



Hill County Elections Administration

Elections Administration:

Aaron Torres

Elections Administrator

Becky Weaver

Deputy Elections Administrator

Party Chairs:

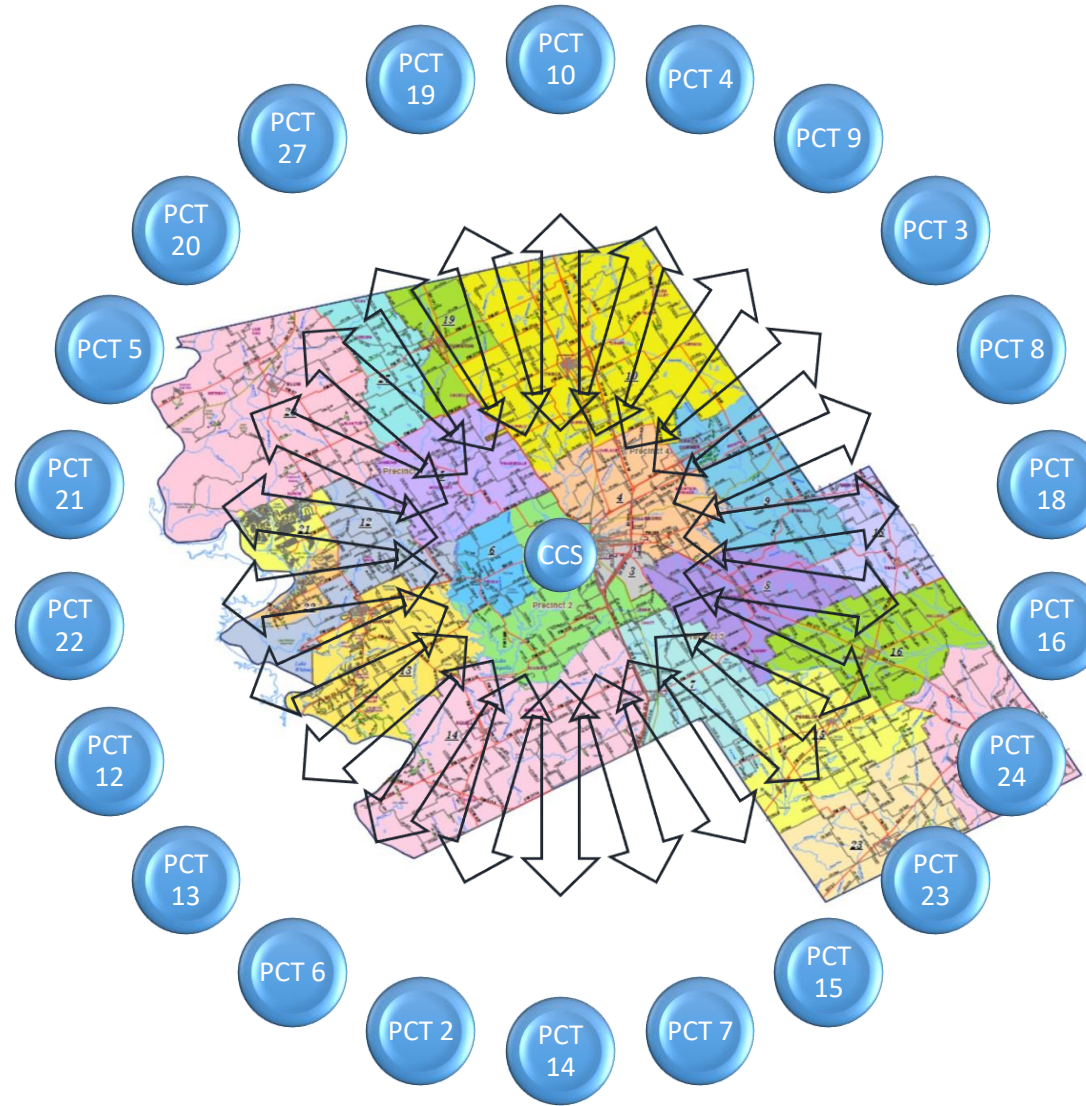
Thom Hanson

Hill County Democratic Party
Chairman

Will Orr

Hill County Republican Party Chairman

2020
General
Election
Election Judges
Alternate Judges
Clerks



Hill County Election Commission

Justin Lewis, Chair
Nicole Tanner, Vice Chair
Krissi Hightower, Secretary
Will Orr, Hill Co. Republican Party Chair
Thomas Hanson, Hill Co. Democratic Party Chair

County Election Board

Aaron Torres, Chair
Justin Lewis
Rodney Watson
Will Orr, Hill Co. Republican Party Chair
Thomas Hanson, Hill Co. Democratic Party Chair

Early Voting Clerk/Deputy Clerks

Aaron Torres

Central Counting Station

Becky Weaver, CCS Manager
Aaron Torres, Tabulation Supervisor

OUR GOAL

**VOTERS
WHO
SIGNED IN**



**BALLOTS
CAST**




Supply/Equipment Pick-Up

Supplies/Kits/Verity Equipment/Votec Equipment

- Pick up Supplies & Voting Equipment at the Elections Equipment Room, Erwin Annex located at 200 E. Franklin Street, Hillsboro.
- The Equipment room entrance is located on west side of building.

MASTER CHECKLIST


Elections Administration
MASTER CHECKLIST

INSTRUCTIONS: ELECTION MASTER CHECKLIST IS A STEP-BY-STEP GUIDE FOR ORGANIZING THE ELECTION.

PCT # 27


1. PICKING UP YOUR ELECTION DAY SUPPLIES/EQUIPMENT:

ELECTION JUDGE			ELECTIONS ADMINISTRATOR		
ELECTION DAY INVENTORY	COUNT	INITIALS	ELECTION DAY INVENTORY	COUNT	INITIALS
1. VERITY PRINT WITH 1 PRINTER			1. VERITY PRINT WITH 1 PRINTER		
2. VERITY SCAN/BALLOT BOX			2. VERITY SCAN/BALLOT BOX		
3. VERITY TOUCH WITH 1 PRINTER			3. VERITY TOUCH WITH 1 PRINTER		
4. VERITY KEYS			4. VERITY KEYS		
5. PAPER REAMS			5. PAPER REAMS		
6. REGISTERED VOTER LIST(S)			6. REGISTERED VOTER LIST(S)		
7. SIGNS			7. SIGNS		
8. ENVELOPES/FORMS/SEALS			8. ENVELOPES/FORMS/SEALS		
9. CANVASS BAG/SUPPLY BOX			9. CANVASS BAG/SUPPLY BOX		
10. VOTEC KIOSK			10. VOTEC KIOSK		


2. PREPARE YOUR POLLING PLACE (CAN BE DONE NIGHT BEFORE ELECTION DAY)

✓CHECK LIST

- KEYS/ACCESS TO POLLING PLACE
- TABLES/CHAIRS
- SET UP VOTING BOOTHS
- ELECTRICITY FOR EQUIPMENT/MACHINES
- SET UP ELECTION EQUIPMENT
- POST SAMPLE BALLOT/ALL NOTICES
- POST DISTANCE MARKERS
100 FEET FROM ALL ENTRANCES



3. PREPARE THE POLLS (BEFORE OPENING THE POLLS AT 7:00 A.M.)

VERIFY	VOTEC
✓CHECK LIST 1. VERITY PRINT (ON DEMAND) VERITY PRINT FIELD GUIDE >SET UP THE BALLOT PRINTER >SET UP THE VERITY PRINT 2. VERITY SCAN VERITY POLLING PLACE FIELD GUIDE >SET UP THE BALLOT BOX >OPEN THE POLLS >REVIEW VOTING PROCESS VERITY TOUCH WRITER (ADA) VERITY POLLING PLACE FIELD GUIDE >SET UP THE VERITY PRINTER >SET UP THE VOTING BOOTH >SET UP THE TOUCH WRITER *GUIDES FOR VERITY SET UP & USE: VERITY PRINT FIELD GUIDE VERITY POLLING PLACE FIELD GUIDE	✓CHECK LIST 1. VOTE-SAFE POLL WORKERS GUIDE TO THE WELCOME VOTER KIOSK >SET UP KIOSK  2. TABLE FOR QUALIFYING VOTERS OFFICIAL LIST OF REGISTERED VOTERS REGISTRATION OMISSION LIST LIST OF FIRST TIME VOTERS STATEMENT OF RESIDENCE CARDS INK PAD/VOTED STAMP/PINK PENS

MASTER CHECKLIST PCT # 27

4. CLOSE THE POLLS (AFTER 7:00 P.M.)

****FORMS****

✓CHECK LIST	VERIFY
1. COMPLETE THE BALLOT & SEAL CERTIFICATE - CONTROLLER FORM PUT IN BALLOT BOX YELLOW COPY - YELLOW #2 ENVELOPE	1. CLOSE POLLS AT 7:00 PM! (OR WHEN LAST PERSON HAS VOTED) PAGE 23-VERIFY POLLING PLACE FIELD GUIDE FOLLOW ON SCREEN INSTRUCTIONS
2. COMPLETE MAIN ENVELOPE (WHITE) VERIFY RECONCILIATION LOG COMPLETE & ENCLOSE FORMS IN ENVELOPES:	2. PRINT 3 COPIES OF RESULT TOTALS ONE COPY - BALLOT BOX ONE COPY - YELLOW ENVELOPE #2 ONE COPY - PINK ENVELOPE #3 (OPTIONAL) DETAILED CLOSING INSTRUCTIONS ARE INCLUDED IN THE SUPPLY BOX. (VERIFY POLLING PLACE FIELD GUIDE)
YELLOW ENVELOPE #2 FORMS	
PINK ENVELOPE #3 FORMS	
GREY ENVELOPE #4 FORMS	
GOLD ENVELOPES/FORMS	

*EVEN IF FORMS ARE BLANK/UNUSED PUT THEM IN THE APPROPRIATE ENVELOPE.

#2 YELLOW

THE YELLOW ENVELOPE (#2) MUST HAVE (EVEN IF THEY ARE BLANK):

- ☐ 1- VERITY RESULTS TOTALS TAPE
- ☐ 2- VOTERS WHO VOTED POLL LIST (STICKERS ATTACHED TO COMBO FORMS - VOTEC)
- ☐ 3- POLL LIST (PRINTED LIST OF REGISTERED VOTERS)
- ☐ 4- OATHS OF ELECTION OFFICERS (ASSISTANCE/INTERPRETER)
- ☐ 5- STATEMENT OF COMPENSATION
- ☐ 6- LIST OF PROVISIONAL VOTERS
- ☐ 7- POLL WATCHER CERTIFICATES
- ☐ 8- BALLOT & SEAL CERTIFICATE (YELLOW COPY)

#4 GREY

THE GREY ENVELOPE (#4) MUST HAVE (EVEN IF THEY ARE BLANK):

- ☐ 1- REASONABLE IMPEDIMENT DECLARATION
- ☐ 2- STATEMENT OF RESIDENCE CARDS
- ☐ 3- LIST OF FIRST TIME VOTERS
- ☐ 4- REGISTRATION OMISSION LIST
- ☐ 5- REGISTRATION CORRECTIONS LIST
- ☐ 6- LIST OF VOTERS INDICATED AS ID VOTERS
- ☐ 7- PUT GREY ENVELOPE IN THE CANVASS BAG

#3 PINK

THE PINK ENVELOPE #3 ELECTION JUDGE COPIES:

- ☐ 1- VERITY TOTALS TAPES
- ☐ 2- LIST OF PROVISIONAL VOTERS (COPY)
- ☐ 3- STATEMENT OF COMPENSATION FORM (COPY)
- ☐ 4- KEEP FOR YOUR RECORDS

#1 GOLD

GOLD ENVELOPES:

- ☐ 1- REGISTER OF SPOILED BALLOTS
- ☐ 2- REQUESTS & CANCELED BALLOTS
- ☐ 3- PLACE BOTH ENVELOPES IN CANVASS BAG (EVEN IF THEY ARE BLANK).

MAIN ENVELOPE

WHITE ENVELOPE

- ☐ 1- COMPLETE ENVELOPE ->OPEN POLLS
- ☐ 2- INSERT DEVICE REPORT & SPOILED BALLOT LOG
- ☐ 3- PLACE IN CANVASS BAG

INSTRUCTIONS ON REVERSE SIDE OF ENVELOPE

PLACE THE FOLLOWING IN THE BALLOT BOX:

- 1- PROVISIONAL BALLOTS
- 2- TOTALS TAPE (ONE COPY)
- 3- BALLOT AND SEAL CERTIFICATE

SEAL THE BALLOT BOX

5. DELIVERY TO CENTRAL COUNT/ERWIN ANNEX, 200 E. FRANKLIN, HILLSBORO

ELECTION JUDGE			ELECTIONS ADMINISTRATOR		
ELECTION DAY INVENTORY	COUNT	INITIALS	ELECTION DAY INVENTORY	COUNT	INITIALS
1. BALLOT BOX			1. BALLOT BOX		
2. VERITY EQUIPMENT			2. VERITY EQUIPMENT		
3. VERITY KEYS			3. VERITY KEYS		
4. VOTEC EQUIPMENT			4. VOTEC EQUIPMENT		
5. CANVASS SUPPLY BAG			5. CANVASS SUPPLY BAG		
6. ENVELOPES/FORMS			6. ENVELOPES/FORMS		
7. SIGNS			7. SIGNS		

PAGE 2 OF 2

- Serves as a Step-By-Step check list from pick up to delivery
- Clears up the FORM/ENVELOPE confusion
- Simplifies closing the poll
- Verifies all materials delivered to Elections Administration at the ERWIN ANNEX (200 E. Franklin St., Hillsboro).

MASTER CHECKLIST

- Page 1

Section 1.

This is completed when picking up your supplies.

