TRAVIS COUNTY CLERK

ELECTIONS DIVISION

STATE OF TEXAS

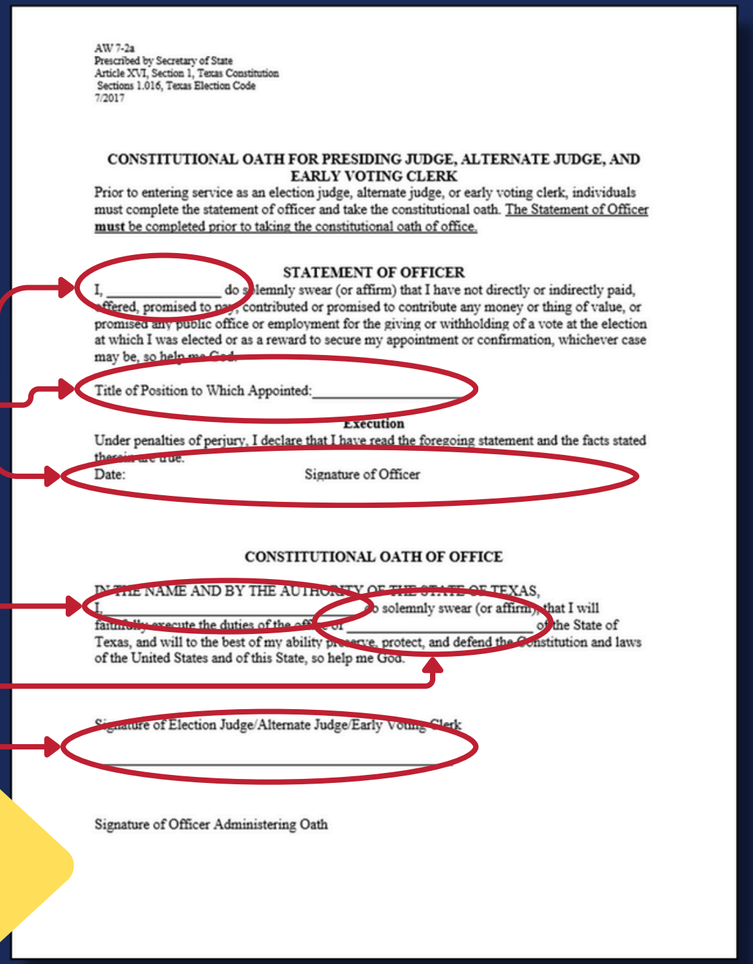
Welcome!

We're so glad you're here for the **Early Voting** training for the **December 14, 2024 General Runoff Election!**

Your table trainer will introduce themselves to you momentarily.

Oath

- Now we'll take the oath of Election Worker
- Fill out the information *legibly* when instructed
- We'll do both oaths



AW 7-2a
Prescribed by Secretary of State
Article XVI, Section 1, Texas Constitution
Sections 1.016, Texas Election Code
7/2017

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

Leave the bottom line blank

2024 General Runoff Election

- **Election Day:** December 14, 2024
  - Polls Open 7:00AM - 7:00PM
- **Early Voting:** December 2, 2024 - December 10, 2024
  - Polls Open 7:00AM - 7:00PM Monday - Saturday
    12:00PM-6:00PM Sunday

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Find key dates on page 1 of your supplemental handout

What's New?

