept separately.

Preparation of Check-In Station(s):

- Place the check-in table so that it is easily seen when voters enter the polling place. Consider the placement of the check-in table(s) as though there is a line of voters waiting.
- Designate a location where you can keep all of your important paperwork secured and organized. This area should not be accessible to voters.

Paper List of Registered Voters

- Place the list of registered voters on the check-in table ready to qualify voters.
- Verify that the list of registered voters has the correct assigned precincts.
- Place the ink pad and "Voted" stamps on the check-in table.
- Place the party stamps on the check-in table. (Primary Election Only)
- Provide magnifying tools, if available.
- Prepare a few combination forms with election name, date, and polling place listed.
- Place pens for signing forms on the check-in table.
- Verify seal and break seal on ballot box that contains the ballots – document as required on the chain of custody form.
- Prepare the ballot stock for voting.
- The presiding judge must sign or stamp his or her **FULL** signature on back of each ballot.
- Ensure the following forms are accessible for the clerk to provide to the voter(s) as needed:
 - Statements of Residence
 - Reasonable Impediment Declaration Forms
 - Oaths of Assistance and Interpreter
 - Lists of Acceptable Forms of ID
 - "I Voted" Stickers
 - Certificates of Party Affiliation** (Primary Election Only)
 - Affidavits of Non-Participation and Affiliation (Primary Election Only)
 - Notice of Party Convention Handouts (Primary Election Only) (If provided by the parties)

ePollbook: Follow instructions provided by the authority conducting the election. The order may be different for each voting system vendor.

- Verify seal and break seal on ePollbook suitcase/bag – document on chain of custody form.
- Remove ePollbook, all printers and wires from suitcase/bag.
- Connect the wires to the ePollbook and printers.
- Position and tie together your ePollbook and printer cords neatly.
- Find your surge protector and plug into the nearest power outlet.
- Plug the ePollbook and printers into the surge protector provided; position cords to ensure a safe work environment.
- Turn the surge protector power button on.
- Hotspot/MiFi
 - Place in area that has best cellular signal to connect to ePollbook.
 - Plug hotspot into nearest power outlet and monitor throughout the day.
- Once your ePollbook is connected to all of its devices, follow your election authority's instructions to power on. (If you experience any technical issues, contact your authority conducting the election.)
- Log into ePollbook using assigned logins and passwords.
- Ensure all scanning lights are properly functioning.
- Prepare the ballot stock for voting.
- Judge must sign or stamp his or her **FULL** signature on back of each ballot.
- Ensure the following forms are accessible for the clerk to provide to the voter(s) as needed:
 - Statements of Residence
 - Reasonable Impediment Declaration Forms
 - Oaths of Assistance and Interpreter
 - Lists of Acceptable Forms of ID
 - "I Voted" Stickers
 - Certificates of Party Affiliation (Primary Election Only)
 - Affidavits of Non-Participation and Affiliation (Primary Election Only)
 - Notice of Party Convention Handouts (Primary Election Only) (If provided by the parties)

Supplies for Curbside Voting: Follow the instructions provided by the authority conducting the election for curbside set-up procedures. (If you experience any issues, contact your authority conducting the election.)

- Clipboard
- Cart to hold supplies to take outside
- ePollbook (if using ePollbooks to qualify voters) / laptop / tablet / Combination Form (if using paper Combination Forms)
- Ensure the following forms are accessible for the clerk to provide to the voter(s) as needed:
 - Statements of Residence
 - Reasonable Impediment Declaration Forms
 - Oaths of Assistance and Interpreter
 - List of Acceptable Forms of ID
 - Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting Form
 - "I Voted" Stickers
 - Certificates of Party Affiliation (Primary Election Only)
 - Affidavits of Non-Participation and Affiliation (Primary Election Only)
 - Notice of Party Convention Handouts (Primary Election Only) (If provided by the parties)

Continued on next Page...

