



Welcome!

We're so glad you're here for the
Early Voting training for the
**November 5, 2024 Joint General
and Special Election!**

Your table trainer will introduce
themselves to you momentarily.

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.

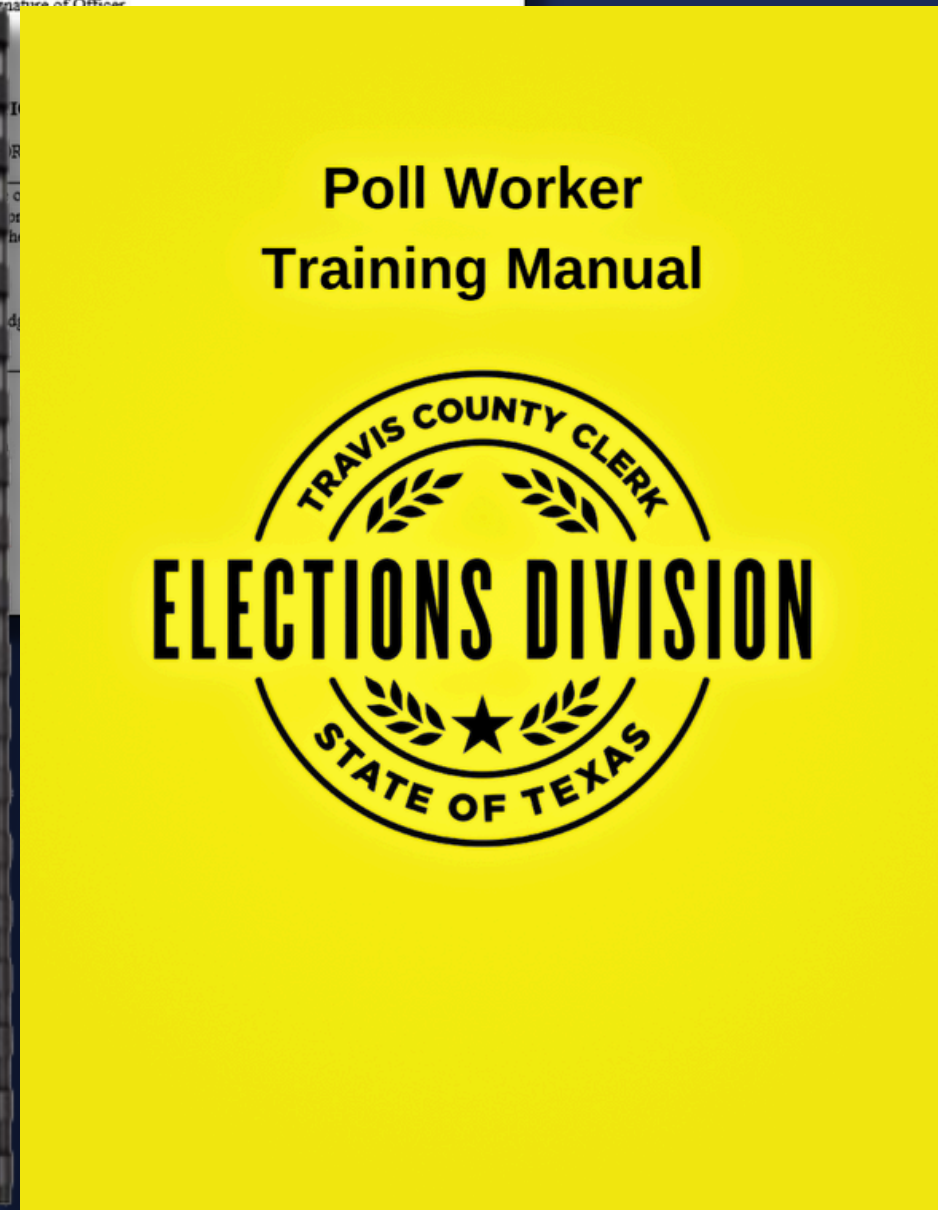
Date: _____ Signature of Officer: _____

CONSTITUTIONAL OATH

IN THE NAME AND BY THE AUTHORITY OF THE CONSTITUTION OF THE STATE OF TEXAS, I, _____ do solemnly swear (or affirm) that I will faithfully execute the duties of the office to which I am appointed, and will to the best of my ability support the Constitution of the United States and of this State.

Signature of Election Judge/Alternate Judge: _____

Signature of Officer Administering Oath: _____



Oath of Election Worker, Manual, & Emergency Contact Form

- Complete your Oath at your polling site (found in the Admin Folder of the Forms Box).
- Complete the virtual Emergency Contact Form sent to you by Personnel, if you have not done so already.
- You can pick up your manual at the Elections Office, or download/view online at the Elections Training Center. Manuals are only for Deputies and Alternate Deputies.
- If you have your manual from the 2024 Local Election, re-use it!





