

Election Day: May 2

7:00AM - 7:00PM

BEFORE CLASS STARTS:

Log into your ePollbook

Fill out your *Constitutional Oath*

Welcome!





Poll Worker Eligibility

A person is ineligible to serve as an election judge or clerk if:

- **The person holds an elected public office. [Sec. 32.052]**
- **The person is an opposed candidate. [Sec. 32.053]**
- **The person is an employee of an opposed candidate. [Sec. 32.054]**
- **The person is a relative of an opposed candidate. [Sec. 32.054]**
- **The person is the campaign treasurer. [Sec. 32.055]**
- **The person is the campaign manager. [Sec. 32.0551]**
- **The person has been finally convicted of an election offense. [Sec. 32.0552]**



Oath

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

Leave the bottom line blank

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



What's New?

- Manual updated for 2026. Refer to the manual you received today for information.
- Refer to supplemental for L26 specific information.

**Poll Worker
Training Manual**



2026



Reminder:

- **Pre-Numbered Ballots**
 - You must inspect and count the ballots after opening and before issuing to voters.
 - The ballots must be given out in random order. Once an open package is inspected, disarrange the ballots.
 - Keep ballots with serial number face down when distributing ballots to voters.
 - Judge's signature goes on the back of the ballot above the serial number.

Election Judge

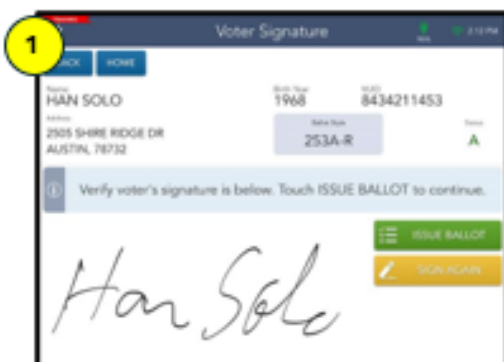
123456789



What's New? - Checking in Voters

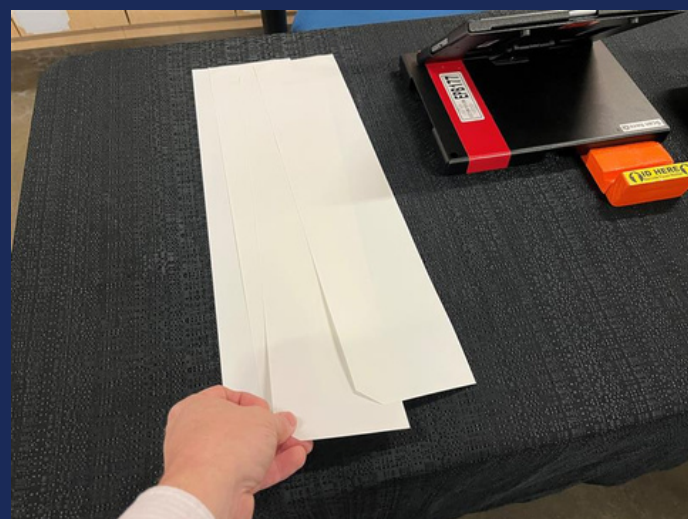
Checking in the Voter

When checking in a voter, the voter should select a ballot from the disarranged ballot supply. At each ePollbook, have three to four small stacks of ballots for the voter to choose from. Be sure the serial numbers printed on the back of the ballot are face down and cannot be seen. When arrive at the "ISSUE BALLOT" screen (1) during the check in process, have the voter select a ballot from of the ballots arranged in front of them.



If space at the check in table is limited, as an alternative to having individual stacks of ballots, you can take three to four ballots from a single stack and offer to let the voter choose from those ballots. As always, be sure that the serial numbers are not visible when the voter is choosing their ballot.

- Voters must select their own ballots.*
- Option 1: Spread 3 ballots/stacks on the table by the ePollbooks that voters can select from. Replenish as needed.
- Option 2: If space is limited, you can pick up 3 ballots from the top of one stack of disarranged ballots and allow the voter to select their ballot.
- Reminder: serial numbers should always face down during this process.