- Equipment Keys
- Pre-Numbered Ballots & Spoiling Ballots
- Check-In Process Updates*
- Similar Name Procedure*
- Voter Assistance*
- Register of Official Ballots for Early Voting*

*We will cover these later in class

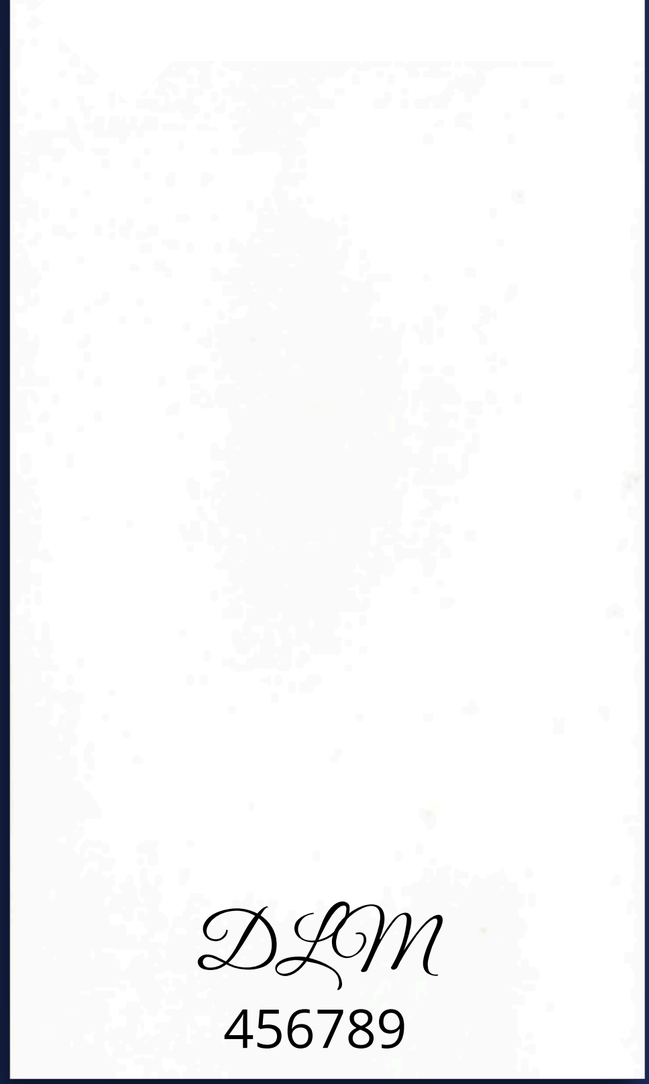
Poll Worker Training Manual:
Supplemental Content

December 14, 2024
General Runoff Election

For more information, please refer to your supplemental handout

What's New?

- **Pre-Numbered Ballots**
  - Ballot stock will now have an assigned serial range
  - You must inspect the ballots after opening and before issuing
  - The ballots **must** be given out in random order
- **Spoiling a Ballot**
  - The ballot serial number should be used instead of the previous alpha-numeric number in the header