2024 General Election

- **Election Day:** November 5, 2024
 - Polls Open 7:00AM - 7:00PM
- **Early Voting:** Oct 21 - Nov 1, 2024
 - Polls Open 7:00AM - 7:00PM Monday - Saturday
12:00PM-6:00PM Sunday
- **Registration Deadline:** October 7, 2024

Find key dates on page 1 of your supplemental handout





2024 General Election

EXTENDED HOURS: 7:00AM -10:00PM

The following sites will have extended hours the last two days of Early Voting (Oct 31-Nov 1):

- Austin Permitting and Development Center
- Ben Hur Shrine Center
- Carver Branch Library
- Lakeway Activity Center
- PfISD Rock Gym
- Southpark Meadows
- Travis County Clerk
- UT Texas Union

Find key dates on page 1 of your supplemental handout





What's New?

- **High Turnout**
 - Expect lines
 - Mark the end of the line at the close of polls
 - Have a clerk walk the line periodically
 - Offer voters instructions on how to use the equipment
 - Ask voters to be prepared for check-in
 - Answer questions
 - More of each form will be used - monitor your forms box closely

For more information, please refer to your supplemental handout

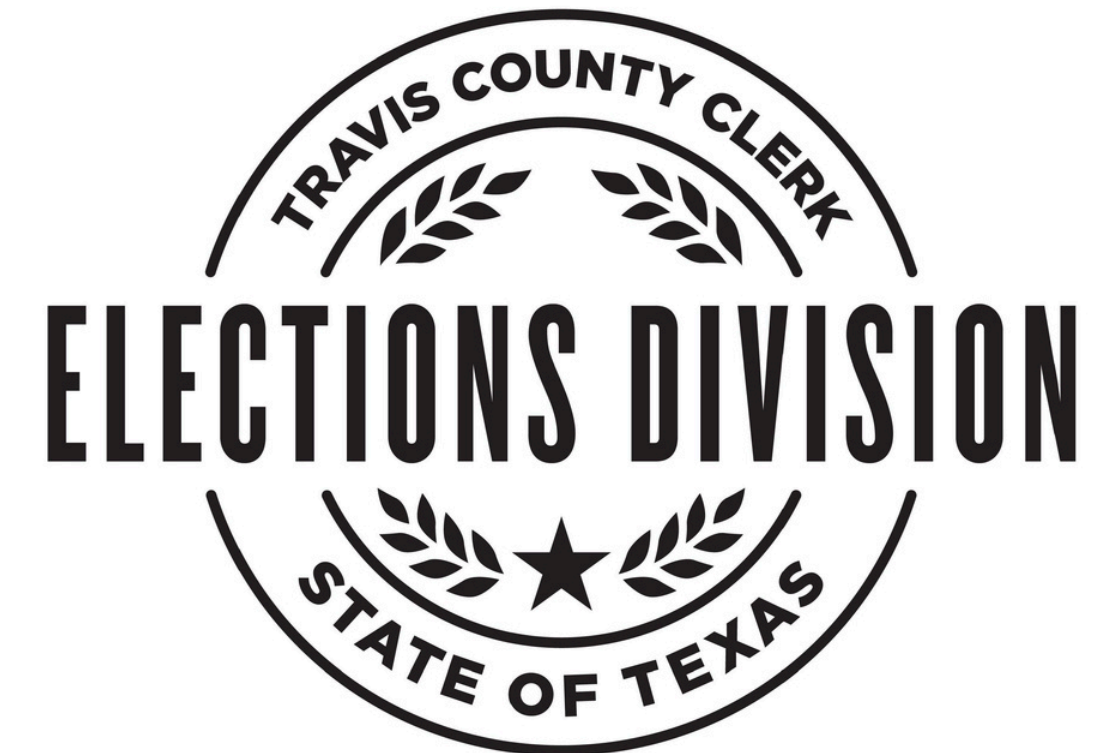




What's New?

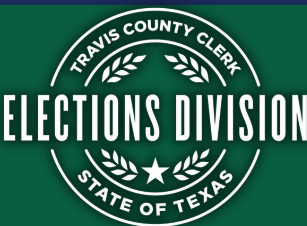
- Equipment Keys
- Pre-Numbered Ballots & Spoiling Ballots

Poll Worker Training Manual:
Supplemental Content



November 5, 2024
General 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



What's New?

- Equipment Keys
- Pre-Numbered Ballots & Spoiling Ballots
- Check-In Process Updates*
- Presidential Ballots
- 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



November 5, 2024
General Election

For more information, please refer to your supplemental handout





What's New?

- Write-In Candidates
- Notice of Debt Obligation


3-5
Prescribed by Secretary of State
Sections 146.031, Texas Election Code
9/2023

List Of Declared Write-In Candidates
(Lista De Candidatos Declarados Elegibles Para Recibir Votos Por Inserción Escrita)

Certified Write-Ins Only
A write-in vote may not be counted unless the name appears on the list of certified write-in candidates. Only those candidates whose names appear on the following list are valid certified write-ins.