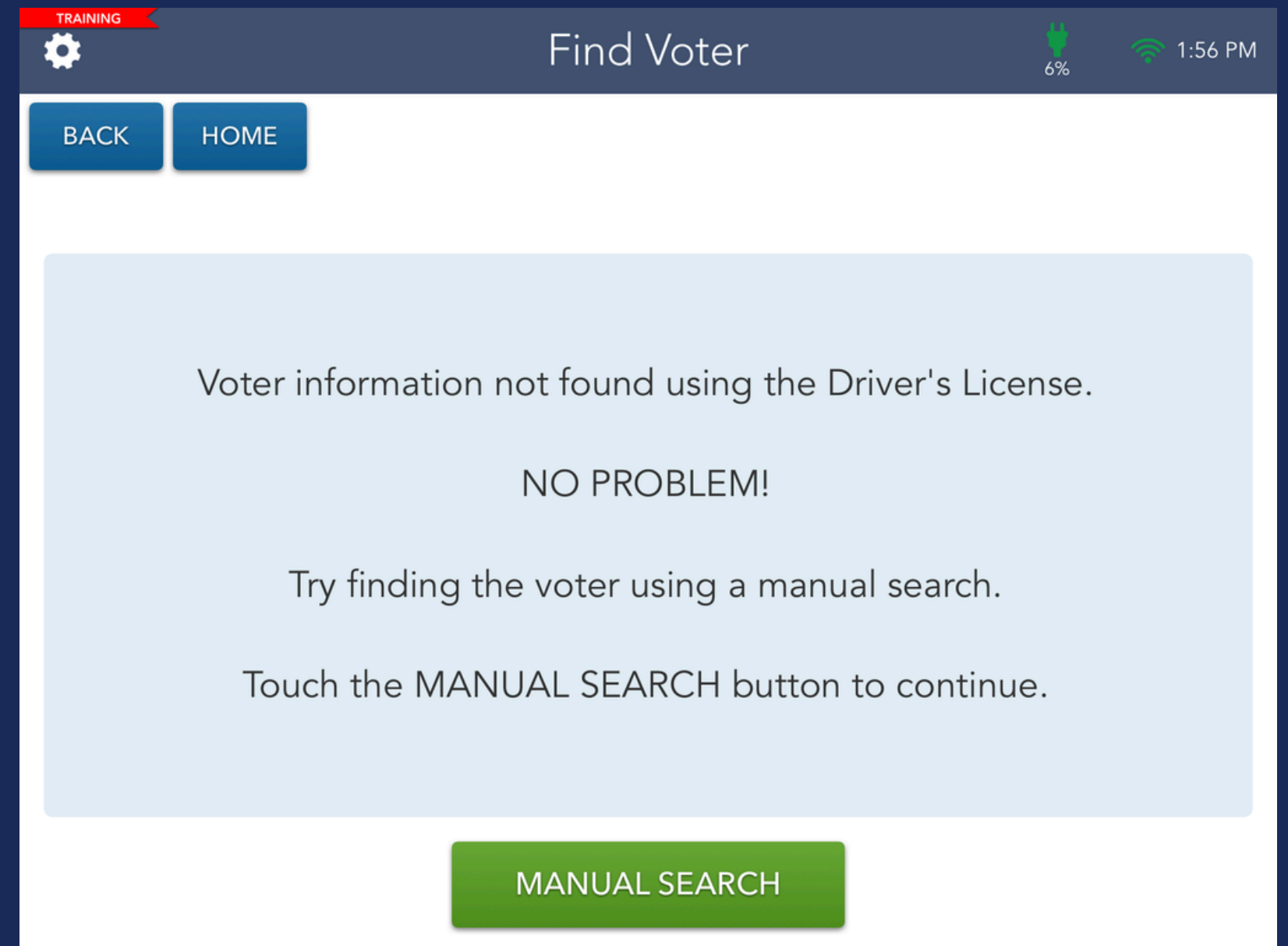


Supplemental Handout; *After a voter is accepted for voting, the voter shall select a ballot, go to a voting station, and prepare the ballot. (Sec. 64.001)