For more information, please refer to your supplemental handout

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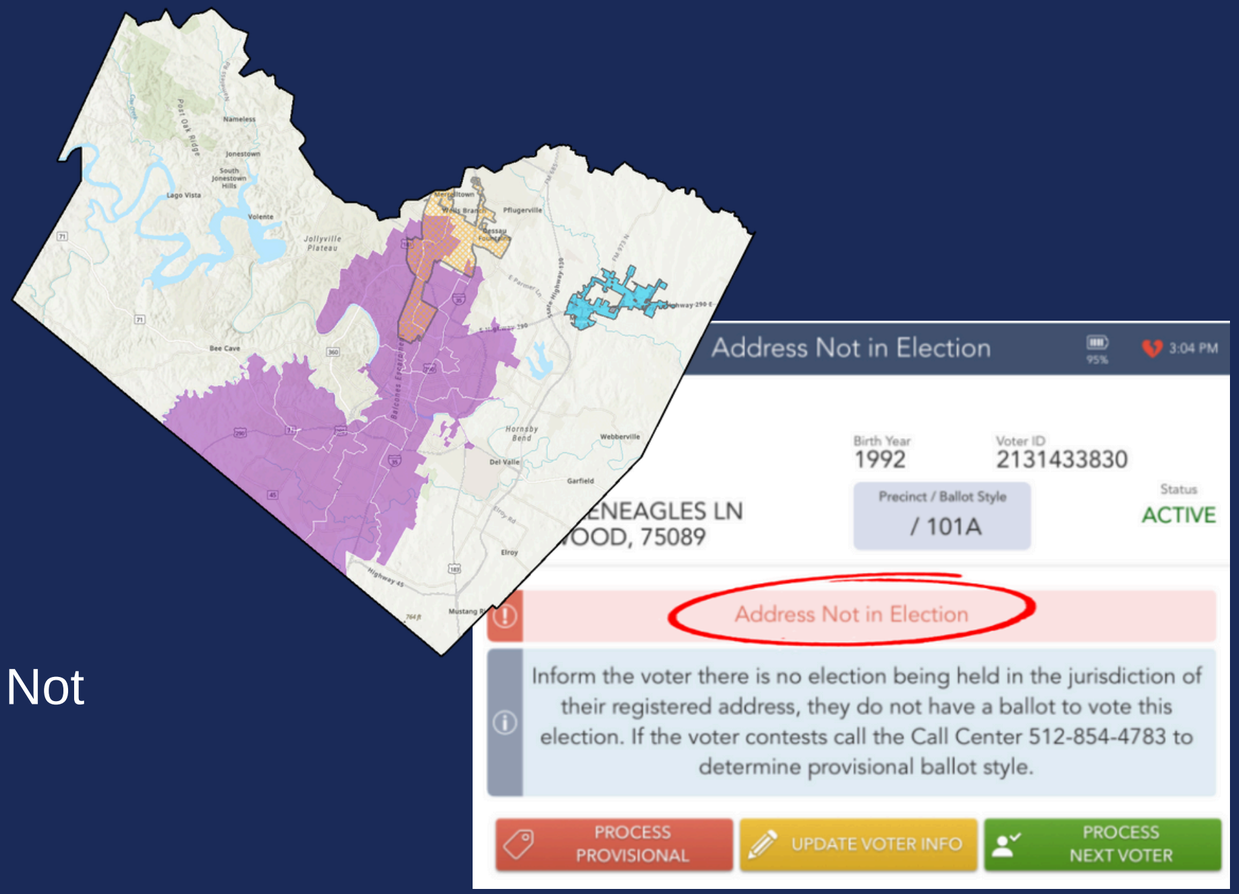
What's on the ballot?

- **This election is NOT county-wide.**
  - AISD at-large
  - City of Austin District 7
  - City of Manor

- **Address Not in Election Flag**
  - If someone comes to vote but is not registered to vote in the areas having the runoff election, you will see the "Address Not in Election" flag on the ePollbook.

- **No Limited Ballot**



More information about "Address Not in Election" is on page 55.

Reminder

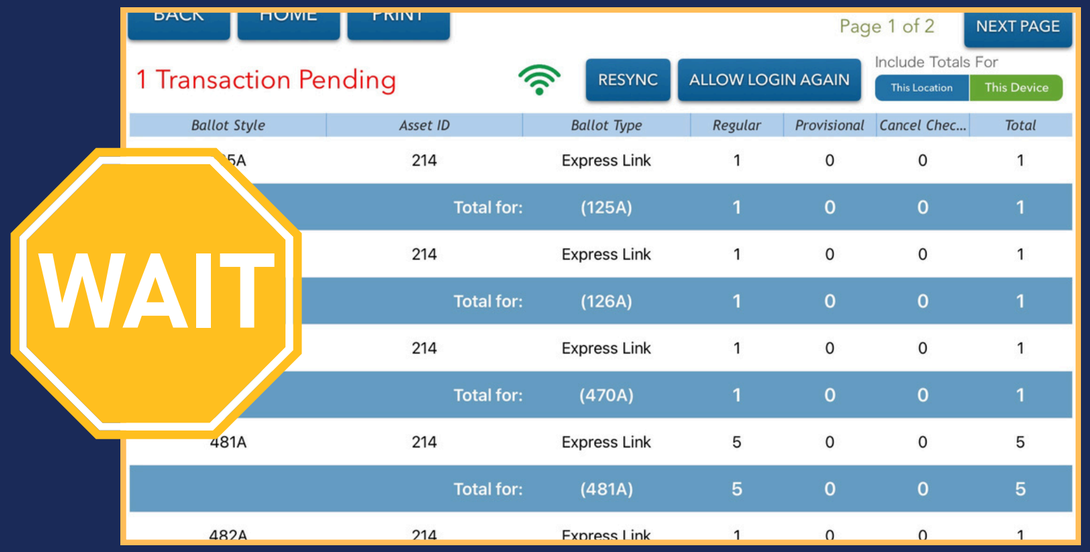
All voting equipment must be set up and running during voting hours.