Candidatos Certificados Solamente
Un voto escrito se contará solamente si el nombre escrito aparece en la lista de candidatos certificados. Solamente los candidatos que aparecen en la siguiente lista son certificados válidos para el voto escrito.

Office Sought (Puesto Oficial Solicitado)	Name of Candidate (Nombre del Candidato)
President/Vice-President (Presidente/ Vicepresidenta)	Shiva Ayyadurai/Crystal Ellis
President/Vice-President (Presidente/ Vicepresidenta)	Jessie Cuellar/Wesley Lasley
President/Vice-President (Presidente/ Vicepresidenta)	Claudia De la Cruz/Karina Garcia
President/Vice-President (Presidente/ Vicepresidenta)	Cherunda Fox/Harlan McVay
President/Vice-President (Presidente/ Vicepresidenta)	Peter Sonski/Lauren Onak
President/Vice-President (Presidente/ Vicepresidenta)	
U.S. Senator (Senador de los Estados Unidos)	
U.S. Senator (Senador de los Estados Unidos)	
Railroad Commissioner (Comisionado de Ferrocarriles)	
Justice of the Peace Precinct 5 (Unexpired) (Juez de Paz, Precinto Núm. 5 - Término no	


**Notices of Debt Obligation &
Orders Declaring Unopposed
Candidates Elected to Office
Available for Inspection**
Located at the Check-In Table

A debt obligation election order required under section 3.009 shall be posted: (1) On election day and during early voting by personal appearance, in a prominent location at each polling place. Additionally, under Section 2.023 a copy of the order or ordinance declaring each unopposed candidate elected to the office shall be posted on election day at each polling place used or that would have been used in the election.

As prescribed by the Texas Election Code 4.003(f), the complete debt obligation election order is hereby posted with required details of the bond election included in a





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)

DO NOT 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.

BACK HOME PRINT Page 1 of 2 NEXT PAGE

1 Transaction Pending

RESYNC ALLOW LOGIN AGAIN Include Totals For This Location This Device

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
125A	214	Express Link	1	0	0	1
Total for:		(125A)	1	0	0	1
126A	214	Express Link	1	0	0	1
Total for:		(126A)	1	0	0	1
470A	214	Express Link	1	0	0	1
Total for:		(470A)	1	0	0	1
481A	214	Express Link	5	0	0	5
Total for:		(481A)	5	0	0	5
482A	214	Express Link	1	0	0	1

BACK HOME PRINT Page 1 of 2 NEXT PAGE

DEVICE LOCKED

RESYNC ALLOW LOGIN AGAIN Include Totals For This Location This Device

Device is completely synced and is ready to be turned off.

OK

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
125A	214	Express Link	0	0	0	1
Total for:		(125A)	0	0	0	1
126A	214	Express Link	0	0	0	1
Total for:		(126A)	0	0	0	1
470A	214	Express Link	0	0	0	1
Total for:		(470A)	0	0	0	1
481A	214	Express Link	5	0	0	5
Total for:		(481A)	5	0	0	5
482A	214	Express Link	1	0	0	1



Distance Restricted Activities

Electioneering

May not occur within 100 feet of an outside polling place entrance door.

Use the provided Electioneering Distance Marker to mark this distance.

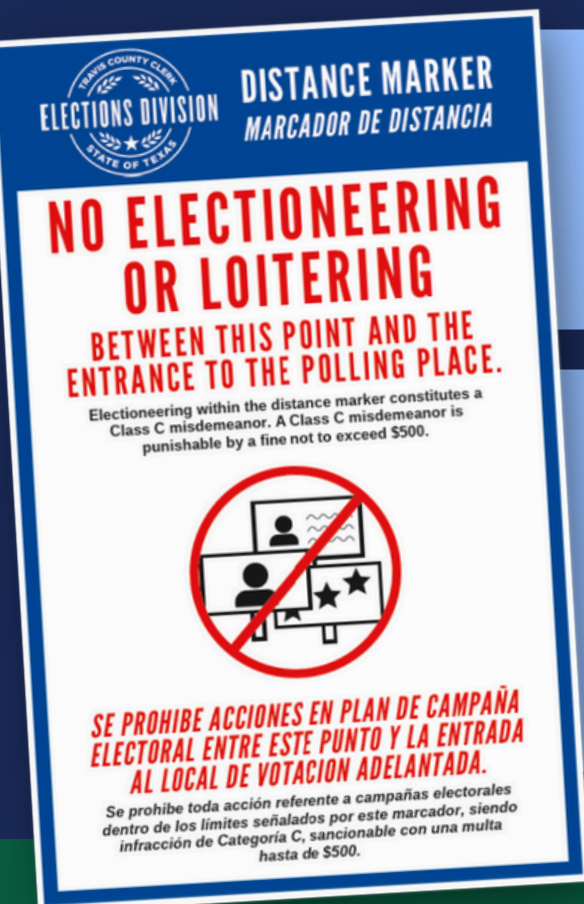
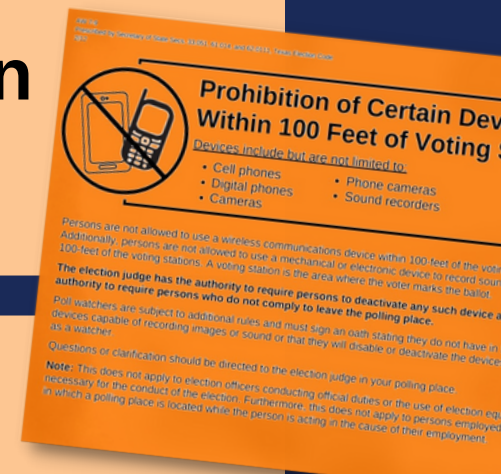
Exceptions: Voters may have written notes but cannot leave them in the polling place.