1- PICKING UP YOUR ELECTION DAY SUPPLIES/EQUIPMENT:

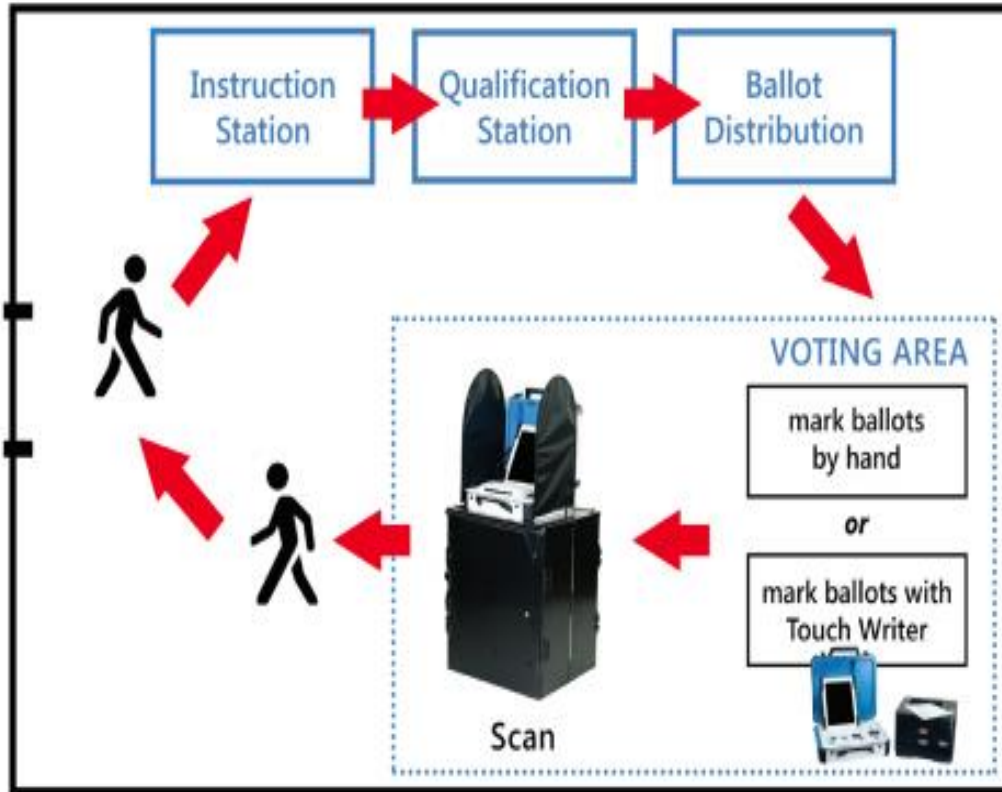
ELECTION JUDGE			ELECTIONS ADMINISTRATOR		
ELECTION DAY INVENTORY	COUNT	INITIALS	ELECTION DAY INVENTORY	COUNT	INITIALS
1 VERITY PRINT WITH 1 PRINTER	_____	_____	1 VERITY PRINT WITH 1 PRINTER	_____	_____
2 VERITY SCAN/BALLOT BOX	_____	_____	2 VERITY SCAN/BALLOT BOX	_____	_____
3 VERITY TOUCH WITH 1 PRINTER	_____	_____	3 VERITY TOUCH WITH 1 PRINTER	_____	_____
4 VERITY KEYS	_____	_____	4 VERITY KEYS	_____	_____
5 PAPER REAMS	_____	_____	5 PAPER REAMS	_____	_____
6 REGISTERED VOTER LIST(S)	_____	_____	6 REGISTERED VOTER LIST(S)	_____	_____
7 SIGNS	_____	_____	7 SIGNS	_____	_____
8 ENVELOPES/FORMS/SEALS	_____	_____	8 ENVELOPES/FORMS/SEALS	_____	_____
9 CANVASS BAG/SUPPLY BOX	_____	_____	9 CANVASS BAG/SUPPLY BOX	_____	_____
10 VOTEC KIOSK	_____	_____	10 VOTEC KIOSK	_____	_____

MASTER CHECKLIST

Section 2.

Prepare your Polling Place which can be done the night before Election Day.

1. KEYS/ACCESS TO POLLING PLACE
2. TABLES/CHAIRS
3. SET UP VOTING BOOTHS
4. ELECTRICITY FOR EQUIPMENT/MACHINES
5. POST SAMPLE BALLOT/ALL NOTICES
6. POST DISTANCE MARKERS (100 FEET FROM ALL ENTRANCES- MEASURING WHEELS ARE PROVIDED IN SUPPLY BOXES.)



Your Polling Location

- Review Polling Location Set-Up
 - Arrange tables, chairs
 - Allow space for voting equipment being mindful of electrical outlet access
 - Set up privacy booths
 - Make sure there is adequate lighting
 - Post notices, sample ballots, and notices
 - Post distance markers outside

Accessibility

- Outside the Poll:
 - Ensure there is handicap parking
 - Remove physical barriers to the poll (sidewalks clear of obstructions)
 - Ample parking for all Voters (If necessary, ask parked “campaign” vehicles outside the distance markers to move to allow Voters ample places to park)
- Inside the Poll:
 - Clear clutter
 - Secure mats and rugs
 - Leave ample space between furniture for a passage
 - Set up accessible voting equipment in the most convenient location

Step 3 – Prepare the Polling Place – Election Morning

VOTEC -WELCOME VOTER KIOSK

- POLL WORKERS GUIDE TO THE WELCOME VOTER KIOSK
- SET UP KIOSK



- TABLE FOR QUALIFYING VOTERS
- COMBINATION FORMS
- OFFICIAL LIST OF REGISTERED VOTERS
- REGISTRATION OMISSION LIST
- LIST OF FIRST TIME VOTERS
- STATEMENT OF RESIDENCE CARDS
- INK PAD/VOTED STAMP/INK PENS

November 3, 2020 General Election

EARLY VOTE

PCT	
PAGE	

POLL LIST/BARCODE LABEL	PAPER OR MACHINE	SIMILAS NAME AFFIDAVIT	SIMILAS NAME	PROVISIONAL	DATE

(b) "NOTICE
affidavit." By
submitting the above
information, the voter
affirms that (A) they are a
resident of the precinct
in which they are voting
in this election, (B) they
are not a resident of the
precinct in which they are
voting in this election, (C)
they are not a resident of
the precinct in which they
are voting in this election,
and (D) they are not a
resident of the precinct in
which they are voting in
this election.

Step 3 – Prepare the Polling Place – Election Morning

November 3, 2020 General Election

EARLY VOTE

PCT	
PAGE	

<u>POLL LIST/BARCODE LABEL</u>	<u>PAPER OR MACHINE</u>	<u>SIMILAR NAME AFFIDAVIT</u>	<u>SIMILAR NAME</u>	<u>PROVISIONAL</u>	<u>DATE</u>

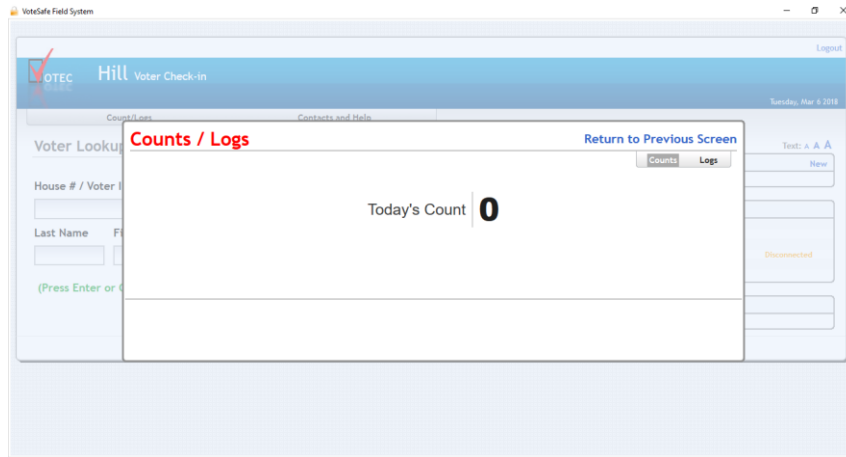
(b) **VOTER'S AFFIDAVIT.** By initiating the square labeled "Voter's Affidavit," I swear or affirm that: (A) am a resident of the precinct in which I am offering to vote or am otherwise entitled by law to vote in that precinct; (b) was a resident of the precinct in which I am offering to vote at the time the information on the voter's 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.

DECLARACIÓN DE VOTANTE. Al firmar con esta insignia el cuadro marcado "Afirmación del votante," yo declaro y afirmo que: (A) soy residente del precinto en el que estoy votando o que de otro modo estoy autorizado por ley para votar en este precinto; (b) soy residente de este precinto cuando se le al registrador de votantes la información sobre mi dirección residencial; (c) no he proporcionado información falsa para obtener el registro en un precinto en el que no resido; y (d) estoy votando solo una vez en esta elección.

- COMBINATION FORMS
- The barcode label that is printed from the Voter Kiosk is attached to the Combination form and used to account for all voters checked in to vote.

Voter will sign Electronically

Voter Kiosk (Electronic Poll Book) AND Combination Forms (With Labels)



Marion 6th Primary Election 2018
Hill County Polling Location

POLL LIST/BALLOT LABEL	BALLOT ID	VOTER NAME	DATE TIME	STATUS	REMARKS
CERT:1021241632 PCT:4 BS:1-REP(E) AARON MARK TORRES (04/7700) 186 HCR 4284 03/06/18 07:01:14 AM	E				
CERT:1015735986 PCT:4 BS:1-REP(E) PAT DAMSCHEN (09/09/53) 400 OLD BRANDUN RD (1M) APT 9 03/06/18 07:02:27 AM	E				
CERT:1015718107 PCT:4 BS:1-REP(E) PAMELA KAY SCHULZ (12/08/48) 122 CREEKSIDE DRIVE 03/06/18 07:03:05 AM	E				
CERT:1015713400 PCT:4 BS:1-REP(P) LYNDA W BROCKETT (08/10/42) 261 BRAZOS STREET 03/06/18 07:03:49 AM	P				
CERT:1015886360 PCT:4 BS:1-RFP(P) MARTIN LAKE (12/03/48) 6162 SH 22 03/06/18 07:06:27 AM	P				

- Remember our GOAL?
- Each Voter Signature must be COUNTED
- The total of all Voter label's must EQUAL the total number of all BALLOTS cast

Signature to be signed before use this day of 2018

- **Step 3 – Prepare the Polling Place – Election Morning cont.**

VERITY PRINT (ON DEMAND)

Using your VERITY PRINT FIELD GUIDE

SET UP THE BALLOT PRINTER located at main table with Voter Kiosk



VERITY SCAN

Using your VERITY POLLING PLACE FIELD GUIDE

SET UP THE BALLOT BOX set up near the exit of polling location



VERITY TOUCH WRITER (ADA) *

Using your VERITY POLLING PLACE FIELD GUIDE

SET UP THE VOTING BOOTH AND TOUCH WRITER

*This is used only if a voter has a disability that would not allow them to read & mark a paper ballot.

Close of Polls

4- CLOSE THE POLLS (AFTER 7:00 P.M.)

FORMS

✓ CHECK LIST

- 1 **COMPLETE THE BALLOT & SEAL CERTIFICATE - CONTROLLER FORM.**
PUT IN BALLOT BOX
YELLOW COPY - YELLOW #2 ENVELOPE
- 2 **COMPLETE MAIN ENVELOPE (WHITE)**
VERITY RECONCILIATION LOG
- 3 **COMPLETE & ENCLOSE FORMS IN ENVELOPES*:**
YELLOW ENVELOPE #2 FORMS
PINK ENVELOPE #3 FORMS
GREY ENVELOPE #4 FORMS
GOLD ENVELOPES/FORMS

**EVEN IF FORMS ARE BLANK/UNUSED PUT THEM IN THE APPROPRIATE ENVELOPE.*

VERITY

✓ CHECK LIST

- 1 CLOSE POLLS AT 7:00 PM!
(OR WHEN LAST PERSON HAS VOTED)
PAGE 23-VERITY POLLING PLACE FIELD GUIDE
FOLLOW ON SCREEN INSTRUCTIONS
- 2 **PRINT 3 COPIES OF RESULT TOTALS**
ONE COPY - BALLOT BOX
ONE COPY - YELLOW ENVELOPE #2
ONE COPY - PINK ENVELOPE #3 (OPTIONAL)
*DETAILED CLOSING INSTRUCTIONS
ARE INCLUDED IN THE SUPPLY BOX.
(VERITY POLLING PLACE FIELD GUIDE)*



Ballot & Seal Certificate – Controller

A copy of the Ballot & Seal Certificate accompanies the vDrive and the voting device from the warehouse to the polling place and then to the counting station.

Polling Place I.D.:
Polling Place Name:
Controller Serial Number:

Seal Information

The vDrive compartment of the voting device was secured with a numbered seal. The door seal number, and initials of the technician who placed the seal on the door, are recorded on this form. A record of the seal numbers assigned to each location is kept by the Administrative Offices.

The seal number placed on the **Controller** prior to the election to detect unauthorized opening of vDrive compartment was:

vDrive Seal Number:	Installer's Initials:
----------------------------	------------------------------

Ballot Information

We, the undersigned election officials, do hereby certify that the voting device was transferred to the counting station, or the vDrive was placed in the transfer envelope to be transferred to the counting station, and the above is a true and correct list of the seals used. The number of ballots cast on the **Controller only**, read from the Controller tape and/or ballot count, was as follows:

Number of Ballots Cast:

The number of Access Codes issue on the **Controller**, read from the tape attached to the device, was as follows:

Issued:	Cast:
Deactivated:	Expired:
Spoiled:	

On completing this certificate, the presiding official shall place the original in the envelope/container used to store the vDrive(s). The presiding official shall retain a copy of the certificate and preserve it for the mandated period for preserving the precinct election records.

Signature of Presiding Official

Signature of Alternate Official

IMPORTANT!

Complete the Ballot & Seal Certificate

BALLOT INFORMATION

NUMBER OF BALLOTS CAST_____

***Important Note- the voting device is to be brought to central count. You DO NOT remove anything from the equipment.**

MAIN ENVELOPE

Fill out form below (instructions on back) and include in this envelope:

- ☐ Daily Device Reports Envelope
- ☐ Spoiled Ballot Log

Verity Reconciliation Log – Election Day (Controller)

Complete one form per polling place.

Election Name: _____ Date: _____

Polling Place Name: _____ Preparer's Initials: _____

OPEN POLLS

Enter the **Start of Day Ballot Count** from the Controller Open Polls report.

1. Start of Day Ballot Count (from the Controller Open Polls report)	
--	--

CLOSE POLLS

Enter the **End of Day Ballot Count** from the Controller Close Polls report. Enter the **Number of Voters Checked In** using polling place records.

2. End of Day Ballot Count (from the Controller Close Polls report)	
3. Number of Voters Checked In (including provisionals)	

CONTROLLER ACCESS CODE TOTALS

Access Codes Issued	
Access Codes Voted	
Access Codes Expired	
Access Codes Deactivated	
Access Codes Spoiled	

SPOILED BALLOT TOTALS (from the Spoiled Ballot Log)

Ballots Spoiled	
Replacement Ballots Issued	

Lines 2 and 3 should match each other. If they do not, please explain below in **Comments**.