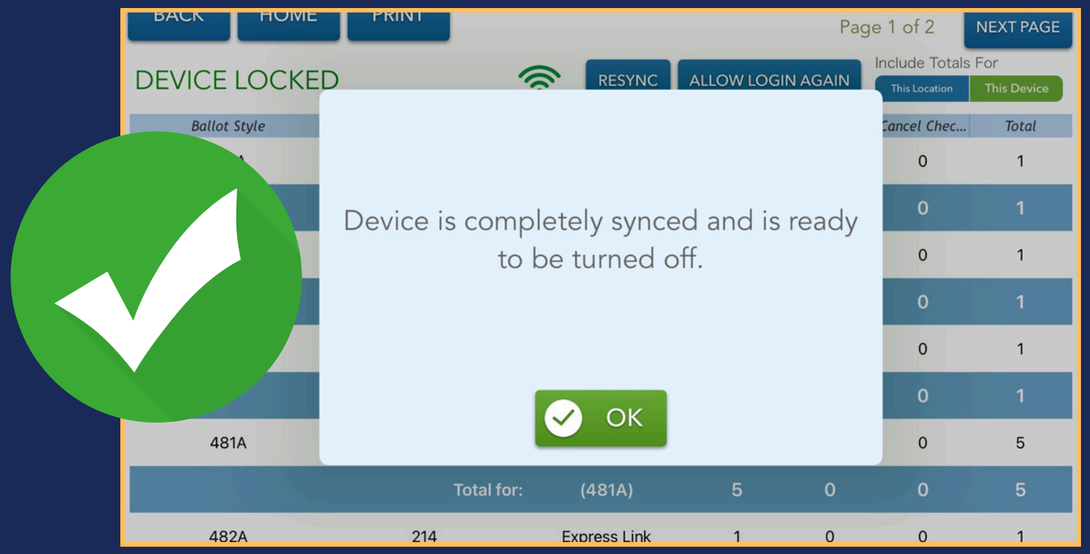
- Opening of polls (7AM)
- To polls closing (7PM or when last voter in line at 7PM votes)

<u>DO NOT</u> shutdown BMD’s or ePollbooks during voting hours.

- ePollbooks are being updated at regular intervals
- ePollbooks that are shut down during voting hours will not receive updates as needed.

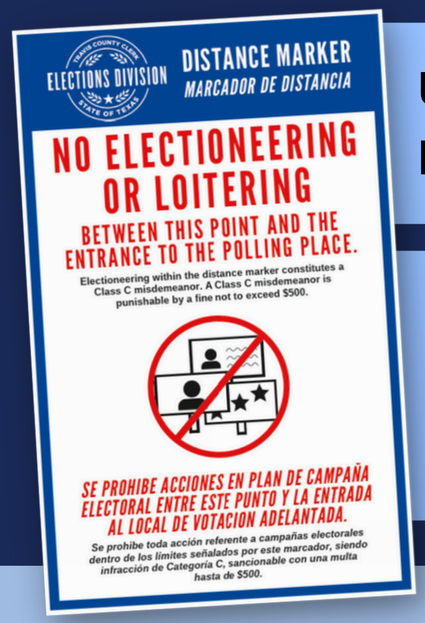
Texas Election Code requires all equipment to remain up and running during voting hours.