What's New? - Checking in Voters

- If a voter's record does not come up:
 - They may not have a ballot for this election
- Have the voter check the map of areas in the elections
- Call the Call Center

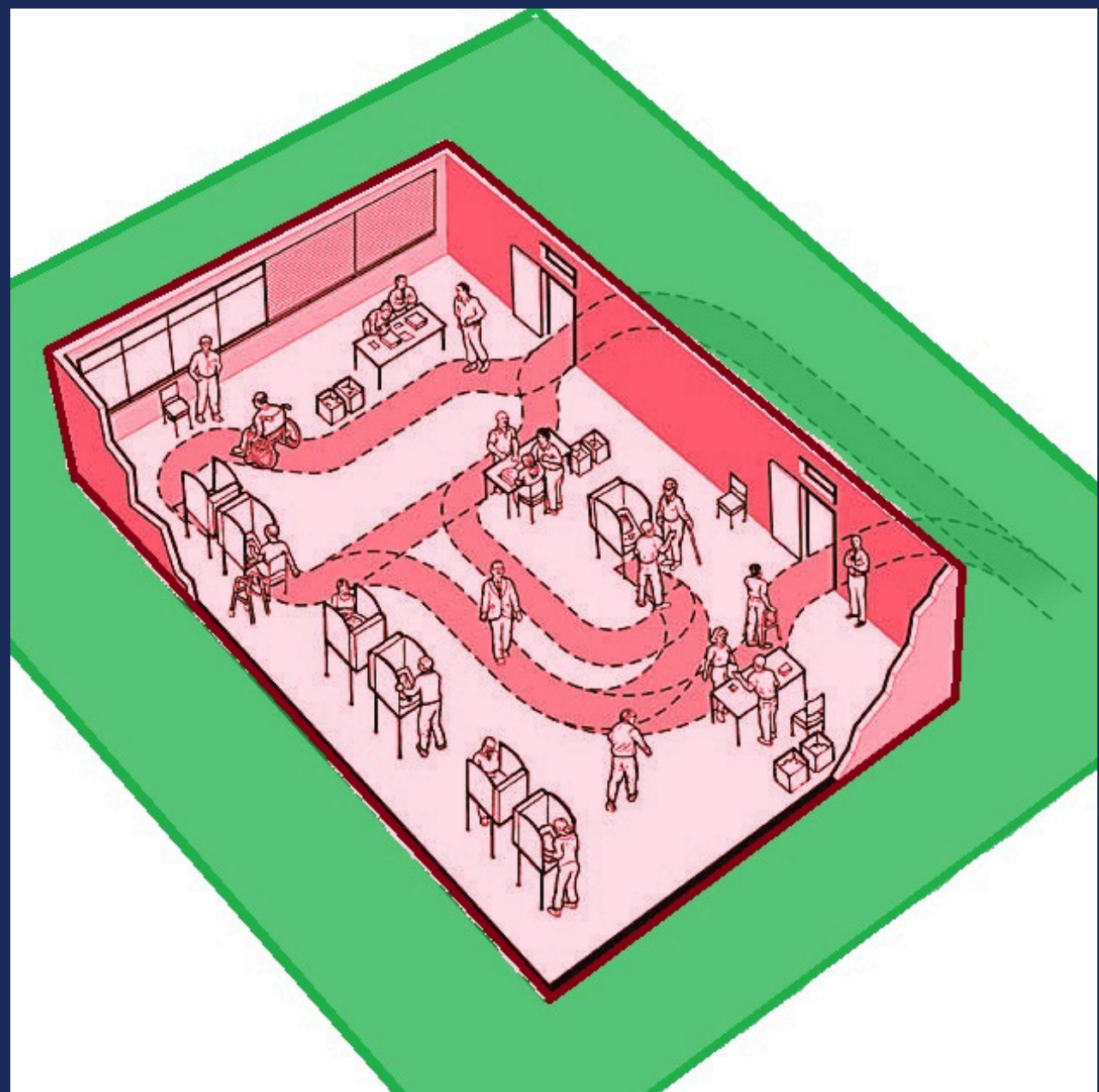


Call Center: 512-854-4783



Electronic Devices

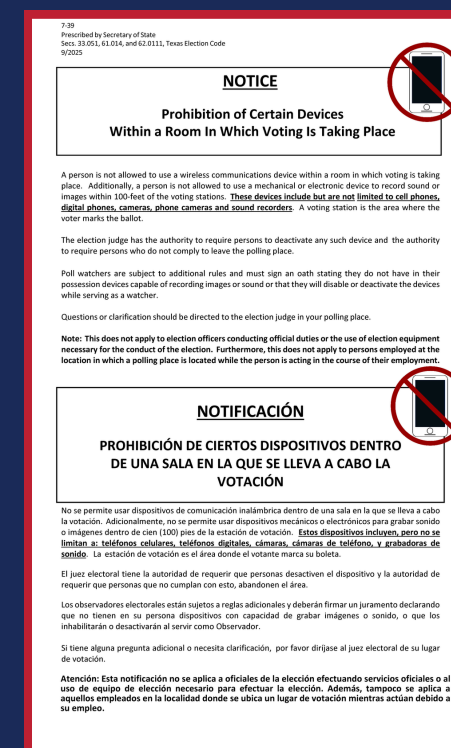
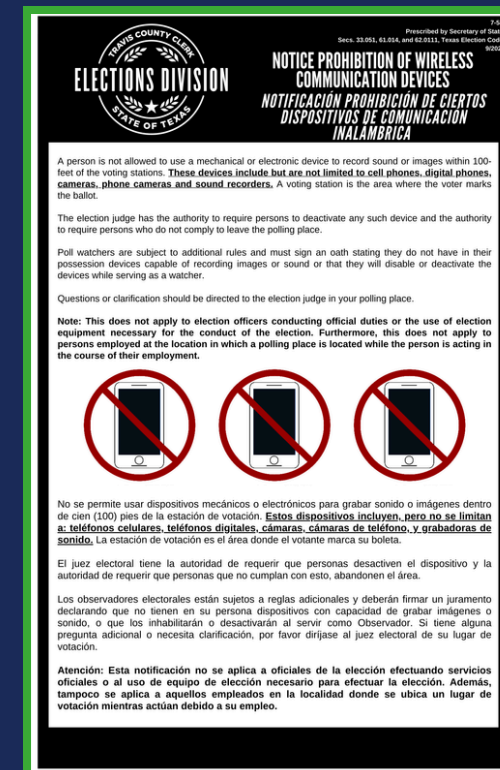
• GREEN ZONE



- Acceptable:
 - Looking up ballot
 - Texting
 - Checking Email
- Not Acceptable:
 - Video recording
 - Audio recording
 - Taking photos
 - Phone calls

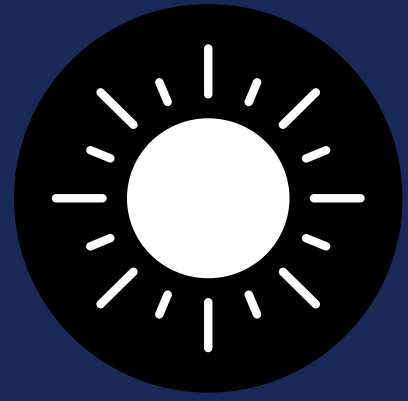
• RED ZONE

- Must be put away and out of sight.



Checklist: Opening the Polls

- **Make sure all voting equipment is ready by 7am, Page 14**
 - **Ballot Scanner, Page 34**
 - **ePollbook, Page 46**
 - **BMDs, Page 66**
- **Set up:**
 - **curbside parking, Page 120**
 - **exterior ADA remediation, Page 11**
 - **electioneering boundary signs, Page 17**
- **File all broken seals in envelopes, Page 34**
- **Be sure Public Count on the Scanner is zero. Page 36**
- **Both judges sign and file the Zero Report in the Green Results Bag. Page 36**



Checking In Voters

Your Table Trainers will guide you through voter check-in procedures.