Comments:

MAIN ENVELOPE

OPEN POLLS

Start of Day Ballot Count = 0

Print Ballots (For Outage/Emergency)

CLOSE POLLS

End of Day Ballot Count = ____

Number of Voters Checked In = ____

**Reconciliation Log Instructions
Election Day (Controller)**

<i>Line</i>	<i>Instructions</i>
Election Name	Enter the Election name (e.g., November General Election 2015).
Date	Enter the date.
Polling Place Name	Enter the Polling Place name (e.g., Sample High School).
Preparer's Initials	Initial here.
OPEN POLLS	
1. Start of Day Ballot Count	Enter the ballot count before the first voter votes, from the Controller Open Polls report.
CLOSE POLLS	
2. End of Day Ballot Count	Enter the ballot count after closing the polls, from the Controller Close Polls report.
3. Number of Voters Checked In	Enter the number of voters issued ballots/access codes, including provisional voters.
Controller Access Code Totals	Enter the Access Codes Issued, Voted, Expired, Deactivated and Spoiled from the Controller Access Code report.
Total Ballots Spoiled	Enter the total number of ballots spoiled, from the Spoiled Ballot Log.
Total Replacement Ballots Issued	Enter the total number of replacement ballots issued, from the Spoiled Ballot Log.
Comments	The End of Day Ballot Count and the Number of Voters Checked In should match (lines 2 and 3). If they do not, please explain why, referencing the Controller Access Code totals, total ballots spoiled, and total replacement ballots issued as necessary.
Signature	Presiding official signs and dates the document at the end of the day.

MAIN ENVELOPE

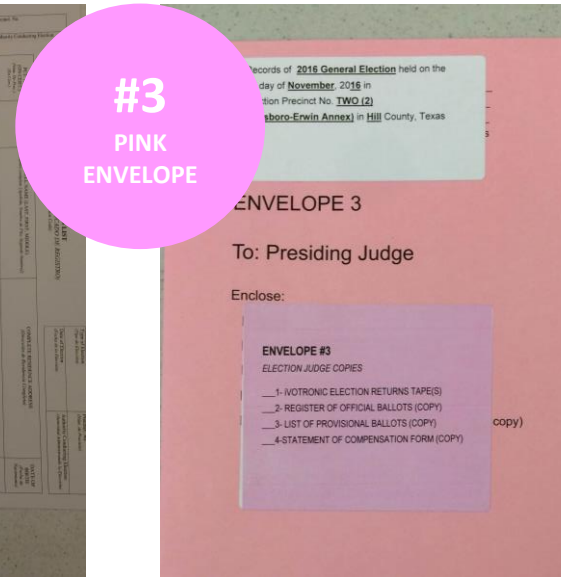
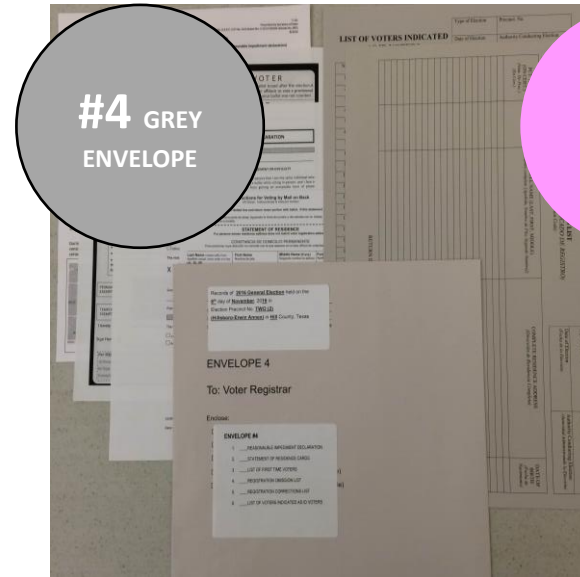
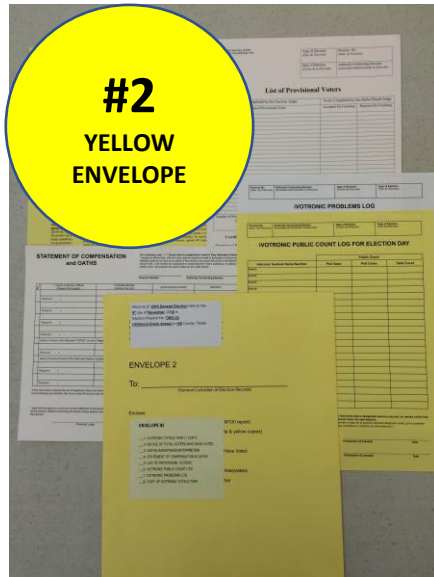
Instructions on Back

What to include in the MAIN ENVELOPE:

>Device Report (details of
any issues)

>Spoiled Ballot Log

Kits...Forms...Envelopes...



MASTER CHECK LIST PCT # 27

4. CLOSE THE POLLS (AFTER 7:00 P.M.)

"FORMS"		VERIFY	
	CHECK LIST		CHECK LIST
1. COMPLETE THE BALLOT & SEAL CERTIFICATE - CONTROLLER FORM	_____	1. CLOSE POLLS AT 7:00 PM! (OR WHEN LAST PERSON HAS VOTED)	_____
PUT IN BALLOT BOX	_____	PAGE 23-VERIFY POLLING PLACE FIELD GUIDE	_____
YELLOW COPY - YELLOW #2 ENVELOPE	_____	FOLLOW ON SCREEN INSTRUCTIONS	_____
2. COMPLETE MAIN ENVELOPE (WHITE)	_____	2. PRINT 3 COPIES OF RESULT TOTALS	_____
VERIFY RECONCILIATION LOG	_____	ONE COPY - BALLOT BOX	_____
3. COMPLETE & ENCLOSE FORMS IN ENVELOPES:	_____	ONE COPY - YELLOW ENVELOPE #2	_____
YELLOW ENVELOPE #2 FORMS	_____	ONE COPY - PINK ENVELOPE #3 (OPTIONAL)	_____
PINK ENVELOPE #3 FORMS	_____	BEFORE CLOSING INSTRUCTIONS	_____
GREY ENVELOPE #4 FORMS	_____	ARE INCLUDED IN THE SUPPLY BOX.	_____
GOLD ENVELOPES/FORMS	_____	(VERIFY POLLING PLACE FIELD GUIDE)	_____

FORMS & ENVELOPES

#2 YELLOW

THE YELLOW ENVELOPE (#2) MUST HAVE (EVEN IF THEY ARE BLANK):

- ☐ 1- VERIFY RESULTS TOTALS TAPE
- ☐ 2- VOTERS WHO VOTED POLL LIST (STICKERS ATTACHED TO COMBO FORMS - VOTEC)
- ☐ 3- POLL LIST (PRINTED LIST OF REGISTERED VOTERS)
- ☐ 4- OATHS OF ELECTION OFFICERS (ASSISTANCE/INTERPRETER)
- ☐ 5- STATEMENT OF COMPENSATION
- ☐ 6- LIST OF PROVISIONAL VOTERS
- ☐ 7- POLL WATCHER CERTIFICATES
- ☐ 8- BALLOT & SEAL CERTIFICATE (YELLOW COPY)

#4 GREY

THE GREY ENVELOPE (#4) MUST HAVE (EVEN IF THEY ARE BLANK):

- ☐ 1- REASONABLE IMPEDIMENT DECLARATION
- ☐ 2- STATEMENT OF RESIDENCE CARDS
- ☐ 3- LIST OF FIRST TIME VOTERS
- ☐ 4- REGISTRATION OMISSION LIST
- ☐ 5- REGISTRATION CORRECTIONS LIST
- ☐ 6- LIST OF VOTERS INDICATED AS ID VOTERS
- ☐ 7- PUT GREY ENVELOPE IN THE CANVASS BAG

#3 PINK

THE PINK ENVELOPE (#3) ELECTION JUDGE COPIES:

- ☐ 1- VERIFY TOTALS TAPES
- ☐ 2- LIST OF PROVISIONAL VOTERS (COPY)
- ☐ 3- STATEMENT OF COMPENSATION FORM (COPY)
- ☐ 4- KEEP FOR YOUR RECORDS

GOLD ENVELOPES

GOLD ENVELOPES:

- ☐ 1- REGISTER OF SPOILED BALLOTS
- ☐ 2- REQUESTS & CANCELLED BALLOTS
- ☐ 3- PLACE BOTH ENVELOPES IN CANVASS BAG (EVEN IF THEY ARE BLANK).

MAIN ENVELOPE

WHITE ENVELOPE

- ☐ 1- COMPLETE ENVELOPE
- ☐ 2- INSERT DEVICE REPORT & SPOILED BALLOT LOG
- ☐ 3- PLACE IN CANVASS BAG

PLACE THE FOLLOWING IN THE BALLOT BOX:

- 1- PROVISIONAL BALLOTS:
 - Voter places Ballot in Secrecy Envelope.
 - Place Secrecy Envelope in COMPLETED Envelope in Ballot Box (SIDE OPENING).
- 2- TOTALS TAPE (ONE COPY)
- 3- BALLOT AND SEAL CERTIFICATE

5. DELIVERY TO CENTRAL COUNT/ERWIN ANNEX, 200 E. FRANKLIN, HILLSBORO

ELECTION JUDGE			ELECTIONS ADMINISTRATOR		
ELECTION DAY INVENTORY	COUNT	INITIALS	ELECTION DAY INVENTORY	COUNT	INITIALS
1. BALLOT BOX	_____	_____	1. BALLOT BOX	_____	_____
2. VERIFY EQUIPMENT	_____	_____	2. VERIFY EQUIPMENT	_____	_____
3. VERIFY KEYS	_____	_____	3. VERIFY KEYS	_____	_____
4. VOTEC EQUIPMENT	_____	_____	4. VOTEC EQUIPMENT	_____	_____
5. CANVASS SUPPLY BAG	_____	_____	5. CANVASS SUPPLY BAG	_____	_____
6. ENVELOPES/FORMS	_____	_____	6. ENVELOPES/FORMS	_____	_____
7. SIGNS	_____	_____	7. SIGNS	_____	_____

Election Judge _____ Elections Administration Official _____


PAGE 2 OF 2

Forms are listed on the Master Checklist

MASTER CHECKLIST Page 2

STEP 4

IMPORTANT!

- Completed AFTER the poll is closed AT 7:00 P.M.
- COMPLETE THE BALLOT AND SEAL CERTIFICATE – CONTROL FORM AND PLACE IT IN THE BALLOT BOX
 - PLACE THE YELLOW COPY IN YELLOW #2 ENVELOPE
- 
- FORMS & ENVELOPES
- #2
YELLOW
- ✓ THE YELLOW ENVELOPE (#2) MUST BE PLACED IN THE BALLOT BOX

Ballot & Seal Certificate – Controller	
<p>A copy of the Ballot & Seal Certificate accompanies the iVote and the voting device from the warehouse to the polling place and then to the counting station.</p>	
<p>Polling Place I.D.</p>	
<p>Polling Place Name</p>	
<p>Controller Serial Number:</p>	
<p>Seal Information</p>	
<p>The iVote compartment of the voting device was secured with a numbered seal. The door seal number and the iVote of the technician who placed the seal on the door, as recorded on this form. A record of the seal numbers assigned to each location is kept by the Administrative Officials.</p>	
<p>The seal number placed on the Controller prior to the election to detect unauthorized opening of iVote compartment was:</p>	
<p>iVote Seal Number:</p>	<p>Installer's Initials</p>
<p>Ballot Information</p>	
<p>We, the undersigned election officials, do hereby certify that the voting device was transferred to the counting station, the iVote and the iVote was placed in the transfer envelope to be transferred to the counting station, and the seal was in place and correct for all of the seals used. The number of ballots cast on the Controller only, read from the Controller tape and ballot count, was as follows:</p>	
<p>Number of Ballots Cast:</p>	
<p>The number of Access Codes issued on the Controller, read from the tape attached to the device, was as follows:</p>	
<p>Issued:</p>	<p>Cast:</p>
<p>Deactivated:</p>	<p>Expired:</p>
<p>Spilled:</p>	
<p>On completing this certificate, the presiding official shall place the original in the envelope/containers used to store the ballots. The presiding official shall retain a copy of the certificate and preserve it for the mandated period for preserving the precinct election records.</p>	
<p>_____ <i>Signature of Presiding Official</i> </p>	
<p>_____ <i>Signature of Alternate Official</i> </p>	

The collage consists of several overlapping forms and documents:

- Top Left:** A yellow document titled "NOTICE OF TOTAL NUMBER OF VOTERS WHO MUST VOTE" from the Federal Election Commission. It includes a section for "Number of Voters" with a table for "Total Number of Voters" and "Number of Voters Who Must Vote".
- Top Right:** A white document titled "List of Pre-qualified Voters". It has a header section for "Name", "Address", "City", "State", and "Zip", and a table for "List of Pre-qualified Voters".
- Middle Left:** A yellow document titled "NOTICE OF PRE-QUALIFIED VOTERS". It includes a section for "Name" and "Address".
- Middle Right:** A white document titled "NOTICE OF PRE-QUALIFIED VOTERS". It includes a section for "Name" and "Address".
- Bottom Left:** A yellow document titled "STATEMENT OF CONTRIBUTION AND RECEIPT". It includes a section for "Name" and "Address".
- Bottom Center:** A white document titled "NOTICE OF ALLEGED VIOLATION". It includes a section for "Name" and "Address".
- Bottom Right:** A white document titled "NOTICE OF ALLEGED VIOLATION". It includes a section for "Name" and "Address".

FORMS & ENVELOPES

#2
YELLOW

- ✓ **THE YELLOW ENVELOPE (#2) MUST HAVE (EVEN IF THEY ARE BLANK):**
- ☐ 1- VERITY RESULTS TOTALS TAPE
 - ☐ 2- VOTERS WHO VOTED POLL LIST (STICKERS ATTACHED TO COMBO FORMS - VOTEC)
 - ☐ 3- POLL LIST (PRINTED LIST OF REGISTERED VOTERS)
 - ☐ 4- OATHS OF ELECTION OFFICERS (ASSISTANCE/INTERPRETER)
 - ☐ 5- STATEMENT OF COMPENSATION
 - ☐ 6- LIST OF PROVISIONAL VOTERS
 - ☐ 7- POLL WATCHER CERTIFICATES
 - ☐ 8- BALLOT & SEAL CERTIFICATE (YELLOW COPY)
 - ☐ 9- PUT ENVELOPE IN CANVAS BAG

Envelope #2



THE YELLOW ENVELOPE (#2) MUST CONTAIN (EVEN IF THEY ARE BLANK):

- **VERITY RESULTS TOTALS TAPE**
- **VOTERS WHO VOTED: POLL LIST (STICKERS ATTACHED TO COMBO FORMS - VOTEC)**
- **POLL LIST (PRINTED LIST OF REGISTERED VOTERS)**
- **OATHS OF ELECTION OFFICERS**
- **OATHS OF ASSISTANCE/INTERPRETER**
- **STATEMENT OF COMPENSATION**
- **LIST OF PROVISIONAL VOTERS**
- **POLL WATCHER CERTIFICATES**
- **BALLOT & SEAL CERTIFICATE (YELLOW COPY)**
- **PUT ENVELOPE IN CANVAS BAG**

INSTRUCTIONS FOR COMBINATION FORM

All voters are required to have some form of acceptable identification. When a voter is accepted for voting under certain conditions of the law, the election official shall note the section of the Texas Election Code under which the voter was accepted. The following are explanations of those conditions and the section numbers of the laws that correspond with the explanations.