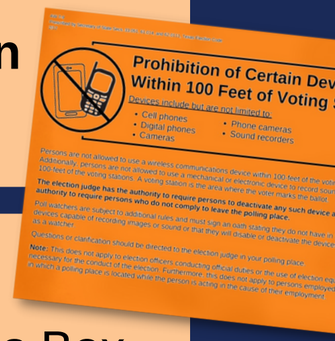




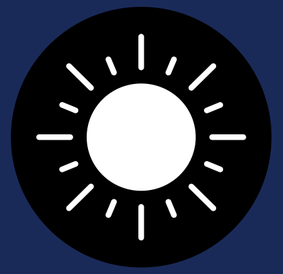
Distance Restricted Activities

Electioneering	Electronic Devices
May not occur within 100 feet of an outside polling place entrance door.	Wireless device use is **prohibited within 100 feet of voting stations.**
Use the provided Electioneering Distance Marker to mark this distance.	Post the provided Prohibition of Certain Devices postings, provided in your Forms Box.
Exceptions: Voters may have written notes but cannot leave them in the polling place.	Exceptions: Election officials conducting election business and voters with disabilities using a device to vote.





More information on page 6 in the manual



Opening the Polls

With your Table Trainer...

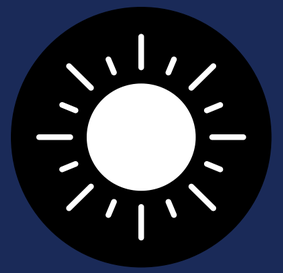
- Make sure your **ePollbook** equipment is set up (*but do NOT sign in or clock in yet!*): page 15
- Turn on and learn about the ADA features of the **Ballot Marking Device**: page 21
- Open polls on the **Ballot Scanner**: page 17

Follow along in your manual

Judge's Signature

- **Judges sign the back bottom of the Ballot Cards above the serial number.**
  - It must be the JUDGE, not Alternate Judge or Clerk.
  - You can use a signature stamp if you have one.

For more information on ballot cards, see page 9 in your manual.



Processing Voters

Your Table Trainer will now take you through several scenarios that you will encounter when checking in voters.

Follow along in your manual

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Break

We’re on a break. Check the timer in the top right corner of the screen to see when we’ll be returning.