Electronic Devices

Wireless device use is prohibited within 100 feet of voting stations.

Post the provided Prohibition of Certain Devices postings, provided in your Forms Box.

Exceptions: Election officials conducting election business and voters with disabilities using a device to vote.



More information on page 6 in the manual



Reminder

Election Advisory No. 2024-09 | April 19, 2024

RE: Certain Activities in Vicinity of Polling Places

Each early voting and election day polling place must be organized with 100-foot distance markers posted at surrounding outside entrances to the building. During the voting period and inside this protected area, it is prohibited to electioneer, including expressing preference for or against any candidate, measure, or political party, **regardless of whether they are or are not on the ballot**, or relating to the conduct of an election. Tex. Elec. Code §§ 61.003, 85.036.



Reminder

Media



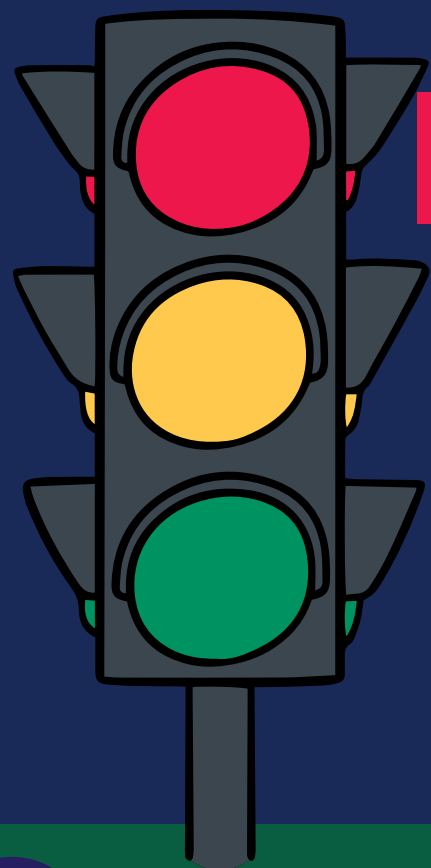
Poll Workers should never speak to the media.

When you have a media presence, call the call center. If media is asking for information, direct them to contact our main office (512) 854-4996 (information located on the contact posting in the Postings Kiosk)



Reminder

- The **Best Practices for Conflict De-Escalation** can be found in the purple Admin folder of your forms box.
- Always try your best to stay calm when interacting with anyone in the polling site.



Disruptive behavior: Seek Additional Help

Agitated Person: Find your Deputy or Judge

Person with Questions: Any poll worker



You can always call the Call Center

Rev. 9/2022



Best Practices for Conflict De-Escalation For Use in the Polling Place

When faced with a difficult circumstance, remember to stay...

Consider if the situation is targeted (the person came to the polling place planning to be disruptive) or reactionary (the person was upset by something in the polling place). Consider your options. Offer choices and optimism. Lean on your training to offer solutions, provide information, or redirect their concerns to an alternate resource. Most importantly, be positive!

Act calm even if you're not. If you speak evenly and at a lower volume, they have to stop yelling to hear you. Don't be afraid to use silence. Avoid phrases like, "Calm down!", "You're wrong.", or "Because I said so."

Listen and empathize. The most impactful way to positively de-escalate a situation is to listen carefully, genuinely try to understand the problem, and demonstrate empathy. Don't take it personally. Their concern is not with you. It may be with the process, equipment, or even something unrelated to elections.

Mind your body language and give space. Show active listening with eye contact, nodding your head, and using non-verbal but appropriate reactions to what they're saying.

Call for help. The safety of the voters and poll workers in your location is ultimately up to you. You must decide if the situation can be de-escalated or if you should reach out for help. Don't hesitate to call the call center for additional assistance. You can always put the person on the phone with the call center representative, too.

Call Center (512) 854-4783

! If there is any threat of harm or physical disturbance, do not hesitate to call 911 for law enforcement response.

Judging the Situation

Some situations may be handled by any poll worker, but there are some situations that should be handled by the Deputy/Judge or may even require additional assistance.