1. Voter (with acceptable identification) with Correct Certificate Who is Not on List:

Check the box labeled “Not on List 63.006” next to the voter’s name. Add voter’s name to the Registration Omissions List.

2. Voter (with acceptable identification) with Incorrect Certificate Who is Not on List:

Have voter initial the “Affidavit for Voter Not on List” box (near the voter’s signature).

Check the box labeled “Not on List 63.006.” Add voter’s name to the Registration Omissions List. It is also necessary to indicate on the Registration Omissions List the precinct number as indicated on the voter’s registration certificate.

3. Voter (with acceptable identification) whose Name on Identification is “Substantially Similar” to Name on the Official List of Registered Voters:

Have voter initial the “Similar Name Affidavit” box (near voter’s signature). Check the box labeled “Similar Name 63.001(c).”

4. If a voter is unable to sign his or her 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.

Line #

Voter Assistant (If additional voter assistant lines are necessary, continue on the back of this form) Include Name, Address
Asistente de Votantes (si líneas adicionales son necesarias para asistente de votantes, continúe en el reverso de este formulario)
Incluya Nombre, Dirección

Location
Sitio

Date of Election (Fecha de elección)

If a voter is unable to sign his/her 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 algún votante no puede firmar su nombre, un oficial electoral apuntará el nombre del votante en el registro de firmas y hará una anotación indicando la causa por la cual el votante no pudo firmar.

Signature (Firma)

10

9

8

7

6

5

4

3

2

1

COMBINATION FORM
Poll List/Signature Roster, Affidavits
for Election Day

Authority conducting election

(Check if Applicable) (Marcar si Corresponde)

Provisional
63.001

Similar Name
63.001(c)

Not on List
63.006

Res. Imped.
Decl. 63.007 (b)

Type of Election
(Tipo de elección)

Poll List (Lista de Votantes)

VUID

10

6

8

7

6

5

4

3

2

1

For use in Primary Election - A person commits a criminal offense if the person knowingly votes in a primary election or participates in a convention of another party during the same voting year.
Para uso en la Elección Primaria - Una persona comete un delito de sufragio fraudulento si la persona vota con conocimiento en una elección primaria o participa en una convención de otro partido político durante el mismo año de votación.

For use in Primary Election - A person commits a criminal offense if the person knowingly votes in a primary election or participates in a convention of another party during the same voting year.
Para uso en la Elección Primaria - Una persona comete un delito de sufragio fraudulento si la persona vota con conocimiento en una convención de otro partido político durante el mismo año de votación.

Similar Name Affidavit
Declaración Jurada del Votante
Not on List

Not on List

Voter's Initials
(Iniciales del Votante)

Similar Name Affidavit
Declaración Jurada del Votante
Not on List

Sworn to and subscribed before me this _____ day of _____, 20____.

Presiding Judge _____

21

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 of 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.

Pet. No. <i>(Núm. De Peto.)</i>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i>
Date of Election <i>(Fecha de Elección)</i>	Type of Election <i>(Tipo de Elección)</i>

OATHS
(JURAMENTOS)

ASSISTANCE *(AYUDA)*
(Sec. 64.034)

OATH OF PERSON ASSISTING VOTER: I swear (or affirm) that I will not suggest by word, sign, or gesture how the voter shall vote; I will confine my assistance to answering the voter's questions, to stating propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs. *(JURAMENTO DE LA PERSONA QUE AYUDA AL VOTANTE: Yo juro (o afirmo) que no sugeriré por palabra, seña o acción cómo deberá votar el votante; limitaré mi ayuda a contestar las preguntas del votante, a declarar las proposiciones en la boleta, y a nombrar los candidatos y, si listados, los partidos políticos a que pertenecen; yo prepararé la boleta como dirija el votante, y no soy el empleador del votante, agente del empleador, o un oficial o agente de un sindicato donde el votante pertenece .*

_____	_____
_____	_____
_____	_____

INTERPRETER *(INTERPRETE)*
(Sec. 61.035)

INTERPRETER'S OATH: I swear (or affirm) that, to the best of my ability, I will correctly interpret and translate each question, answer, or statement addressed either to the voter by an election officer or to an election officer by the voter. *(JURAMENTO DEL INTERPRETE: Yo juro (o afirmo) que, a mi mejor potencia, interpretaré y traduciré de una manera correcta cada pregunta, respuesta o declaración que cualquier oficial electoral dirija al votante o que el votante dirija a cualquier oficial electoral.)*

_____	_____
_____	_____
_____	_____

The above oaths were sworn and subscribed to before me this _____ day of _____, 20 _____.
(Los juramentos señalados arriba fueron declarados bajo juramento y suscritos ante mí en la fecha indicada arriba.)

ELECTION OFFICER (OFICIAL ELECTORAL)

Oaths for Assistance and Interpreter

Each person who assists a voter in marking his/her ballot or who serves as an interpreter for a voter must take the appropriate oath prior to rendering assistance or interpreting.

All persons except the election judge and clerks must take the oath each time they render assistance or act as an interpreter. The election judge and clerks should be administered these oaths at the time they take their oath of service.

Closing Paperwork, form will be placed in Envelope # 2

For primary only: “☐” Check next to judge/clerk’s name if they attended a training program as prescribed by the Secretary of State.

“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 an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter’s questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter’s ballot as the voter directs; and I am not the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs.”

STATEMENT OF COMPENSATION
and OATHS

Pct. No. or Location Name		Authority Conducting Election		Date		Type of Election			
<input type="checkbox"/>	1. Name of Election Official (Please Print Legibly)	Complete Address (Include City, Zip)	Social Security Number	Signature	Hours Worked From To	Total Hours	Rate X of Pay	= Amount	Payroll office use only
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
2. Name of Person Who Stamped “Voted” on List of Registered Voters (Do Not Include Above)									
			- -						
	Phone # () -	TX			Additional Hours				
3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)									
			- -						
	Phone # () -	TX			Delivery Fee:				
			- -						
	Phone # () -	TX			Delivery Fee:				
If the same person stamps the list of registered voters and delivers the election supplies, include hours stamping and election day hours under #2 and put only the delivery fee under #3.						(A) Total of Other Expenses:			
I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.						(B) Total Payroll:			
Presiding Judge						(C) Total Precinct Cost:			

For Office Use Only:

INSTRUCTIONS

1. Total payroll includes delivery fee(s).

2. Add box (A) & (B) to get (C), the Total Precinct Cost.

Statement of Compensation and Oaths instructions

The Statement of Compensation and Oaths form is to be filled out and signed by election worker, (Clerks, Alternate Judge and Presiding Judge). The presiding judge is to sign the completed form in the Bottom left of the form.

If the same person stamps the list of registered voters and delivers the election supplies, include hours stamping and election day hours under #2 and put only the delivery fee under #3. Delivery fee is \$25.00

Closing Paperwork

The White and Yellow Copies are to be placed in Envelope #2.

The Number two Envelope is returned to the Elections Office.

The Pink Copy is to be placed in Envelope number three.

The Number three Envelope goes to presiding judge.

Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

List of Provisional Voters

To be Completed by the Election Judge	To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Accepted for Counting	Rejected for Counting
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
Number of Provisional Ballots in Ballot Box: (as shown on list)		

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

List of Provisional Voters

Purpose: Record of the voters who voted provisionally on election day.

Completed by: Election Judge.
Signed by Election Judge,

**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

AFFIDAVIT OF POLL WATCHER

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.

- 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.
- 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.

CERTIFICATE OF APPOINTMENT FOR POLL WATCHER FOR PROPOSITIONS OR ISSUES

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.005, Texas Election Code.

Name of Poll Watcher	Name or Number of Proposition on Ballot
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct Poll Watcher is to serve

The appointee (check one) _____ favors the above named proposition on the ballot.
_____ opposes

Signature of Campaign Treasurer
or Asst. Campaign Treasurer

Name of Specific Purpose Political Committee

Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

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 _____, 20 ____.

Signature of Election Judge

Printed Name of Election Judge

CERTIFICADO DE NOMBRAMIENTO PARA UN OBSERVADOR PARA PROPOSICIONES O PUNTOS EN CUESTIÓN

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.005, Código de Elecciones.

Nombre del/de la Observador(a)	Nombre o Número de la Proposición en la Boleta
Dirección Residencial del/de la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/de la Observador(a)	Precinto en que servirá el/la Observador(a)

La persona nombrada (indique uno) _____ apoya la proposición mencionada arriba en la boleta.
_____ opone

Firma del Tesorero de la Campaña Electoral
o el Subtesorero de la Campaña Electoral

Nombre del Comité Político Con Un Propósito Específico

Firma del/de la Observador(a)

DECLARACIÓN JURADA DE OBSERVADOR(A)

Yo, _____, observador(a) de elección designado(a) por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/de la Observador(a)

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20 ____.

Firma del/de la Juez Electoral

Nombre del/de la Juez Electoral, en letras de molde

APPOINTMENT OF POLL WATCHER BY POLITICAL PARTY

To the Presiding Judge:

The following person has been appointed poll watcher in accordance with Sec. 33.003, Texas Election Code.

Name of Poll Watcher	Name of Political Party
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

Signature of the County Chair

Signature of Committee Member

Signature of Committee Member

Signature of Committee Member

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Signature of the Watcher

AFFIDAVIT OF POLL WATCHER

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

Signature of Election Judge

Sworn to and subscribed before me this the _____ day of _____, 20 ____.

Printed Name of Election Judge

NOMBRAMIENTO DE UN OBSERVADOR POR UN PARTIDO POLÍTICO

Al Juez Presidente:

La siguiente persona ha sido nombrada observador(a) de acuerdo con la Sec. 33.003, Código de Elecciones.

Nombre del/de la Observador(a)	Nombre del Partido Político
Dirección Residencial del/de la Observador(a)	Tipo y Fecha de Elección
Núm. de VUID del/de la Observador(a)	Precinto en que servirá el/la Observador(a)

Firma del Secretario del Condado

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Firma de un Miembro del Comité

Si el secretario del condado no hace un nombramiento autorizado, cualesquier tres miembros del comité ejecutivo del condado podrán hacer el nombramiento.

Firma del/de la Observador(a)

DECLARACIÓN JURADA DE OBSERVADOR

Yo, _____, observador(a) de elección designado(a) por la autoridad citada, por el presente juro o protesto que no tendré en mi poder, durante mi gestión de observador(a) en este precinto electoral, ningún dispositivo mecánico o electrónico, de cualquier tipo, para la grabación de imágenes o de sonidos, o que inhabilitaré o desactivaré el dispositivo al servir como Observador(a).

Firma del/de la Observador(a)

Firma del/de la Juez Electoral

Jurado y suscrito ante mí, a los _____ días del mes de _____ de 20 ____.

Nombre del/de la Juez Electoral, en letras de molde

Precinct No. <i>(Núm. de Precincto)</i>	Authority Conducting Election <i>(Autoridad Administrando la Elección)</i>	Date of Election <i>(Fecha de Elección)</i>	Type of Election <i>(Tipo de Elección)</i>
--	---	--	---

BALLOT AND SEAL CERTIFICATE

We, the undersigned election officials, do hereby certify that all voted ballots were placed in the transfer case(s) to be transferred to the central counting station. The number of paper ballots placed in the carrying case(s) was _____ and the number of ballots cast electronically on DRE equipment was _____, making a total of _____ voted and counted today. The number of provisional ballots cast was _____.

The serial number(s) of the seal(s) used to seal the transfer case(s) are _____.

Witness my Hand this _____ day of _____ 20_____.

Signature of Presiding Judge

Watcher (if any)

Signature of Election Clerk

Watcher (if any)

#3

PINK



**THE PINK ENVELOPE #3
ELECTION JUDGE COPIES:**

- ☐ **1- VERITY TOTALS
TAPES**
- ☐ **2- LIST OF
PROVISIONAL
VOTERS (COPY)**
- ☐ **3- STATEMENT OF
COMPENSATION
FORM (COPY)**
- ☐ **4- KEEP FOR YOUR
RECORDS**

Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

List of Provisional Voters

To be Completed by the Election Judge	To be Completed by the Ballot Board Judge	
Name of Provisional Voter	Accepted for Counting	Rejected for Counting
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
Number of Provisional Ballots in Ballot Box: (as shown on list)		

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

List of Provisional Voters

Purpose: Record of the voters who voted provisionally on election day.

Completed by: Election Judge.
Signed by Election Judge,

For primary only: “☐” Check next to judge/clerk’s name if they attended a training program as prescribed by the Secretary of State.

“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 an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter’s questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter’s ballot as the voter directs; and I am not the voter’s employer, an agent of the voter’s employer, or an officer or agent of a labor union to which the voter belongs.”