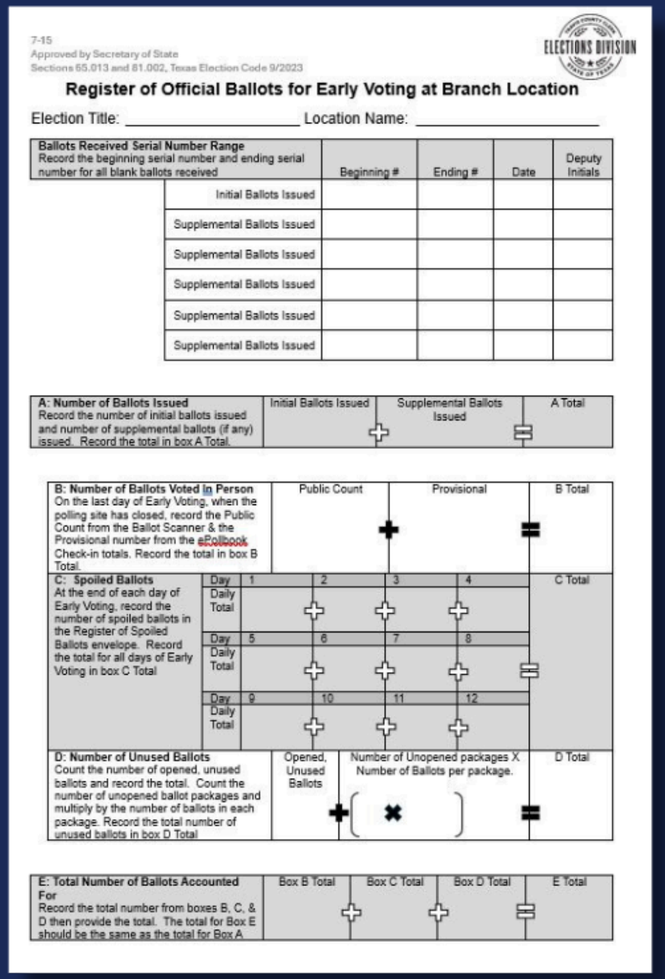
Closing the Polls

With your Table Trainer...

- Close polls on the **Ballot Scanner**: page 62
- Shut down the **Ballot Marking Device:** page 68

Follow along in your manual

Register of Official Ballots for Branch Early Voting



7-15
Approved by Secretary of State
Sections 65.013 and 81.002, Texas Election Code 9/2023

ELECTIONS DIVISION

Register of Official Ballots for Early Voting at Branch Location

Election Title: _____ Location Name: _____

Ballots Received Serial Number Range Record the beginning serial number and ending serial number for all blank ballots received	Beginning #	Ending #	Date	Deputy Initials
Initial Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				
Supplemental Ballots Issued				

A: Number of Ballots Issued Record the number of initial ballots issued and number of supplemental ballots (if any) issued. Record the total in box A Total.	Initial Ballots Issued	+	Supplemental Ballots Issued	=	A Total

B: Number of Ballots Voted In Person On the last day of Early Voting, when the polling site has closed, record the Public Count from the Ballot Scanner & the Provisional number from the ~~ePollbook~~ Check-in totals. Record the total in box B Total.	Public Count	+	Provisional	=	B Total

C: Spoiled Ballots At the end of each day of Early Voting, record the number of spoiled ballots in the Register of Spoiled Ballots envelope. Record the total for all days of Early Voting in box C Total									C Total
	Day	1	+	2	+	3	+	4	
	Daily Total								
	Day	5	+	6	+	7	+	8	=
	Daily Total								
	Day	9	+	10	+	11	+	12	
	Daily Total								

D: Number of Unused Ballots Count the number of opened, unused ballots and record the total. Count the number of unopened ballot packages and multiply by the number of ballots in each package. Record the total number of unused ballots in box D Total	Opened, Unused Ballots	+	Number of Unopened packages X Number of Ballots per package.	=	D Total

E: Total Number of Ballots Accounted For Record the total number from boxes B, C, & D then provide the total. The total for Box E should be the same as the total for Box A	Box B Total	+	Box C Total	+	Box D Total	=	E Total

Please refer to your supplemental handout

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Early Voting Closeout

1. Green Results Bag
2. Blue Ballot Bin
3. Clear Envelope Return Bag
    a. Orange Provisional Ballot Bag
    b. Envelope for Requests of Cancelled Ballots
    c. Spoiled Ballots Envelope
    d. Red Emergency Ballot Bag
    e. Daily Balancing Envelope
    f. Clear Timesheet Folder (w/ cover sheet and completed time sheets)
    g. Poll Watcher Envelope
    h. Seal Assignment Envelope
5. Name Badges and Lanyards*
6. Security Keys and Location Keys*
7. Black Forms Box
8. Cell Phone

Leave locked Purple Ballot bag with loose unused ballots and yellow copy of the Register of Official Ballots for Branch Early Voting in the ESC along with unopened boxes of ballots.

**AM deputies, make sure you leave these items at your polling location on the last day of EV!*

Refer to page 73 for the checklist for Early Voting Closeout

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Elections Training Center

Scan with your smartphone camera!

https://votetravis.gov/online-training-center/

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