- Pens
- Ballot stock
- Judge's **FULL** signature on back of each ballot
- Sealed ballot bag/box for voter to insert the voted ballot, if required
- Ballot Marking Device **or** DRE
- Privacy shields
- Electrical cord connections where needed / battery pack, if applicable
- Provide a signature tool (e.g., stylus) ready for voters to sign ePollbook

Evaluate the Polling Place for ADA Compliance

- If parking is available, one parking space must be van accessible and marked as disabled parking.
- Designate a parking space for curbside voters and post a sign with a phone number for curbside voters to call or text, in order to alert election officials at the polling place that a voter is at the curbside to vote OR place a button or intercom at the **curbside** that the voter may use to request assistance from an election officer at the polling place.
- The accessible and curbside parking spaces should be closest to the polling area.
- The polling place may not have any barriers that impede the path of a voter with a physical disability, such as gravel, automatically closing gates, and closed doors without lever-type handles.
- There must be a route of travel that does not require the use of stairs.
- All inaccessible doorways must have disabled access postings indicating the location of the nearest accessible entrance. If applicable, set up a door bell to alert poll workers if nearest accessible entrance is far away from the voting area.
- The door handle must be operable with a closed fist.
- Disabled access postings must be posted designating the path of travel to the voting area.
- Provide extra seating for voters with disabilities.
- If anything protrudes more than 4 inches from the wall and does not contact the floor, a cone must be placed on the floor for safety.
- An accessible table has a surface height of **no more than 34 inches and no less than 28 inches above the floor**. At least 27 inches of knee clearance must be provided between the floor and the underside of the table.
- For more information on ADA compliance, see <https://www.ada.gov/votingchecklist.htm#toc3>.

Open the polls. The official time to open the polls to check in the first voter is at 7:00 a.m.

I _____, **Presiding Judge**, on this ____ day of _____, 20____

certify that _____ polling place complies with all applicable laws and procedures according to the above checklist.

Signature of Presiding Judge

Printed Name of Presiding Judge

Signature of Alternate Judge

Printed Name of Alternate Judge

Closing the Voting Machines Check List

1. Go to each DRE and get the "Public Count" off the screen. _____
2. Complete the "Public Count Sheet" provided in the DRE Paperwork Package
(do this before you continue closing). _____
3. Once you have balanced your Public Count Sheet, sign and place in the Blue Transfer Case (little blue bag PEBs go in). _____
4. Complete your "Ballot and Seal Certificate" and place in Blue Transfer Case. _____
5. After 7pm, use the MASTER PEB, go to the 1st DRE you opened this morning & insert PEB. (see iVotronic Voting System handout for detailed instructions) _____
6. The "Close Option Menu" will come up and choose "Close the Polls". _____
7. Follow the instructions on the screen and **DO NOT** remove the PEB until the screen says to. _____
8. Remove the PEB when the screen says "You must remove the PEB now to continue closing the terminal". _____
9. Closing is complete when the screen says "Terminal Closing of Complete!..... Touch screen to exit." _____
10. Follow steps 5-9 with each DRE until you have closed all the machines. _____
11. Connect printer to last DRE. Press smallest black button until green light comes on. _____
12. Reinsert the MASTER PEB into the last DRE. _____
13. When the terminal says "Print Totals Now?" press box by "YES". _____
14. When the screen says "Do you want to print another?" press "NO". _____
15. At least 2 people should sign both Totals tapes, one goes in the Blue Transfer case & the other goes to the Presiding Judge. _____
16. **Remove FLASH CARDS from each DRE.** _____
17. Place Flashcards & PEBs into Blue Transfer Case. _____
18. Close doors to DREs and use Red Wire Clasp Seals provided in Blue Transfer Case. _____
19. Place this check list in the yellow envelope #2 to return to the Elections Administrator. _____

Sign Here: _____

Election Day – Closing the Polling Place Checklist

NOTE: Please do not take down or remove any signage until the last voter has voted. All legally required signs must remain posted in the designated places under the Texas Election Code. (See Texas Election Code 62.002)

- Read through the Closing the Polling Place Checklist prior to assigning duties to your workers.

Final Voters of the Day (See Texas Election Code 41.032)

- A voter who was in line or waiting to enter the polling place at 7:00 p.m. is entitled to vote even if the ballot is cast after the posted closing time.
- If voters are waiting to enter the polling place at closing time, the presiding judge shall direct them to enter the polling place, if possible, and close it to others. If entry to the polling place is not possible, the presiding judge may distribute numbered identification cards to the waiting voters and allow entry only to those possessing a numbered card. If neither method is possible, an election worker may stand at the end of the line to mark the last voter who is entitled to enter the polling place.
- The presiding judge shall take the precautions necessary to prevent voting after closing time by persons who are not entitled to do so.

Cell Phone in the Polling Place:

- Keep designated cell phone(s) turned on to communicate with the authority conducting the election.
- Notify the authority conducting the election once the last voter has voted and follow any instructions given by the authority conducting the election.