STATEMENT OF COMPENSATION
and OATHS

Pct. No. or Location Name		Authority Conducting Election		Date		Type of Election			
<input type="checkbox"/>	1. Name of Election Official (Please Print Legibly)	Complete Address (Include City, Zip)	Social Security Number	Signature	Hours Worked From To	Total Hours	Rate X of Pay	= Amount	Payroll office use only
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
			- -						
	Phone # () -	TX							
2. Name of Person Who Stamped “Voted” on List of Registered Voters (Do Not Include Above)									
			- -						
	Phone # () -	TX			Additional Hours				
3. Name of Person/Persons who Delivered Election Supplies (Do Not Include Above)									
			- -						
	Phone # () -	TX						Delivery Fee:	
			- -						
	Phone # () -	TX						Delivery Fee:	
If the same person stamps the list of registered voters and delivers the election supplies, include hours stamping and election day hours under #2 and put only the delivery fee under #3.					Other Expenses (Describe):		(A) Total of Other Expenses:		
I state that the above is a true and correct statement of the names, addresses and hours served of all the election officials conducting the above named election and of the other expenses incurred in this election.					For Office Use Only:		(B) Total Payroll:		
Presiding Judge					INSTRUCTIONS 1. Total payroll includes delivery fee(s). 2. Add box (A) & (B) to get (C), the Total Precinct Cost.		(C) Total Precinct Cost:		

#4

GREY

✓ **THE GREY ENVELOPE (#4) MUST HAVE
(EVEN IF THEY ARE BLANK):**

- ☐ **1- REASONABLE IMPEDIMENT
DECLARATION**
- ☐ **2- STATEMENT OF RESIDENCE CARDS**
- ☐ **3- LIST OF FIRST TIME VOTERS**
- ☐ **4- REGISTRATION OMISSION LIST**
- ☐ **5- REGISTRATION CORRECTIONS LIST**
- ☐ **6- LIST OF VOTERS INDICATED AS ID
VOTERS**
- ☐ **7- PUT GREY ENVELOPE IN THE
CANVASS BAG**

REASONABLE IMPEDIMENT DECLARATION

TO BE COMPLETED BY VOTER

Name: _____

VOTER'S DECLARATION OF REASONABLE IMPEDIMENT

A person is subject to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code for providing a false statement or false information on this declaration. By signing this declaration, I swear or affirm under penalty of perjury that the information contained in this declaration is true, that I am the same individual personally appearing at the polling place to sign this declaration, and that I face a reasonable impediment to procuring an acceptable form of photo identification listed in Section 63.0101(a) of the Texas Election Code.

My reasonable impediment is due to the following reason(s):

(Check **at least one** box below)

- | | |
|--|---|
| <input type="checkbox"/> Lack of transportation | <input type="checkbox"/> Disability or illness |
| <input type="checkbox"/> Lack of birth certificate or other documents needed to obtain acceptable form of photo ID | |
| <input type="checkbox"/> Work schedule | <input type="checkbox"/> Family responsibilities |
| <input type="checkbox"/> Lost or stolen identification | <input type="checkbox"/> Acceptable form of photo ID applied for but not received |

The reasonableness of your impediment cannot be questioned.

X _____
Signature of Voter

Date

Sworn to and subscribed before me this
____ day of _____, 20 ____

VOID (Voter Unique Identification Number)

Presiding Judge/ County Voter Registrar (if applicable)

TO BE COMPLETED BY ELECTION OFFICIAL

The voter provided a copy or original of one of the following forms of identification:

_____ Certified copy of a domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter's identity (which may include a foreign birth document)

_____ Current utility bill

_____ Bank statement

_____ Government check

_____ Government document that shows the voter's name and an address (including the voter's voter registration certificate)

_____ Paycheck

Location: _____ Date of Election: _____

REASONABLE IMPEDIMENT DECLARATION

Instructions: If a voter appears on the official list of registered voters, but does not possess an acceptable form of photo identification under Section 63.0101 (a) of the Texas Election Code (which, for voters aged 18-69, has expired by no more than four years, and for voters aged 70 or over, is or is not expired, if otherwise valid) (“Acceptable Photo ID”), and cannot reasonably obtain an Acceptable Photo ID, the following steps shall be taken by the election officer to allow the voter to cast a regular ballot:

1. Present this form to the voter, and ask the voter to provide a copy or original of one of the following forms of identification listed in Section 63.0101(b) of the Texas Election Code:
 - a. a certified domestic (from a U.S. state or territory) birth certificate or a document confirming birth admissible in a court of law which establishes the voter’s identity (which may include a foreign birth document);
 - b. a current utility bill;
 - c. a bank statement;
 - d. a government check;
 - e. a paycheck; or
 - f. a government document that shows the voter’s name and an address (which includes the voter’s voter registration certificate).

NOTE: The address on the identification presented is not required to match the address recorded in the official list of registered voters.

NOTE: If on Election Day, a presented voter registration certificate indicates that the voter is appearing at the incorrect polling place, the voter should be directed to the correct polling place.

REASONABLE IMPEDIMENT DECLARATION continued:

2. Ask the voter to complete this form by entering their name, and then ask them to review the “Voter’s Declaration of Reasonable Impediment”, indicate their impediment, and sign their name.

3. Ask the voter to return the completed form to you. Neither you nor the election judge may question the voter concerning the reasonableness of any claimed impediment. The election judge should enter the date and then sign on the space provided on the declaration.

4. Either you or the election judge shall fill in the voter’s Voter Unique Identification Number (“VUID”) in the appropriate box or affix a sticker that contains that information across the box, and note on the combination form that the declaration was used by the voter. Either you or the election judge should indicate on the “To Be Completed By Election Official” form what type of document the voter provided by checking the appropriate box. Either you or the election judge should fill in the Date of Election and Location fields.

5. Allow the voter to cast a regular ballot.

NOTE: This form may also be used if a voter voted provisionally and does not possess and cannot reasonably obtain an acceptable form of photo identification, and appears at the county voter registrar’s office within six (6) calendar days after election day to execute a reasonable impediment declaration and present one of the supporting forms of identification, in accordance with Section 65.0541 of the Texas Election Code. In that instance, the county voter registrar should follow steps 1 through 4 above, but substitute references to “election judge” with “county voter registrar”, including signing where the election judge would otherwise sign on the space provided on the declaration.

Closing Paperwork, this form is to be placed in Envelope # 2

Instructions for Voting by Mail on Back
(Al Dorsó: Instrucciones si vota por correo)

B3-1-41 (12/17)

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.
CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya direcci3n no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Include suffix if any Apellido Incluir sufijo si lo hay (Jr., Sr., III)	First Name Nombre de pila	Middle Name (if any) Segundo nombre (si aplica)	Former Name Apellido anterior
Residence Address: Street Address and Apartment Number, City, State, and Zip. If none, describe where you live. (Do not include P.O. Box, Rural Route, or Business Address) Domicilio residencial: N3mero y calle, y n3mero de apartamento, Ciudad, Estado, y C3digo postal. Si no existe un domicilio, describa donde vive (no incluya apartados postales, rutas rurales o direcci3n del trabajo).			Gender (Optional) Sexo (Optativo) <input type="checkbox"/> Male Masculino <input type="checkbox"/> Female Femenino
Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. Direcci3n postal: N3mero y calle, y n3mero de apartamento, Ciudad, Estado, y C3digo postal (si no se puede entregar correo en su domicilio residencial).		Date of Birth: month, day, year Fecha de Nacimiento: mes, d3a, a3o <div></div>	
City and County of Former Residence in Texas Ciudad y condadao de residencia anterior en Texas		Telephone Number (Optional) Include Area Code Tel3fono (Optativo) – Incluya c3digo de 3rea	
Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificaci3n personal de Texas (Expedido por el Departamento de Seguridad P3blica) <div></div> <input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una Licencia de conducir de Texas/C3dula de identidad personal de Texas o N3mero de Seguro Social.		If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificaci3n personal, proporcione los 4 3ltimos d3gitos de su n3mero de Seguro Social.	

I understand that giving false information to procure a voter registration is perjury, and a crime under state and federal law. Conviction of this crime may result in imprisonment up to 180 days, a fine up to \$2,000, or both. Please read all three statements to affirm before signing. Entiendo que el dar informaci3n falsa para obtener una tarjeta de registro electoral constituye un delito de perjurio bajo las leyes estatales y federales. Cometer este delito puede resultar en privaci3n de la libertad hasta 180 d3as, multa de hasta \$2,000 o ambos castigos. Por favor lea cada una de las tres declaraciones antes de firmar.

- I am a resident of this county and a U.S. citizen; and
- I have not been finally convicted of a felony, or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned; and
- I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote.

- soy residente de este condado y ciudadano de los Estados Unidos; y
- no he sido condenado por un delito grave, o en caso de ser delincuente, he purgado mi pena por completo, incluyendo cualquier plazo de encarcelamiento, libertad condicional, supervisi3n, per3odo de prueba, o se me otorg3 un indulto; y
- no se me ha declarado, total o parcialmente, como discapacitado mental sin derecho al voto, por el fallo final de un juzgado de sucesiones.

X

Date / /

Signature of Applicant or Agent and Relationship to Applicant or Printed Name of Applicant if Signed by Witness and Date.
Firma del solicitante o su agente (apoderado) y relaci3n de 3ste con el solicitante, o nombre en letra del molde del solicitante si la firma es la de un testigo, y fecha.

Statement of Residence

For persons whose residence address does not match voter registration address.

Closing Paperwork, this form will be placed in Envelope # 4.

36

REGISTRATION OMISSIONS LIST
(LISTA DE OMISIONES SOBRE EL CERTIFICADO DE REGISTRO)
(Section 63.006(b), Texas Election Code)

Type of Election (Tipo de Elección)	Precinct. No. (Núm. de Precinto)
Date of Election (Fecha de la Elección)	Authority Conducting Election (Autoridad Administrando la Elección)

[illegible]

INSTRUCTIONS FOR REGISTRATION OMISSIONS LIST

When a person is accepted for voting and his/her name is not on the list of registered voters or supplemental list of registered voters, the election officer must add the voter's name to the Registration Omissions List. The following are explanations of the law which allows for accepting a voter to vote whose name is not on the list.

1. Voter (with required documentation) with Correct Certificate Who is Not on List:

On the combination form, check the box labeled "Not on List 63.006" next to the voter's name. Add voter to Omissions List.

2. Voter (with required documentation) with Incorrect Certificate Who is Not on List:

On the combination form, have voter initial the Voter's Affidavit "Not On List 63.006" box (near the voter's signature), and check the box labeled "Not On List 63.006." It is also necessary to indicate on the Omissions List the precinct number as indicated on the voter's certificate. Add voter's name to the Omissions List and check the box labeled "Not On List 63.006."

NOTE ABOUT AMENDMENTS:

"Required documentation" refers to acceptable voter ID. or documentation showing an acceptable exemption. A voter without this documentation will vote provisionally (unless the voter chooses to return later with documentation).

Prior law at Section 63.007 (Voter Not on List, Incorrect Certificate) is now (with minor revisions) one of two procedures in Section 63.006.

Prior law at Section 63.009 (Voter Not on List, No Certificate) is no longer applicable; this voter will vote provisionally.

REGISTRATION CORRECTION LIST

PRECINCT

(LISTA PARA CORREGIR EL REGISTRO DE VOTANES)

(PRECINTO NUM. _____)

County, Texas

(Condado de _____, Texas)

[illegible]

"C" denotes that registration has been cancelled. "D" denotes that registration has been transferred to another election precinct in the same county. "CR" denotes that the registration information on the original list

Purpose:

To make changes and/or corrections to the original list of registered voters and/or supplemental list of registered voters.

Filed with:

Return to Voter Registrar in Envelope No. 4 at same time other election records are delivered.

Comments:

The registration correction list shall include a notation as to the action taken for use by the presiding judge. See form for prescribed notations.

The presiding judge of each precinct shall make changes and corrections to the list of registered voters and supplemental list prior to the opening of the polls.

If a revised original list of registered voters is prepared, the registration correction list is not necessary.

**LIST OF VOTERS INDICATED
AS ID VOTERS**

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

No.	Name of Voter	VUID Number	No.	Name of Voter	VUID Number
1			20		
2			21		
3			22		
4			23		
5			24		
6			25		
7			26		
8			27		
9			28		
10			29		
11			30		
12			31		
13			32		
14			33		
15			34		
16			35		
17			36		
18			37		
19			38		

Note to Election Judge:

If a voter has a notation ID next to his/her name on the list of registered voters and
(1) presents an acceptable form of photo identification, or
(2) does not possess an acceptable form of photo identification, and cannot reasonably obtain an acceptable form of photo identification, and executes a Reasonable Impediment Declaration and presents a form of supporting identification, or
(3) has a permanent disability exemption reflected on the voter's voter registration certificate, write their name and VUID number on this form in addition to the poll list.

RETURN IN ENVELOPE NO. 4

GOLD ENVELOPES

GOLD ENVELOPES:

- ☐ **1- REGISTER OF SPOILED BALLOTS**
- ☐ **2- REQUESTS & CANCELLED BALLOTS**
- ☐ **3- PLACE BOTH ENVELOPES IN CANVASS BAG (EVEN IF THEY ARE BLANK).**

[illegible]

This form is to account for ballots which were returned by voters as mismarked, damaged, or otherwise spoiled, and to account for ballots used for any purpose other than voting.

The form is to be Completed by the Presiding Judge.

1. If a voter destroys or makes a mistake on his/her ballot, he/she may turn it in for a new one no more than two times for a total of three ballots.
2. The election judge keeps this record to account for the number of ballots given to each voter.
3. If an official ballot is used to test voting devices to ensure they are in working order, the ballot is registered on the register as spoiled.

Closing Paperwork, this form will be placed in the Gold Spoiled Ballots Envelope.

REQUEST TO CANCEL APPLICATION FOR BALLOT BY MAIL

To be completed by all voters intending to cancel their Application for Ballot by Mail:

I, _____, a qualified voter for the _____
(Print Name)
Election to be held on ____/____/____ request that my Application for Ballot by Mail be cancelled.
(Month) (Day) (Year)

VOTER HAS MAIL BALLOT	<p>STATEMENT</p> <p>I am returning my mail ballot/presenting a Notice of Improper Delivery (circle one) to the early voting clerk/deputy early voting clerk/presiding election judge (circle the appropriate officer) and canceling my ballot by mail.</p> <p>X _____ Signature of Voter</p>
VOTER DOES NOT HAVE MAIL BALLOT	<p>AFFIDAVIT A</p> <p>Affidavits A and B are only executed in person at the early voting clerk's office. These Affidavits are only used when the voter is canceling his/her application with the EV clerk after the close of early voting by personal appearance or on Election Day.</p> <p>I, _____, do hereby affirm that I have not received my mail ballot at the (Print Name) time of making my request to cancel my Application for Ballot by Mail.</p> <p>X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT B</p> <p>I, _____, do hereby affirm that I have not requested a mail ballot. (Print Name)</p> <p>X _____ Signature of Voter</p> <p>OR</p> <p>AFFIDAVIT C</p> <p>Affidavit C is only executed in person at the early voting clerk's office. It must be executed before the carrier envelope is delivered to the early voting ballot board.</p> <p>I hereby request that my mail ballot be canceled. I, _____ affirm that I did not (Print Name) mark my ballot that was sent to me by mail.</p> <p>X _____ Signature of Voter</p>

This section to be completed by early voting clerk, deputy early voting clerk, or election judge.