Need Help?

Read the Manual

Call the Call Center



Break

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

You can visit the Site Compliance Packet table in the back and familiarize yourself with the materials.



Standard Affidavits

Write a standard affidavit when:

- An emergency ballot is cast
- When adding additional information about a provisional ballot (place in Daily Balancing Envelope)
- Someone leaves with their ballot
- You notice anything out of the ordinary
- When in doubt: call the Call Center and fill out a standard affidavit.

Standard Affidavit	
I _____	
Solemnly swear that _____	

<input checked="" type="checkbox"/> _____	Pct. No. (No. de Pct.)
Signature of Voter and Date	
<input checked="" type="checkbox"/> _____	Type of Election (Tipo de Elección)
Signature of Presiding Election Official and Date	
Sworn and subscribed to before me on the date indicated above. Authority Conducting Election: Travis County, State of Texas.	

Ballot Scanner/Ballot Marking Device

Table Trainers will guide you through opening and closing the Ballot Scanner and Ballot Marking Device.

Need Help?

Read the Manual

Call the Call Center



Curbside Voting

- Be sure to set up curbside parking first thing.
- Make sure 20' electioneering boundary signs are in place.

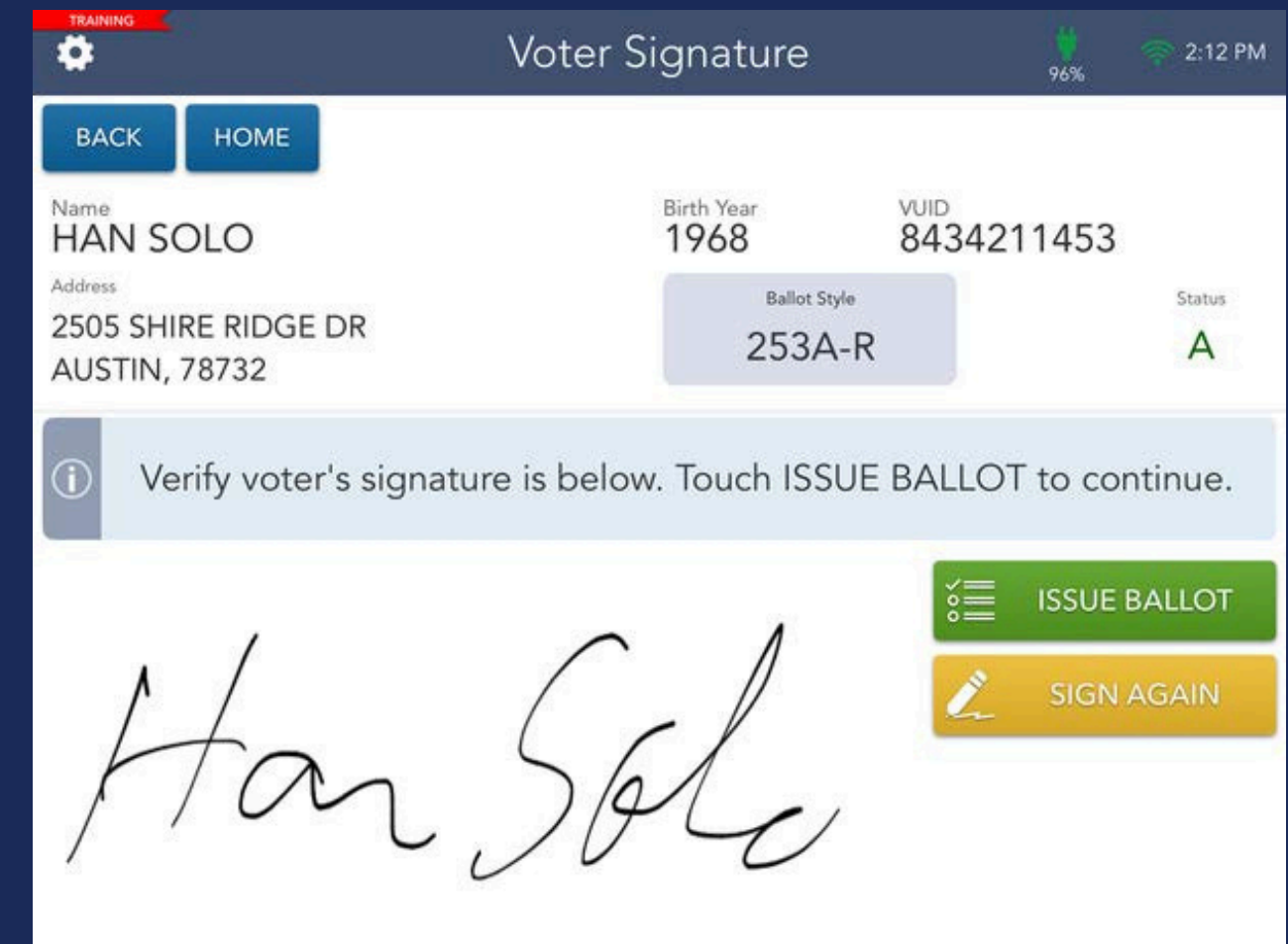
Steps for checking in a curbside voter:





Curbside Voting

- When you arrive to the car:
 - Check-in the voter, have them fill out the Curbside Statement form, and stop at the “ISSUE BALLOT” screen.
 - Ask the driver “Have you transported seven or more people to vote curbside since early voting began on April 20th”. If they answer YES to this question, have them fill out the transportation roster.





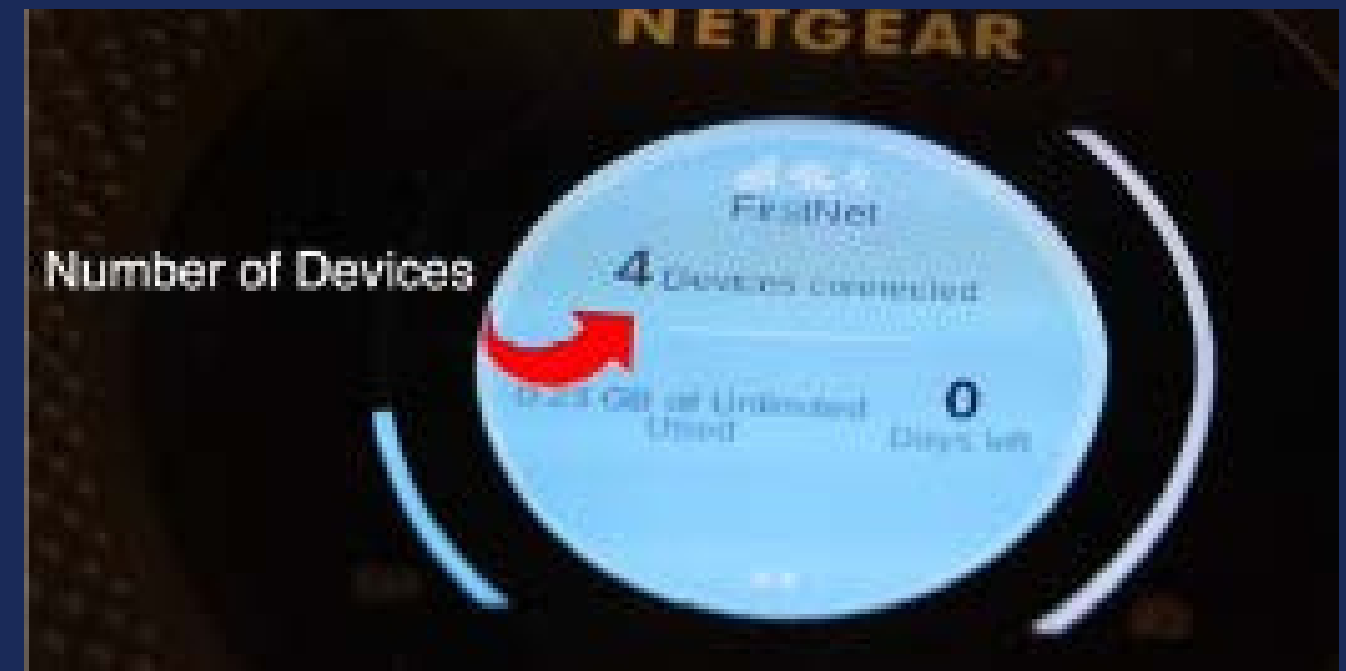
Curbside Voting Ballot Selection

- All voters must select their own ballots, including curbside voters.
- Tell the curbside voter “Every voter is allowed to select their own ballot card that we’ll prepare for you. On the check-in table we have 3 stacks of ballot cards. Since you are curbside voter, would you pick a number 1 through 3 so I can select that ballot card on your behalf.”
- Return to the voting room.



Curbside Voting

- Before printing the ballot, make sure the ePollbook is connected to the MiFi by checking the number of devices connected on the MiFi screen.
- Once confirmed, load a ballot into the Express Vote printer and print the ballot header.
- Gather any needed forms (SOR, RID, etc.) that the voter may need to sign.





Curbside Voting

- Retrieve a BMD that is not being used (not the ADA BMD), place it face down, using the bungee cord to strap down the device.
- Retrieve a secrecy envelope, gently fold the ballot and place it inside for transport.
- With a second poll worker*, take the BMD and ballot to the voter's vehicle and set up the BMD for the voter.



* If four or more election officers are present at the polling place, two election officers shall deliver a ballot to the voter at the polling place entrance or curb. (Sec. 64.009(a-5))



Curbside: Chain of Custody

- The poll worker who checked in the voter needs to complete the curbside voting process from start to finish.
 - No handing off ballots or splitting the process.
- The second poll worker is acting as a witness when handling the ballot and assisting with equipment.



Curbside Voting

- Once the voter has finished, gently fold the ballot and place it in the secrecy envelope.
- Ask the voter not to leave until you return to their vehicle.