Reconciling Vote Totals:

After the last voter has voted, the presiding judge and alternate judge should verify the public count as displayed on the electronic ballot counter, results tape, and ePollbook. Complete the reconciliation paperwork listed below.

Counties with an ePollbook

- ePollbook check-in totals should be compared to the electronic ballot counter (if voters completed the Combination Form on the ePollbook).
- Paper Combination Forms – Count the total of all voters who signed the Combination Form (if voters were qualified using an ePollbook but the Combination Form was completed on paper).
- Compare the total number of voters on the Combination Forms (if applicable) to the ePollbook totals.
- Print the results tape and compare the totals to the Combination Forms or ePollbook totals.
- Count the number of provisional ballots – Provisional ballots may be included in the totals or they may be tracked separately. Follow instructions provided by the authority conducting the election.
- Complete the Ballot and Seal Certificate.
- Complete the Register of Official Ballots.

Counties with a Paper Voter Registration List

- Count the number of signatures on the Combination Forms and compare the total to the number of voters who were checked in using the Paper Official List of Registered Voters (count the number of times “voted” was stamped next to voters’ names)
- Compare the number of voters who checked in using the Paper Official List of Registered Voters to the electronic ballot counter.
- Print the results tape and compare to both the electronic ballot counter and the number of voters checked in on the Paper Official List of Registered Voters.
- Count the number of provisional ballots – Provisional ballots may be included in the totals or they may be tracked separately. Follow instructions provided by the authority conducting the election.
- Complete the Ballot and Seal Certificate.
- Complete the Register of Official Ballots.

If there are any discrepancies, write a detailed explanation and notify the authority conducting the election.

Closing the Tabulating Area / Ballot Box:

Follow the directions from the authority conducting the election about how to close each piece of equipment. If you do not have instructions on how to close your equipment, notify the authority conducting the election.

Ballot Box – Hand-marked paper ballots

Once your vote totals have been reconciled, proceed with the following actions:

- Seal the ballot box according to the procedures given by the authority conducting the election.
- Log the ballot box seal number on the chain of custody form if not already pre-printed on the form.
- The presiding judge and alternate judge should sign the chain of custody form.
- The presiding judge should keep the ballot box in view until it is delivered to Election Night Headquarters.

Polling Place Ballot Tabulator – Follow closing instructions provided by the authority conducting the election. The order of the closing steps may be different for each vendor.

Once your vote totals have been reconciled, proceed with the following actions:

- Close the polls per instructions given by the authority conducting the election.
- Print results tape(s) and any required reports requested by the authority conducting the election.
- Election officials who are present must verify and sign the results tapes printed. If poll watchers are present, up to two poll watchers may sign the results tape.
- Compare the results tape(s) to the numbers from the reconciled vote totals. If you have any discrepancies, document a detailed explanation of what occurred and alert the authority conducting the election.
- Power down equipment per instructions given.
- Remove the ballot bin or bag from inside the ballot tabulator. Seal the receptacle, complete the chain of custody form, and follow the procedures for transport given by the authority conducting the election.
- The presiding judge should keep possession of the ballot bin and flash drive(s) until delivered to Election Night Headquarters.

DRE

Once your vote totals have been reconciled, proceed with the following actions:

- Close the polls per instructions given by the authority conducting the election.
- Print results tape(s) and any required reports requested by the authority conducting the election.
- Election officials who are present must verify and sign the results tapes printed. If poll watchers are present, up to two poll watchers may sign the results tape.
- Compare the results tape(s) to the numbers from the reconciled vote totals. If you have any discrepancies, document a detailed explanation of what occurred and alert the authority conducting the election.
- Power down equipment per instructions given.
- Seal the controller device/electronic ballot box and complete the chain of custody form.
- The presiding judge should keep possession of the controller device/electronic ballot box until delivered to Election Night Headquarters.

Closing the Voting Station(s):

Hand-Marked Paper Ballot Station(s):

- Remove all indelible marking instruments from each voting station.
- Remove all posted signs from the privacy panels.
- Disassemble and pack all voting booths and privacy panels.

Ballot Marking Devices / DRE Stations: Follow the instructions given by the authority conducting the election. If you do not have instructions on how to shut down your equipment, notify the authority conducting the election. If you experience any issues, contact your authority conducting the election.