Name of Voter _____ Voter's Precinct Number _____ VUID _____
(Print Name)
Sworn to and subscribed before me, this ____ day of _____, 20 ____.
(Month) (Year)
X _____
Signature of Officer Administering Oath

Denied _____ Reason _____ Date ____/____/____

Request to Cancel Application for Ballot by Mail

To be completed by all voters intending to cancel their Application for Ballot by Mail:

Closing Paperwork, Form is placed in Gold Request and Cancel Ballot Envelope

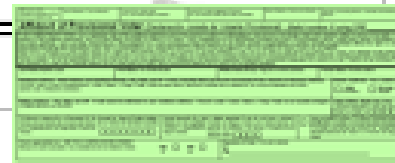


PLACE THE FOLLOWING
IN THE BALLOT BOX:

___1- PROVISIONAL BALLOTS

- Voter places Ballot in Secrecy Envelope.
- Place Secrecy Envelope in COMPLETED Green Affidavit of Provisional Voter Envelope.
- Place in Ballot Box (SIDE OPENING).

Secrecy Envelope
(*Sobre Secreto*)



___2- TOTALS TAPE (ONE COPY)

___3- BALLOT AND SEAL CERTIFICATE

SEAL THE BALLOT BOX

Closing the Polls

THE TWO IMPORTANT FORMS:

Ballot & Seal Certificate – Controller

A copy of the Ballot & Seal Certificate accompanies the vDrive and the voting device from the warehouse to the polling place and then to the counting station.

Polling Place I.D.:
Polling Place Name:
Controller Serial Number:

Seal Information

The vDrive compartment of the voting device was secured with a numbered seal. The door seal number, and initials of the technician who placed the seal on the door, are recorded on this form. A record of the seal numbers assigned to each location is kept by the Administrative Offices.

The seal number placed on the **Controller** prior to the election to detect unauthorized opening of vDrive compartment was:

vDrive Seal Number:	Installer's Initials:
---------------------	-----------------------

Ballot Information

We, the undersigned election officials, do hereby certify that the voting device was transferred to the counting station, or the vDrive was placed in the transfer envelope to be transferred to the counting station, and the above is a true and correct list of the seals used. The number of ballots cast on the **Controller only**, read from the Controller tape and/or ballot count, was as follows:

Number of Ballots Cast:

The number of Access Codes issue on the **Controller**, read from the tape attached to the device, was as follows:

Issued:	Cast:
Deactivated:	Expired:
Spoiled:	

On completing this certificate, the presiding official shall place the original in the envelope/container used to store the vDrive(s). The presiding official shall retain a copy of the certificate and preserve it for the mandated period for preserving the precinct election records.

Signature of Presiding Official

Signature of Alternate Official

MAIN ENVELOPE

Fill out form below (instructions on back) and include in this envelope:

- ☐ Daily Device Reports Envelope
☐ Spoiled Ballot Log

Verity Reconciliation Log – Election Day (Controller)

Complete one form per polling place.

Election Name: _____ Date: _____

Polling Place Name: _____ Preparer's Initials: _____

OPEN POLLS

Enter the **Start of Day Ballot Count** from the Controller Open Polls report.

1. Start of Day Ballot Count (from the Controller Open Polls report)	
--	--

CLOSE POLLS

Enter the **End of Day Ballot Count** from the Controller Close Polls report. Enter the **Number of Voters Checked In** using polling place records.

2. End of Day Ballot Count (from the Controller Close Polls report)	
3. Number of Voters Checked In (including provisionals)	

CONTROLLER ACCESS CODE TOTALS

Access Codes Issued	
Access Codes Voted	
Access Codes Expired	
Access Codes Deactivated	
Access Codes Spoiled	

SPOILED BALLOT TOTALS (from the Spoiled Ballot Log)

Ballots Spoiled	
Replacement Ballots Issued	

Lines 2 and 3 should match each other. If they do not, please explain below in **Comments**.

Comments:

1. BALLOT AND SEAL CERTIFICATE
2. Main Envelope

Closing the Polls

VERY IMPORTANT ITEMS:

1. Combination Forms of Voter Label Prints
2. Ballot Box
3. Verity Results Totals Tapes
4. Master Checklist

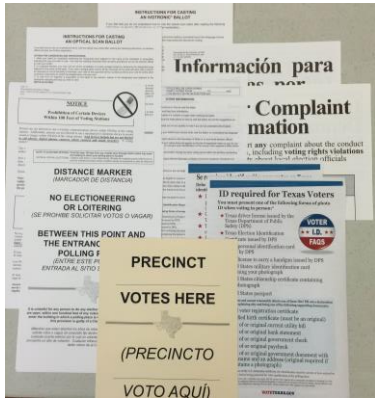
Completed and unused forms should be placed in the canvass bag and returned to the Elections Administration election night

Supply Drop-Off

Election night

- Determine who will be bringing the Supplies/Equipment to the Courthouse (Election Judge OR Alternate Judge)
- Election Officials will meet you and assist you with the Supplies at the Erwin Annex
- You **MUST** accompany your Supplies into the Annex to complete the Master Checklist and ensure all of your materials are present.

Kits...Forms...Envelopes...



POLL DISTANCE MARKER

**NO
ELECTIONEERING
BEYOND THIS
POINT**

Texas Election Code §§ 61.003, 85.036.

POLL DISTANCE MARKER

“POST NOTICES”

- Public Notices will be included in your supplies
- Painters Tape will be included in the Supply Kit
- Be sure to pick up SIGNS



VOTE HERE

**HILL COUNTY VOTING
PRECINCT #2**
OFFICIAL POLLING LOCATION

**CURB SIDE
VOTING
AVAILABLE**

**SEE ELECTION OFFICIAL INSIDE FOR
ASSISTANCE**

Provisional Ballots

- The following procedures apply to both early voting in person and election day.

Preparing the Polling Place

- The supplies sent to the polling place must include.
 - The green Affidavit of Provisional Voter envelope.
 - The white Secrecy Envelope.
 - The Notice to Provisional Voter.
 - The List of Provisional Voters.

The election judge should print and set aside a sufficient number of Provisional ballots.

- The ballots should be disarranged as to allow for a random numerical order.
- The provisional ballots should be kept separate from regular ballots to avoid a voter getting the incorrect ballot.

800-755-7575 Precinct ID Number of Vote No. del ID del Distrito		Type of Election / Tipo de Elección Precinct No. where voted No. del Precinct Lugar de votación		Precinct No. where registered (if known) No. del Precinct inscrito para votar (si se sabe)		Date of Election / Fecha de la Elección Authority Conducting Election / Autoridad Administrando la Elección	
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE)							
TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and as the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail), I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible. PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la jurisdicción de un tribunal, ser totalmente incapacitado mentalmente o parcialmente incapacitado en el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.							
Last Name / Apellido usual		First Name / Su nombre de pila		Middle Name (if any) / Segundo nombre (si tiene)		Prefix Name / Nombre anterior	
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address). Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correo, camino rural, ni dirección comercial.)						Gender: (Optional) / Sexo (Opcional) <input type="checkbox"/> Male (Man) <input type="checkbox"/> Female (Mujer)	
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).						Date of Birth: Month, Day, Year. Fecha de nacimiento: mes, día, año. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
TX Driver's License No. or Personal ID No. (Issued by Dept. of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas.				Social Security No. (Last 4 digits required if you do not have a driver's license or ID number) / Número de Seguro Social. (Si no tiene licencia de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social).		<input type="checkbox"/> I have not been issued a TX Driver's license personal identification number or Social Security Number. / Yo no tengo una licencia de conducir de Texas/Cédula de Identidad personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano de los Estados Unidos				Yes <input type="checkbox"/> No <input type="checkbox"/>		Signature of Voter / Firma del votante X	

- Provisional voting occurs both during early voting in person and on election day.
- A provisional ballot must be offered to...
 - 1) A voter who does not provide an acceptable form of identification.
 - 2) A voter whose name not an exact match or not substantially similar.
 - 3) A voter whose identity cannot be verified by the identification presented.
 - 4) A voter who has received a disability exemption under, but does not have voter registration certificate indicating such exemption.
 - 5) A voter whose name does not appear on the list of registered voters and does not have a registration certificate, but states they are a registered and eligible voter of the precinct.
- 6) A voter who has applied for a ballot by mail, but has not yet properly cancelled the mail ballot application.
- 7) A voter who votes during the polling hours that are extended by a state or federal court.
- 8) A voter who is registered in another precinct other than the one the voter is registered.
- 9) A voter who is on the precinct list of registered voters, but whose registered residence address is outside the political subdivision for which the voter is seeking to vote.
- 10) Other _____(with an explanation).

- If a voter fits into one of these categories, the election worker shall inform the voter of their right to cast a provisional ballot.
 - If the voter is not appearing on the list of registered voters, the election worker may assist the voter in determining if they are registered in another precinct Using an e-pollbook, or calling Voter Registrar.
- If the voter believes they are registered, the election judge **must** ask if the voter registered or updated their registration at DPS.
 - If voter did go to DPS, the election judge **must** note this and the approximate date the voter went to DPS on the green Affidavit of Provisional Voter envelope.
- Recommended Procedure
 - In addition to asking about DPS, it is okay for the Election Judge to ask additional information about when/how the voter believes they have registered:
 - When did you mail in your card?
 - – What was the name and/or location for which you registered through a VDR?
All of these help the voter!!!
- If the voter is not appearing on the list of registered voters, the election worker should inform the voter that the ballot will only be counted if it is determined they are registered voter of the precinct.
 - If voter is casting a ballot due to lack of an acceptable ID, the election worker should inform the voter that the ballot will only be counted if the voter appears at the Voter Registrar and shows ID, or executes a temporary affidavit (if applicable), or permanent exemption (if applicable)

- After notifications...
 1. Voter should complete a green Affidavit of Provisional Voter envelope on the front side.
 2. Election Judge should complete their portion on the reverse side, and **sign it**.
 3. Election Judge should add voter's name to List of Provisional Voters/Early Voting List of Provisional Voters.
 4. Election judge should add name of voter to combination form/poll list, and indicate they are a provisional voter.
 5. Voter should sign the combination form/poll list.
 6. The election judge should provide a Notice to Provisional Voter to the voter.
- – The Voter should pick their own ballot from disarranged supply of provisional ballots.
 - Voter should mark their ballot, and then place inside the white Secrecy Envelope.
 - Voter should place white Secrecy Envelope into the green Affidavit of Provisional Voter envelope.
 - Voter should then deposit into separate and secured container for provisional ballots.

Front of Affidavit envelope

AW7-15-53, 7/12 Prescribed by Secretary of State Sec. 63.011, Elections Code	Type of Election / Tipo de Elección	Precinct No. where voted Núm. de Precinto-lugar de votación	Precinct No. where registered (if known) Núm. de Precinto-inscrito para votar (si se sabe)	Date of Election / Fecha de la Elección	Authority Conducting Election / Autoridad Administrando la Elección
Affidavit of Provisional Voter (Declaración Jurada de Votante Provisional) (Ballot number if using DRE _____)					
<p>TO BE COMPLETED BY VOTER: I am a registered voter of this political subdivision and in the precinct in which I'm attempting to vote and have not already voted in this election (either in person or by mail). I am a resident of this political subdivision, have not been finally convicted of a felony or if a felon, I have completed all of my punishment including any term of incarceration, parole, supervision, period of probation, or I have been pardoned. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I understand that giving false information under oath is a misdemeanor, and I understand that it is a felony of the 2nd degree to vote in an election for which I know I am not eligible.</p> <p>PARA QUE EL VOTANTE LO LLENE: Estoy inscrito como votante en esta subdivisión política y en el precinto en cual estoy intentando a votar y aun no he votado en esta elección (en persona o por correo). Soy residente de esta subdivisión política, no he sido definitivamente declarado culpable de un delito grave o si soy el autor de un delito grave, he cumplido toda mi condena inclusive el periodo de encarcelamiento, la libertad condicional, la libertad supervisada, la libertad vigilada, o he sido indultado. No me han determinado por un juicio final de una corte de la legalización de un testamento, ser totalmente incapacitado mentalmente o parcialmente incapacitado sin el derecho de votar. Entiendo que dar información falsa bajo juramento es un delito menor y también entiendo que es un delito grave de 2º grado votar en una elección sabiendo que no cumplo con los requisitos necesarios.</p>					
Last Name /Apellido usual		First Name / Su nombre de pila		Middle Name (if any) / Segundo nombre (si bene)	Former Name / Nombre anterior
Residence Address: Street Address and Apartment Number, City, State, and ZIP. If none, describe where you live (Do not include PO Box, Rural Rt. Or Business Address). Domicilio: calle y número de apartamento, Ciudad, Estado, y Código Postal. A falta de estos datos, describa la localidad de su residencia. (No incluya el apartado de correos, camino rural, ni dirección comercial.)				Gender: (Optional) / Sexo (Opcativo) <input type="checkbox"/> Male (Hombre) <input type="checkbox"/> Female (Mujer)	
Mailing Address: City, State, and ZIP. If mail cannot be delivered to your residence address. / Dirección postal: Ciudad, Estado y Código Postal (si es imposible entregarle correspondencia a su domicilio).				Date of Birth: Month, Day, Year. Fecha de nacimiento: mes, día, año □□□□ / □□□□ / □□□□□□	
TX Driver's License No. or Personal I.D. No. (Issued by Dept of Public Safety) Número de su licencia de conducir de Texas o de su Cédula de Identidad expedida por el Departamento de Seguridad Pública de Texas.		Social Security No. (last 4 digits required if you do not have a driver's license or I.D. number) / Número de Seguro Social. (Si no tiene licencia, de conducir ni identificación personal, se requiere los últimos 4 números de su seguro social)		<input type="checkbox"/> I have not been issued a TX driver's license/ personal identification number or Social Security Number. Yo no tengo una licencia de conducir de Texas/Cédula de identidad personal de Texas ni un Número de Seguro Social.	
Check appropriate box: ARE YOU A UNITED STATES CITIZEN? Marque el cuadro apropiado: Soy ciudadano/a de los Estados Unidos		Yes <input type="checkbox"/> No <input type="checkbox"/> Si No		Signature of Voter / Firma del votante X _____	