- Both poll workers should return with ballot and immediately deposit the ballot in the Ballot Scanner.
- Return to the curbside voter with the “I Voted” sticker.



Closing the Polls: Election Night

- Call the Call Center when the last voter has voted
- Once all voters have cast their ballots, begin closing equipment.
- Complete all paperwork
- Bring in external materials:
 - Curbside
 - ADA remediations
- Call the Call Center when you (Judge) are heading to Central Receiving Station.



Envelopes

- **Yellow Envelope #2**
 - Reasonable Impediment Declaration forms
 - Standard Affidavit
 - Poll Worker Oaths
 - Oath of Assistance
 - Notice of Total Number of Voters Who Have Voted
 - Curbside Transportation Roster
 - Curbside Voter Statement
 - Election Worker Assistance Sheet

WB-5
Prescribed by Secretary of State
Section 66.023, Texas Election Code
3/7

Records of _____ Election
held on the _____ day of _____,
20____ in Election Precinct No. _____
in _____ County, Texas.

ENVELOPE 2

TO: _____
(Title of General Custodian of Election Records)

NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Notice of No. of Voters Who Voted During the Day
2. Standard Affidavits
3. Completed Reasonable Impediment Declarations
4. Oaths of Election Officers (if applicable)
5. Poll Watcher Certificates of Appointment (if presented)
6. Completed Oath of Assistants and Oath of Interpreters



Envelopes

- **Judge's Pink Envelope #3**
 - Pink copy of timesheets
 - Results Report
 - Pink copy of Ballot and Seal Certificate
 - Provisional List Label

AW'S-6
Prescribed by Secretary of State
Section 66.024, Texas Election Code
3/07

Records of _____ Election
held on the _____ day of _____,
20____ in Election Precinct No. _____,
in _____ County, Texas.

ENVELOPE 3
PRESIDING JUDGE KEEPS THIS ENVELOPE
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope for retention in your custody:

1. List of Provisional Voters (copy)
2. Ballot Register (copy)
3. Ballot & Seal Certificate (copy)
4. Statement of Compensation (Pink copy)

*Note that the Judge must retain this envelope for 22 months.