Disruptive Behavior: Seek Additional Help

- Examples:
- Person makes threats toward staff or others in the polling places.
 - Person will not cease a violation of the Election Code.

Agitated Person: Polling Location Deputy/Judge

- Examples:
- Voter does not like what is on their ballot.
 - Voter is disputing information from poll workers.

Person with Questions: Any Poll Worker

- Examples:
- Voter has questions about the voting process.

For more information on Emergency Procedures in the Polling Place, see page 7 of your Poll Worker Training Manual.





Reminder

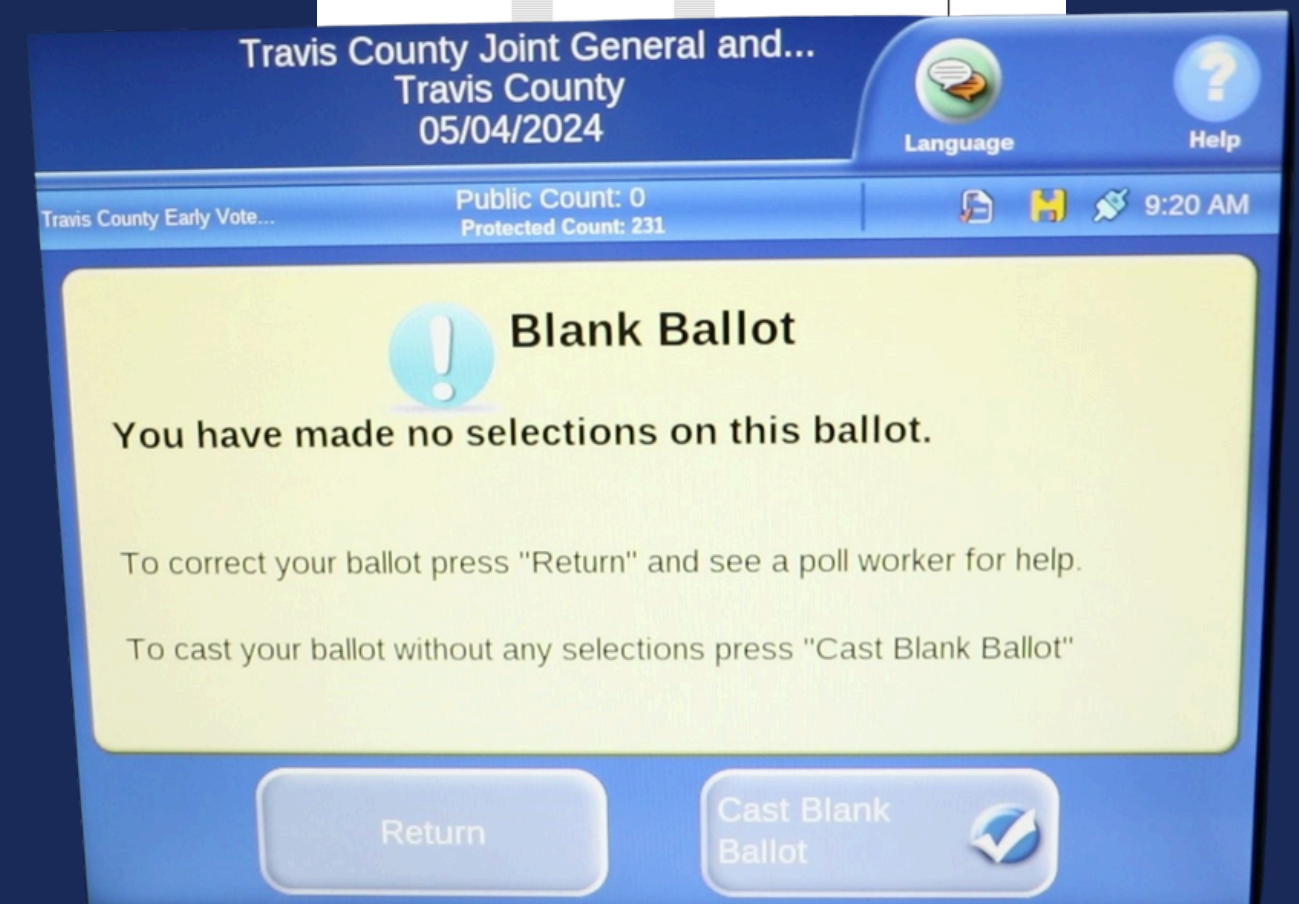
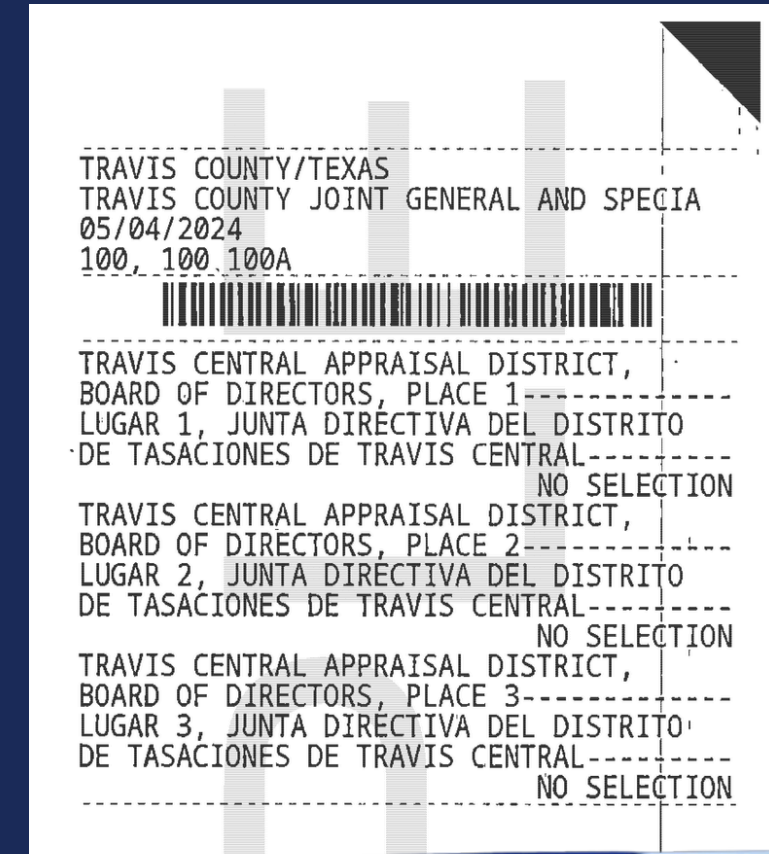
Protest Vote:

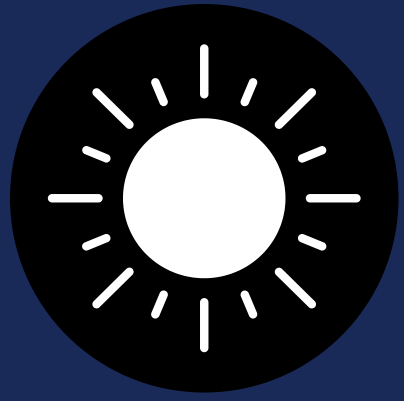
A voter may intentionally choose to make no selections on their ballot.

- This is commonly called a “protest vote” or intentionally blank ballot.

When a voter tries to cast a ballot with no candidates or issues selected, a warning message will occur on the Ballot Scanner.

- Verify that the voter intended to make no choices.
- If the voter intended to make selections, spoil the ballot, issue a new one, and assist them with using the Ballot Marking Device.





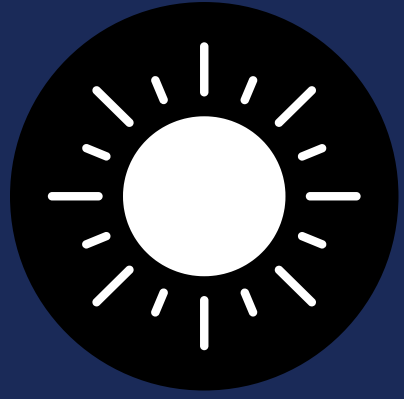
Opening the Polls

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





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



Processing Voters: Statement of Residence (SOR)

Forms:

File:

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023.

Statement of Residence

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

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 one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- 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.

X _____ Date ____/____/____
Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

Place Label Here

Last Name (Include suffix if any (Jr., Sr., III)) _____
First Name _____
Middle Name (If any) _____
Former Name _____

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) _____
Gender (optional): Male Female _____

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. _____
City and County of Current Residence in Texas _____
City and County of Former Residence in Texas _____
Date of Birth: month, day, year _____
Telephone Number - Include Area Code (Optional) _____

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. _____

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion of the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____
Ending Public Count: _____
Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____
Number of Provisional Ballots: _____
Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____

Page 34-36 in your manual



Processing Voters: Limited Ballot

Forms: Early Voting ONLY



Limited Ballot Information

You will be voting a Limited Ballot for the November 5, 2024 Joint General and Special Elections. This means that you are entitled to vote only on common races between Travis County and the previous county of residence.



Limited Ballot takes place during the Early Voting period, which is **October 21 – November 1, 2024**. The hours are: **Monday – Saturday: 7am – 7pm; Sunday: 12pm – 6pm.**



The Limited Ballot location is **5501 Airport Blvd, Austin TX in the Elections Division**. There will be signage to direct you.



If you would like to research your eligibility, please call 512-854-4996.

Processing Voters: Similar Name

Forms:

File:

21-6 Approved by Secretary of State Section 63.0011, Texas Election Code 9/2023.

Statement of Residence

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

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 one year in jail, a fine up to \$4,000, or both. Please read all three statements to affirm before signing.

- 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.

X _____ Date ____/____/____

Signature of Applicant or Agent and Relationship to Applicant and Date or Printed Name of Applicant if Signed by Witness and Date.