Back of Affidavit envelope

<p>TO BE COMPLETED BY ELECTION JUDGE:</p> <p>VOTER PRESENTED ACCEPTABLE FORM OF IDENTIFICATION <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>REASON FOR VOTING PROVISIONAL</p> <p>1. _____ Failed to present acceptable form of identification or voter certificate with exemption.</p> <p>2. _____ Voter not on list of registered voters.</p> <p>3. _____ Voter not on list, registered in another precinct.</p> <p>4. _____ Voter on list of people who voted early by mail, and voter has not cancelled mail ballot application.</p> <p>5. _____ Voting after 7:00 p.m. due to court order.</p> <p>6. _____ Voter on list, but registered residence address outside the _____ political subdivision.</p> <p>7. _____ Other: _____ (Please explain)</p> <p>Sworn and subscribed to before me this date: _____</p> <p>Signature of Election Judge _____</p>	<p>TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:</p> <p>I, the voter registrar/deputy registrar, did research the records of my office and the following conclusion(s) was made:</p> <p>FOR VOTERS WHO DID NOT PRESENT ACCEPTABLE PHOTO IDENTIFICATION AT THE POLLING PLACE</p> <p>1. _____ Voter presented acceptable form of identification within 6 days of election day.</p> <p>2. _____ Voter met disability exemption within 6 days of election day.</p> <p>3. _____ Voter executed religious objection affidavit within 6 days of election day.</p> <p>4. _____ Voter executed natural disaster affidavit within 6 days of election day.</p> <p>5. _____ Voter did not satisfy identification or affidavit requirements, listed in categories 1-4 above, within 6 days of election day.</p> <p>FOR VOTERS WHO VOTED PROVISIONALLY FOR OTHER REASONS</p> <p>6. _____ Not a registered voter or registration not effective in time for this election.</p> <p>7. _____ Registered to vote, erroneously listed in wrong precinct.</p> <p>8. _____ Registered to vote in a different precinct within the county.</p> <p>9. _____ Information on file indicating applicant completed a voter registration application, but it was never received in the voter registrar's office.</p> <p>10. _____ Voter erroneously removed from the list.</p> <p>11. _____ Voter is not registered to vote in _____ political subdivision.</p> <p>12. _____ Other: _____ (Please explain)</p> <p>Signature of Voter Registrar _____ Date _____</p>
Action taken by the Early Voting Ballot Board: <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED Signature of Ballot Board Judge: _____	

Provisional Voter

Some Types of Provisional Voters

- Voter is not on the List of Registered Voters
- Voter who possesses an acceptable form of photo ID but did not bring it to the poll, will not leave to obtain it
- Does not have acceptable form of photo ID but does have supporting form of ID, will not leave to obtain it

Notice to Provisional Voter

7-15c
Prescribed by Secretary of State
Sections 62.011, 62.015, and 63.002, Texas Election Code; U.S.D.C. S.D.Tex. Civil Action No. 2:13-cv-00193 (Docket No. 898)
8/2016

NOTICE TO PROVISIONAL VOTER

(For provisional voter who did not (1) present an acceptable form of photo ID and (2) complete a reasonable impediment declaration)

A determination whether your ballot will be counted will be made by the early voting ballot board after the election. A notice will be mailed to you within 30 days of the election at the address you provided on your affidavit to vote a provisional ballot indicating either (1) that your ballot was counted or (2) if it was not counted, the reason your ballot was not counted.

If you are voting in the correct precinct, in order to have your provisional ballot accepted, you will be required to visit your local county voter registrar's office (information below) within six days of the date of the election to either present one of the below forms of photo ID OR submit one of the temporary affidavits addressed below (e.g., religious objection or natural disaster without an acceptable form of photo identification) in the presence of the county voter registrar OR submit the paperwork required to obtain a permanent disability exemption. The process can be expedited by taking this notice with you to the county voter registrar at the time you present your acceptable form of photo identification (or execute your temporary affidavit or provide your paperwork for your permanent exemption); however, taking this notice is not a requirement.

Voter must appear before Voter Registrar by:

Date

Acceptable Forms of Photo Identification

- Texas Driver's License issued by the 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; or
- United States Passport.

*If you do not have another acceptable form of photo identification you may apply for a free Election Identification Certificate at your local Texas Department of Public Safety office.

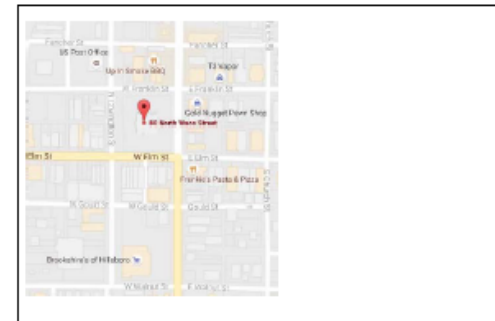
With the exception of the U.S. citizenship certificate, the identification must be current or have expired no more than 4 years before being presented for voter qualification at the polling place.

PERMANENT EXEMPTION

During the cure period, voters with a disability may apply with the county voter registrar for a permanent exemption to presenting acceptable photo identification in the county. The application must contain written documentation from either the U.S. Social Security Administration evidencing applicant's disability, or from the U.S. Department of Veterans Affairs evidencing disability rating of at least 50 percent. The applicant must also state that he/she has no valid form of acceptable photo identification. Those who obtain a disability exemption will be allowed to vote upon display of voter registration certificate reflecting the exemption.

TEMPORARY EXEMPTION

During the cure period, a voter may apply for a temporary exemption at the county voter registrar's office for voters who have a consistent religious objection to being photographed OR who do not present an acceptable form of photo identification because of certain natural disasters as declared by the President of the United States or the Texas Governor.



Hill County Elections Administration
(Voter Registrar)

80 N. Waco Street
County Courthouse - Basement
Hillboro, TX 76645
254-582-4072

Completed by Polling Place Official:

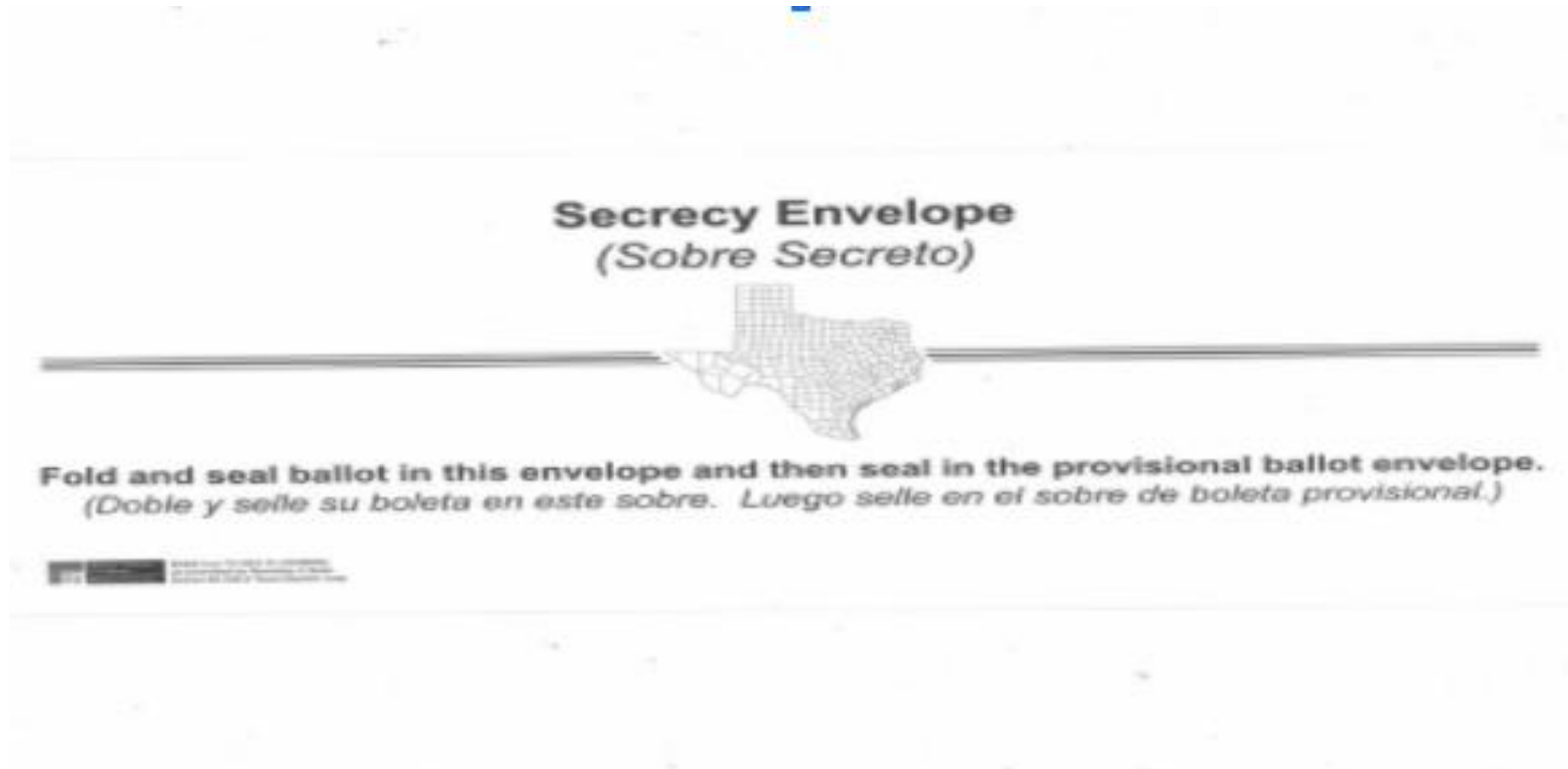
Voter's Last Name: _____
Voter's First Name: _____
VUID #: _____
Precinct No. _____

Provisional Voter...continued

- Have the Voter complete the **Provisional Voter Affidavit (green envelope)**
- Provide the Voter with the **Notice to Provisional Voter**
- Add the Voters name to the List of Provisional Voters
- Give the Voter a ballot marked “Provisional”
- Have the Voter place the ballot in a SECRECY ENVELOPE
- Place the SECRECY ENVELOPE IN THE green envelope “Affidavit of Provisional Voter” Envelope
- Place the green envelope in the ballot box

- Provisional Envelopes
- Why is it important that provisional ballots be placed in a separate envelope?
The Answer is, Provisional ballots do not get counted on election night, and take a different route than all other ballots.
- After the polls close on election night, election judge should enter the number of provisional ballots on the Register of Official Ballots and the List of Provisional Voters.
- Election judge should place a copy of the List of Provisional Voters in the Envelope marked Provisional Ballot Affidavit, This envelope goes to the General Custodian.
- If the election judge returns voted ballots marked “provisional” that are not in the green Affidavit of Provisional Voter envelopes, the voter’s registration/identification cannot be verified. These cannot be counted, and must be treated as “irregularly marked” ballots.

White Secrecy Envelope for Provisional Ballot



List of Provisional Voters

4871-06
Presiding Judge, Secretary of State
Section 4801b, Title 17, Chapter 10
1803

Type of Election (Type de l'Élection)	Precinct No. (Num. de Préfecture)
Date of Election (Date de l'Élection)	Authority Conducting Election (Autorité Administrant l'Élection)

List of Provisional Voters

To be Completed by the Election Judge Items of Provisional Vote	To be Completed by the Ballot Board Judge	
	Accepted for Counting	Rejected for Counting
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		

Number of Provisional Ballots in Ballot Box:
(as shown on list)

I certify that the numbers represented above are true and correct as evidenced by my signature.

Signature of Precinct Presiding Judge: _____

Signature of Custodian receiving ballots from Presiding Judge: _____

Signature of Voter Registrar: _____

Make two copies of original.
Return one to the Registrar.
Keep one in the Ballot Box.

PAGE 01 **RETURN IN ENVELOPE 0000-002-01**

The Presiding Judge prepares the List of Provisional Voters, and then places the form into the Yellow #2 Envelope

Ballot and Seal Certificate - Controller

Ballot & Seal Certificate – Controller

A copy of the Ballot & Seal Certificate accompanies the vDrive and the voting device from the warehouse to the polling place and then to the counting station.

Polling Place I.D.:
Polling Place Name:
Controller Serial Number:

Seal Information

The vDrive compartment of the voting device was secured with a numbered seal. The door seal number, and initials of the technician who placed the seal on the door, are recorded on this form. A record of the seal numbers assigned to each location is kept by the Administrative Offices.

The seal number placed on the **Controller** prior to the election to detect unauthorized opening of vDrive compartment was:

vDrive Seal Number:	Installer's Initials:
----------------------------	------------------------------

Ballot Information

We, the undersigned election officials, do hereby certify that the voting device was transferred to the counting station, or the vDrive was placed in the transfer envelope to be transferred to the counting station, and the above is a true and correct list of the seals used. The number of ballots cast on the Controller only, read from the Controller tape and/or ballot count, was as follows:

Number of Ballots Cast:

The number of Access Codes issue on the **Controller**, read from the tape attached to the device, was as follows:

Issued:	Cast:
Deactivated:	Expired:
Spoiled:	

On completing this certificate, the presiding official shall place the original in the envelope/container used to store the vDrive(s). The presiding official shall retain a copy of the certificate and preserve it for the mandated period for preserving the precinct election records.

Signature of Presiding Official

Signature of Alternate Official

- **Ballot and Seal Certificate**
The Ballot and Seal Certificate is to be completed by the Presiding Judge.
Make sure to sign the certificate

- PLACE IT IN THE BALLOT BOX
- **IMPORTANT!**
- **Complete the Ballot & Seal Certificate**
- **BALLOT INFORMATION**
- **NUMBER OF BALLOTS CAST**_____

***Important Note- the voting device is to be brought to central count.**

You DO NOT remove anything from the equipment.

-

COVID

Curbside Voting

If you are physically unable to enter
the polling place without personal assistance or
likelihood of injuring your health,
Curbside Voting is Available.

If you have
signs or symptoms of COVID-19,
please consider Curbside Voting.

To Vote curbside, please call:

to alert election judge of your presence.

Prescribed by Secretary of State
06/2020

To Vote Curbside, please ring the bell
to alert election judge of your presence.

To Vote Curbside,
please send your companion
to alert the election judge of your presence.

Prescribed by Secretary of State
06/2020

To Vote Curbside,
please honk your horn two times
to alert election judge of your presence.

Prescribed by Secretary of State
06/2020

Health Protocols for Voting in Person

Practice Social Distancing

Please maintain at least 6 feet separation
from other individuals when possible.

Wear a Mask or Face Covering

Face Coverings are Strongly Recommended
but not required in the polling place.

You may have to lower or remove your mask temporarily
if the election judge is unable to verify your identity.

Face Coverings are subject to the prohibition on
electioneering for or against any candidate, measure, or
political party.

Sanitize or Wash Your Hands

Please wash or sanitize your hands upon entering the
polling place, after interacting with other individuals at the
polling place, after using voting system equipment or
marking a ballot, and upon exiting the polling place.