Envelopes

- **Grey Envelope #4**
 - Statement of Residence

ANS-7 (1-12)
Prescribed by Secretary of State
Section 66.027, Texas Election Code

VOTER REGISTRATION MATERIAL OF
_____ Election held on the _____
day of _____, 20____
in Election Precinct No. _____
in _____ County, Texas.

ENVELOPE 4
TO VOTER REGISTRAR
NOTE TO PRECINCT PRESIDING JUDGE
Enclose in this envelope:

1. Completed Voter Registration Applications
2. Statements of Residence (completed)
3. Completed Similar Name Correction Forms



Register of Official Ballots/Ballot and Seal Certificate

REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE

Election Title: _____ Location Name: _____

Date: _____ Ballot Scanner Identification Number(s): _____

INSTRUCTIONS: This is the most important form completed by the ELECTION JUDGE!

Please fill in each of the lines below and sign the form. Direct each clerk and up to two poll watchers (if present) to sign the form. File each copy of this form in the appropriate locations as directed below.

A. Number of Blank Ballots Received	Initial Ballots Issued	Supplemental Ballots Received	A Total			
	+	=				
B. Public Count of voted Ballots from Ballot Scanner Results Tape	Public Count from Ballot Scanner					
C. Number of Emergency Ballots secured in Emergency Ballot Bag	Recorded on Ballot Transmittal Form					
D. Number of voted Provisional Ballots	Number of Provisional Ballots					
E. Number of Spoiled Ballots + Number of Abandoned Ballots + Unused Blank Ballots signed by the Election Judge	Number of Spoiled Ballots	Number of Abandoned Ballots	Number of Unused Ballots, Signed	E Total		
	+	+	=			
F. Number of Unused Unsigned Ballots	Number of Unused Ballots, Unsigned					
G. Total number of Ballots accounted for (Add Lines B + C + D + E + F)	Number from Box B	Number from Box C	Number from Box D	Number from Box E	Number from Box F	G Total
	+	+	+	+	=	
H. Total number of Ballots unaccounted for (Line A minus Line G)	Number from Box A	Number from Box G			H Total	
	-	=				
I. Total number of names on the Poll List or Combination Forms or ePollbook	Total Check-ins (Regular + Provisional Check-ins)					
J. Number of Ballots in the Blue Ballot Bin (Line I minus Line H minus Line D minus Line C)	Number from Box I	Number from Box H	Number from Box D	Number from Box C	J Total	
	-	-	-	=		

* If there is a difference of 4 or more between line J and line B, the ballots are to be transferred to Central Counting Station to be counted.

Record the serial numbers of the seals used on the Blue Ballot Bin: _____

AFFIDAVIT

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.

WITNESS MY HAND this _____ day of _____, 20____

Presiding Judge: _____ Clerk: _____

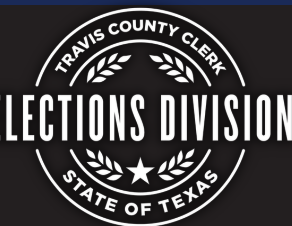
Alternate Judge: _____ Clerk: _____

Poll Watcher (if present): _____ Clerk: _____

Poll Watcher (if present): _____ Clerk: _____

White copy (Green Results Bag), Yellow copy (Purple Ballot Bag), Pink copy (Pink Envelope #3)

Please refer to your Supplemental Handout/Training Manual Page: 148





Central Receiving Station (CRS)

At the end of Election Day, follow the checklist on page 136.

For Ballot Scanner closing procedures, follow the instructions on page 39 in the Training Manual

Be sure the following is in the Green Results Bag before Sealing:

- USB Results stick placed in the front clear window with the bar code facing out.
- Voting Results Report (with both Judges' signatures)
- From the ePollbook:
 - Check-in Totals. Page 53
 - Daily Reports
 - Test Labels
- The white copy of the *Register of Official Ballots/Ballot and Seal Certificate*.
- Configuration Report

Elections Training Center



Scan with your
smartphone
camera!

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