Place Label Here

Last Name (Include suffix if any (Jr., Sr., III)) _____

First Name _____

Middle Name (If any) _____

Former Name _____

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) _____

Gender (optional): Male Female

Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. _____

City and County of Current Residence in Texas _____

City and County of Former Residence in Texas _____

Date of Birth: month, day, year _____

Telephone Number - Include Area Code (Optional) _____

Texas Driver's License No. or Texas Personal I.D. No. (Issued by the Department of Public Safety) If no Texas Driver's License or Personal Identification, give last 4 digits of your Social Security Number. _____

I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number.

Daily Balancing Envelope

Location: _____

Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

AM Deputy Signature _____ PM Deputy Signature _____

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

Page 5 in your supplemental handout



Processing Voters: Reasonable Impediment Documentation

Forms:

7-62 Approved by Secretary of State Section 63.001(i), Texas Election Code 9/2023

Reasonable Impediment Declaration

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.

The reasonableness of your impediment cannot be questioned.

Name: _____

VUID (Voter Unique Identification Number) _____

X _____
Signature of Voter

_____ Date

This section to be completed by Election Official.
Sworn and subscribed before me, this _____ day of _____, 20____.

X _____
Signature of Presiding Election Official

Place Label Here

My reasonable impediment is due to the following reason(s):
(Check at least one box below)

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

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 _____

File:

Daily Balancing Envelope

Location: _____
Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

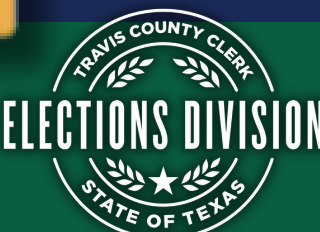
C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:
Beginning Public Count: _____
Ending Public Count: _____
Emergency Compartment Ballots: _____
From the ePollbook Check-in Totals:
Number of Regular Ballots: _____
Number of Provisional Ballots: _____
Number of Spoiled Ballots: _____
Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____



Processing Voters: Oath of Assistance/Interpreter

Forms:

7-63 Approved by Secretary of State Sections 64.0322 and 64.034, Texas Election Code 9/2023

Oath of Assistance

OATH OF PERSON ASSISTING VOTER: "I swear (or affirm) under penalty of perjury that the voter I am assisting represented to me they are eligible to receive assistance; I will not suggest, by word, sign, or gesture, how the voter should vote; I will prepare the voter's ballot as the voter directs; I did not pressure or coerce the voter into choosing me to provide assistance; 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; I will not communicate information about how the voter has voted to another person; and I understand that if assistance is provided to a voter who is not eligible for assistance, the voter's ballot may not be counted."

X _____
Signature of Assistant and Date

Oath of Interpreter

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 any election officer or to an election officer by the voter."

X _____
Signature of Interpreter and Date

The above oath was sworn and subscribed to before me this _____ day of _____, 20 ____.

X _____
Signature of Presiding Election Official

Date of Election _____

Polling Location _____

Printed Voter Assistant First Name _____

Printed Voter Assistant Last Name _____

Printed Voter Assistant Middle Name (If any) _____

Voter Assistant Residence Address
 Street Address and Apartment Number _____

Voter Assistant Residence City, State, and Zip Code. If none, describe where Voter Assistant lives. (Do not include P.O. Box, Rural Route, or Business Address) _____

Relationship of Assistant to Voter _____

Did you receive or accept any form of compensation or other benefit from a candidate, campaign, or political committee? Circle one:
 YES NO

File:

Daily Balancing Envelope

Location: _____
 Date: _____

End of Day Instructions

After the last voter has cast their Ballot Card in the Ballot Scanner.

A. Record the Public Count and Emergency Compartment Ballots in the sections on the right.

- The Public count is located on the upper middle portion of the Ballot Scanner screen.
- The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

- Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.
- Enter the Election Code and touch ACCEPT.
- Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.
- Touch CONFIGURATION REPORT and touch PRINT REPORT.
- Tear off report and file in this envelope.
- Touch the ADMIN button in the top right-hand portion of the screen.
- Touch SHUTDOWN to power off the Ballot Scanner.

C. Print the Check-in Totals from the ePollbook:

- Touch the three bar menu option in the upper right-hand corner of the screen.
- Touch CHECK-IN TOTALS.
- Choose today's date from the drop-down menu.
- Touch the blue PRINT button on the upper left-hand portion of the screen.
- Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.
- File the Check-in Total Report in this envelope.

D. Count the number of remaining blank cards from your supplies and record the total in the section on the right. (Include unopened packages. You do not need to open the packages.)