Ballot Marking Devices

- Remove all posted signs from the privacy panels.
- Turn off the Ballot Marking Devices.
- Unplug the Ballot Marking Device from the surge protector.
- Unplug the cords from the Ballot Marking Device and place in carrying case.
- Disassemble and pack all voting booths and privacy panels.
- Seal each Ballot Marking Device.
- Pack up all surge protectors and other supplies in the boxes in which they came.

DREs

- Remove all posted signs from the privacy panels.
- Unplug the power from the voting booths and/or disconnect the daisy chain.
- Disassemble and pack all voting booths and privacy panels.
- Seal each DRE at the appropriate place. Each DRE voting booth must be sealed whether it is left in the polling place overnight or returned to Election Night Headquarters.
- Store the voting booths in the designated area or return to Election Night Headquarters as directed by the authority conducting the election.

Closing of Check-In Station(s): Follow closing instructions provided by the authority conducting the election. The order of the closing steps may be different for each vendor.

ePollbook: Follow instructions provided by the authority conducting the election. The order may be different for each ePollbook vendor.

Once your numbers have been reconciled, proceed with the following actions (see above "Reconciling Vote Totals" section):

- Power down Hotspot/MiFi and place into the container in which it was issued.
- Log out of and shut down your ePollbook.
- Unplug all devices from the ePollbook and return in the case/bag in which it was delivered.
- Seal and log ePollbook case/bag for transport.

Paper List of Registered Voters

- Prepare paper list of registered voters to return to Election Night Headquarters.

Organizing Supplies and Paperwork:

Filing election paperwork is crucial to ensure effective record keeping for the general custodian of election records and the presiding judge. Follow the filing instructions from the authority conducting the election.

- Organize and complete paperwork. **Don't forget to sign and date.**
- Gather all polling place election records and place them in the appropriate envelopes.
 - Envelope #1 – Contains the elections returns for the polling place.
 - Envelope #2 – Contains records for the general custodian of election records
 - Envelope #3 – Retained by the presiding judge for 22 months
 - Envelope #4 – Contains records for the voter registrar.
 - Envelope #5 – Some counties use this envelope to convey records to the county chair in a primary election.
- Secure and log all ballot boxes for transport to Election Night headquarters.
 - Voted ballots
 - Unused ballot stock (insert in ballot box #4 or designated container)
- Pack all cords and put in the containers in which they were issued.
- Pack all of the supplies in the containers in which they were issued. Refer to the Opening the Polling Place Checklist for a list of supplies.
- Gather and return the supplies that were used for curbside voting.
- Verify that all election workers have completed their statement of compensation and oaths or other applicable timesheet for payroll purposes.

Signs

- Remove all posted signs inside the polling place.
- Remove the signs posted outside the polling place and the directional signs near the road. Refer to the Opening the Polling Place Checklist for a list of signs, if needed.

Best Practices for Closing the Polling Place on Election Night:

- Lock the door once the last voter has voted and left the polling place.
- The presiding judge should designate certain parts of the checklist to each election worker in order to ensure an efficient closing of the polling place.
- The presiding judge and alternate judge should be the only workers who execute the electronic closing polls procedures, the printing of results tapes, and completion of required reports as directed by the authority conducting the election.
- Before releasing election clerks for the night, please make sure all required documents are completed and signed and the polling place is restored to its original condition.
- Complete all chain of custody forms, apply and verify all seals on voting equipment. Two people should verify all seal numbers and complete the chain of custody form.
- Please remove all tape from the electrical cords before returning them to Election Night Headquarters.
- If any equipment or supplies were delivered to the polling place by the authority conducting the election, make sure the items are packed and returned in the same manner in which they were delivered.
- Review the supplies checklist – make sure all required equipment/supplies are accounted for and secured.
- Do a walk-through before leaving the polling place. Make sure the polling place is left in the same condition in which it was found.
- Ensure your required paperwork is organized and available when you deliver the required equipment and supplies to Election Night Headquarters.
- Follow any other instructions from the authority conducting the election.

Once your polling place has been returned to its original condition, please proceed to election night headquarters to return equipment and supplies as directed by the authority conducting the election.

I, _____, **Presiding Judge**, on this _____ day of _____, 20____

certify that _____ polling place is closed and fully restored to its original condition.

All equipment and supplies left at the polling location are sealed and secure according to the above checklist.

Signature of Presiding Judge

Printed Name of Presiding Judge

Signature of Alternate Judge

Printed Name of Alternate Judge