Curbside Voting

If you have signs or symptoms of COVID-19,
please consider Curbside Voting.

Prescribed by Secretary of State
06/2020

People Allowed Inside the Polling Place

- A Voter
- Child accompanying a voter
- Person assisting the voter
- Person acting as voter's interpreter
- Election Judge/Alternate Judge/Clerk (MUST wear name tag)
- Poll Watcher who presents a valid Certificate of Appointment to the Presiding Election Judge (MUST wear a name tag)
- With Credentials
 - State Election Inspectors
 - Peace Officers summoned by Presiding Judge to preserve order
 - Secretary of State and his staff
 - Federal observers
 - Voting system technicians
 - Election Administration staff
 - Emergency personnel if needed
- **County Chairs in Polling Places**
 - The 83rd Legislature enacted Section 172.1113, which provides that a county chair may be in a polling place during the *primary* election, but this provision does not provide that a county chair may be in the polling place during the November election. Of course a county chair may enter the polling place to vote.

Poll Watchers

- Poll Watchers are appointed by candidates, political parties, or specific-purpose political action committees to observe at the polls
- They must present the Presiding Judge with a Certificate of Appointment
- Poll Watchers are not allowed to talk to voters
- Poll Watchers may take written notes (to include typing on a laptop NOT connected to wifi/internet) while on duty but they may NOT use recording devices (no phones, cameras, etc.)
- The Presiding Judge may give them a name tag

Electioneering

Texas Election Code Section 32.075

LAW ENFORCEMENT DUTIES AND POWERS.

(a) The presiding judge shall preserve order and prevent breaches of the peace and violations of this code in the polling place and in the area within which electioneering and loitering are prohibited from the time the judge arrives at the polling place on election day until the judge leaves the polling place after the polls close.

(c) In performing duties under Subsection (a), a presiding judge has the power of a district judge to enforce order and preserve the peace, including the power to issue an arrest warrant. An appeal of an order or other action of the presiding judge under this section is made in the same manner as the appeal of an order or other action of a district court in the county in which the polling place is located.

(d) A person who is arrested at a polling place while voting or waiting to vote shall be permitted to vote, if entitled to do so, before being removed from the polling place.

Electioneering...continued

- **Electioneering Prohibited**

- During the time a polling place is open for the conduct of voting, a person may not electioneer for or against any candidate, measure, or political party in or **within 100 feet of an outside door through which a voter may enter the building** or structure in which the voting polling place is located.

- **Examples of Electioneering**

- Candidates and proponents of various viewpoints use campaigns to spread their messages to voters and urge people to vote for them or their issues. Some candidates hand out cards or pamphlets. Others park vehicles in parking lots with signs posted on them. Some people lobby for or against an issue.
- Carrying signs and/or wearing political logo T-shirts, buttons or other campaign-related items within the 100 foot legal boundary is considered electioneering.

Electioneering...continued

- **Not allowed within 1,000 feet of the building in which a polling place is located**
 - Any person using a prohibited sound amplification device, such as a megaphone or speaker system, for the purpose of making a political speech, electioneering for or against any candidate, measure or political party must be more than 1,000 feet from the polling place.

Electioneering is an offense if conducted within 100 feet of an outside door. A person commits a Class C misdemeanor if this prohibition against electioneering is violated.

- **Allowed within 100 feet (not considered electioneering)**
 - Voters are permitted to bring written materials into the voting place to reference, but the voter must remove them from the voting booth. Election workers should periodically check each booth and the voting location for any campaign materials left behind and dispose of them immediately.
 - Exit Polling, if not disruptive.

Firearms

- Section 46.03(a) of the Texas Penal Code generally prohibits a person from bringing a firearm onto the premises of a polling place. However, this prohibition does not apply to a peace officer, regardless of whether the police officer is on or off duty. For this and other potentially applicable exceptions, see Tex. Pen. Code § 46.15.
- **The passage of House Bill 910, (84th Legislative Session, 2015), which became effective January 1, 2016, and allowed open carry of handguns, did NOT change the law as it pertains to guns in the polling place; thus no-one except licensed peace officers may carry handguns into the polling place.**

Cell Phones/Wireless Communication Devices

- **Persons (including voters) are not allowed to use wireless communications devices within 100 feet of the polling location**
- **Persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the polling location**

What devices should not be used in the polling place?

- **Cell phones**
- **Cameras**
- **Tablet computers**
- **Laptop computers**
- **Sound recorders**
- **Any other device that may communicate wirelessly, or be used to record sound or images**

“Help Desk/Ushers”

- We recommend you create a “Help Desk” or assign a clerk to function as an “Usher” to control the flow of Voters
 - The Election Judge/Alternate Judge may assist the Voter with the one of the following issues without disrupting the flow of qualified voters:
 - Voter ID
 - Provisional Voter
 - Statement of Residence
 - Cancellation/Surrender of Ballot by Mail
 - Other issue(s)

Voter ID Requirements...

A voter must show one of the following forms of acceptable photo identification at the polling location before the voter may be accepted for voting, unless the voter has a reasonable impediment to obtaining one of these forms of acceptable photo identification or the voter qualifies for one of the other exemptions identified below:

- **Texas Driver's License issued by the 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; or**
- **United States Passport.**

With the exception of the U.S. citizenship certificate, the identification must be current or have expired no more than 4 years before being presented for voter qualification at the polling place.

Voter Sign-In Procedure

Voter presents acceptable form of ID...

- Election Official verifies the Voter is registered
- Election Official verifies the Voters address is correct
- Election Official selects either Substantially Similar or Exact Match.
- Substantially Similar prompts the Similar Name Affidavit.
- Voter reads Affidavit & initials stating they are the same person.
- Signature is then verified by Election Official.
- Kiosk printer prints voter label to be placed on precinct combination form.
- Voter receives paper indicating what precinct and ballot is to be selected on the machine
- Voter then will cast his/her ballot.

Voter ID Requirements...continued

If a voter does not possess one of the forms of acceptable photo identification listed on the previous slide, and the voter cannot reasonably obtain such identification, the voter has the right to execute a **Reasonable Impediment Declaration** and present one of the following supporting documents:

- valid voter registration certificate;
- certified birth certificate (must be an original);
- copy of or original current utility bill;
- copy of or original bank statement;
- copy of or original government check;
- copy of or original paycheck; or
- copy of or original other government document that displays your name and an address (though an original is required if it contains a photograph).

Voter ID Requirements...continued

Exemptions: Voters with a disability may apply with the Elections Administrator for a permanent exemption to showing an acceptable form of photo identification at the polls. Voters with a religious objection to being photographed or voters who cannot present an acceptable form of photo identification due to certain natural disasters may apply for a temporary exemption to showing an acceptable form of photo identification at the polls.

Provisional Voting:

- (a) If a voter does not possess one of the seven acceptable forms of photo identification, which is not expired for more than four years, and the voter can reasonably obtain one of these forms of identification or
- (b) If a voter possesses, but did not bring to the polling place, one of the seven forms of acceptable photo identification, which is not expired for more than four years, or
- (c) If the voter does not possess one of the seven forms of acceptable photo identification, which is not expired for more than four years, could otherwise not obtain one due to a reasonable impediment, but did not bring a supporting form of identification to the polling place, the voter may cast a provisional ballot at the polls and will have **six (6) calendar days** after election day to present an acceptable form of photo identification, which is not expired for more than four years, in the presence of the county Elections Administrator.

Statement of Residence

- Voter with an “S” notation on the List of Registered Voters must complete a Statement of Residence
- Voter indicates that he/she has moved (even inside the precinct) must complete a Statement of Residence

Cancellation/Surrender – Ballot by Mail

- Voter list indicates that the Voter voted by mail
- Voter must complete the “Request to Cancel Application to Vote by Mail”
- Voter must surrender mail ballot
- Election Judge marks the ballot as CANCELLED
- Voter may then vote by casting a Provisional Ballot and complete the Provisional Ballot Affidavit Envelope

Polling Locations

- Hill County Polling Locations
- 22 Precincts
- Useful in referring voters to the correct Voting Precinct
- Maps included in your supply kits

PCT #	PRECINCT SITUS
2	HILLSBORO
3	HILLSBORO
4	HILLSBORO
5	WOODBURY
6	PEORIA
7	ABBOTT
8	BYNUM
9	BRANDON
10	ITASCA
12	NORTH WHITNEY
13	SOUTH WHITNEY
14	AQUILLA
15	PENELOPE
16	MALONE
18	MERTENS
19	COVINGTON
20	BLUM
21	FORT GRAHAM
22	MCCOWN VALLEY
23	MOUNT CALM
24	HUBBARD
27	WOODROW

[illegible]

Resources

- Texas Secretary of State

<http://www.sos.state.tx.us/elections/index.shtml>

1.800.252.VOTE (8683)

512.463.5650

Questions/Discussion



Hill County Elections Administration

Contact Information

Aaron Torres

Elections Administrator

254-582-4072 Office

254-582-4073 Fax

atorres@co.hill.tx.us

Thank You!

http://www.co.hill.tx.us/default.aspx?Hill_County/Elections

TECHNICAL TRAINING

VOTEC – VOTE SAFE

- ELECTRONIC POLL BOOK

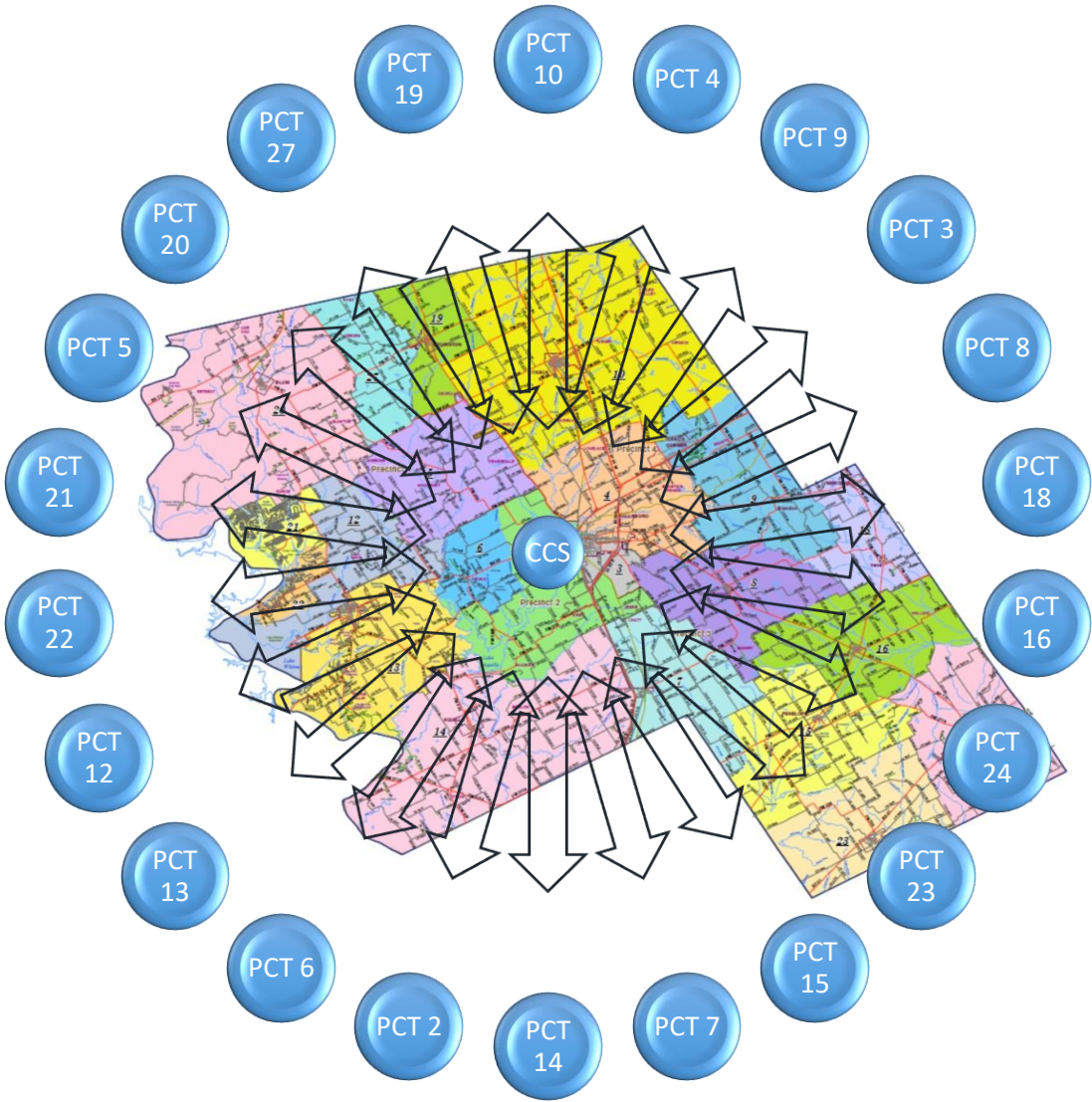


VERITY – PRINT/SCAN/TOUCH



PCT. # Election Judges /Alternate Judges

PCT#	PRECINCT	SITUS	ELECTION JUDGE Rep.	ELECTION JUDGE Dem.
2	HILLSBORO			
3	HILLSBORO			
4	HILLSBORO			
5	WOODBURY			
6	PEORIA			
7	ABBOTT			
8	BYNUM			
9	BRANDON			
10	ITASCA			
12	NORTH WHITNEY			
13	SOUTH WHITNEY			
14	AQUILLA			
15	PENELOPE			
16	MALONE			
18	MERTENS			
19	COVINGTON			
20	BLUM			
21	FORT GRAHAM			
22	MCCOWN VALLEY			
23	MOUNT CALM			
24	HUBBARD			
27	WOODROW			



Hill County Election Commission

Justin Lewis, Chair
Nicole Tanner, Vice Chair
Krissi Hightower, Secretary
Will Orr, Hill Co. Republican Party Chair
Thomas Hanson, Hill Co. Democratic Party Chair

County Election Board

Aaron Torres, Chair
Justin Lewis
Rodney Watson
Will Orr, Hill Co. Republican Party Chair
Thomas Hanson, Hill Co. Democratic Party Chair

Early Voting Clerk/Deputy Clerks

Aaron Torres
Nelda Tidwell, Judge
Kathy Root Montgomery
Dee Post
Severine Bergeron Whittier
Sandra Underwood Pepper

Central Counting Station

Gary Teal, Presiding Judge
Larry Ward, Alternate Judge
Becky Weaver, CCS Manager
Aaron Torres, Tabulation Supervisor