From the Ballot Scanner:

Beginning Public Count: _____

Ending Public Count: _____

Emergency Compartment Ballots: _____

From the ePollbook Check-in Totals:

Number of Regular Ballots: _____

Number of Provisional Ballots: _____

Number of Spoiled Ballots: _____

Number of Leftover Ballot Cards: _____

AM Deputy Signature _____ PM Deputy Signature _____

Processing Voters: Ballot by Mail SURRENDER

Forms:

6-7 Prescribed by Secretary of State Sections 63.011, 84.032, 84.038 Texas Election Code 1/2022

REQUEST TO CANCEL BALLOT BY MAIL FOR USE IN THE POLLING PLACE

To be Completed at an Early Voting or Election Day Polling Place

84.032 (d) Voter HAS Mail Ballot, Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I am surrendering my ballot by mail, presenting a Notice of Improper Delivery or presenting a Notice of Surrendered Ballot to an election officer at the polling place. I hereby request that my Application for a Ballot by Mail or Federal Post Card Application be cancelled for this election.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>
63.011 (a-1) Voter NOT HAVE Notice of Improper Delivery or Notice of Surrendered Ballot	<p>Statement: I do not have possession of my mailed ballot or a Notice of Improper Delivery or a Notice of Surrendered Ballot at the time I offered to vote. I wish to cancel my Application for a Ballot by Mail or Federal Post Card Application and vote in person. I understand that I will be given a Provisional Ballot.</p> <p><input checked="" type="checkbox"/> _____ Signature of Voter</p>

Place Label Here

I, _____,
a qualified voter for the _____ Election to be held on ___/___/___ request that my Application for Ballot by Mail or Federal Post Card Application be cancelled.

Signature of Voter

VUID (required)

File:

Election 17-0702 Envelope for Requests and Cancelled Ballots (17-03)
Prescribed by Secretary of State

Envelope for Requests and Cancelled Ballots for the _____ Election held on _____, 20____
Election Precinct No. _____ County, Texas.

Type of Election	Polling Location
Date of Election	Authority Conducting the Election Travis County Clerk Elections Division

REGISTER OF SURRENDERED BALLOTS BY MAIL

Date Ballot by Mail was Surrendered	Name of Voter	Ballot Serial Number
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		

I, the undersigned Deputy Early Voting Clerk (Early Voting) or Presiding Judge (Election Day) of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Surrendered Ballots by Mail for the above-mentioned election.
Given under my hand, this _____ day of _____, 20____.

Signature of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

Printed Name of Early Voting Clerk/Deputy Early Voting Clerk in Early Voting or Presiding Judge on Election Day

ENVELOPE FOR REQUESTS AND CANCELLED BALLOTS

1. This envelope is used when a voter completes a request to cancel his/her mail ballot at the polling place on Election Day.
2. The election judge shall write "cancelled" on the returned ballot and place the request and ballot in this envelope.
3. If the request to cancel a ballot does not comply, the election judge writes denied on the request and places the request in this envelope.
4. Return this envelope to the Receiving Substation.

Travis County General & Special Election
Elección General y Especial del Condado de Travis

November 2, 2021 Official Ballot 2 de noviembre, 2021 Boleta Oficial

101 B

Instructions: Please use a black or blue ink pen to mark your choices on the ballot. To vote for your choice in each contest, completely fill the oval (●) provided to the left of your choice.

Instrucciones: Por favor use una pluma de tinta negra o azul para marcar sus

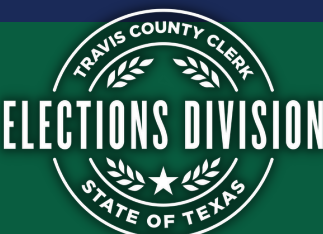
<p>Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i></p> <p>State of Texas Proposition 4 The constitutional amendment changing the eligibility requirements for a justice of the supreme court, a judge of the court of criminal appeals, a justice of a court of appeals, and a</p>	<p>Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i></p> <p>State of Texas Proposition 8 The constitutional amendment authorizing the legislature to provide for an exemption from ad valorem taxation of all or part of the market value of the residence homestead of</p>	
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TRAVIS COUNTY CLERK - ELECTIONS DIVISION
PO BOX 149325
AUSTIN, TX 78714-9325

OFFICIAL ELECTION MAIL
Approved by the U.S. Postal Service

This envelope contains blank EARLY VOTING OFFICIAL BALLOT and accompanying envelope.
Este sobre contiene en blanco BOLETA OFICIAL PARA VOTACION EN ADELANTADA Y sobres de acompañamiento.

Page 45-46 in your manual





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 61.002, Texas Election Code 9/2023

ELECTIONS DIVISION
STATE OF TEXAS

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 eRollbook. 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.	Day	1	2	3	4	C Total	
	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
	+	+	=	

You can follow along on page 8 in your supplemental handout





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. All unused Ballot Cards
 - e. Red Emergency Ballot Bag
 - f. Daily Balancing Envelope
 - g. Clear Timesheet Folder
 - h. Poll Watcher Envelope
 - i. Seal Assignment Envelope
 5. Name Badges and Lanyards*
 6. Security Keys and Location Keys*
 7. Black Forms Box
 8. Cell Phone
- *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





Elections Training Center

Scan with your
smartphone
camera!



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