



Welcome!

We're so glad you're here for the
Early Voting training for the **2024**
Primary Runoff Election!

Your table trainer will introduce
themselves to you momentarily.



Poll Worker Manual

Poll Worker Training Manual



Primary Election
March 5, 2024

- Manuals will be given to **Deputies and Alternate Deputies.**
- If you have your manual from the 2024 Primary Election, re-use it!
- Clerks will be given a manual to use for **IN CLASS ONLY.** Please do not write in it.
- A manual is also provided in your forms box.



**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

Oath of Election Worker





2024 Primary Runoff Election

- **Election Day:** May 28, 2024
 - Polls Open 7:00AM - 7:00PM
- **Early Voting:** May 20 - May 24, 2024
 - Polls Open 7:00AM - 7:00PM Monday - Friday



Find key dates on **page 1** of your supplemental handout



2024 Primary Runoff Election

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

- The following sites will have extended hours the last day of Early Voting (May 24):

- Austin Permitting & Development Center
- Ben Hur Shrine Center
- Carver Branch Library
- Lakeway Activity Center
- PACE Campus Gym
- Southpark Meadows
- UT Flawn Academic Center



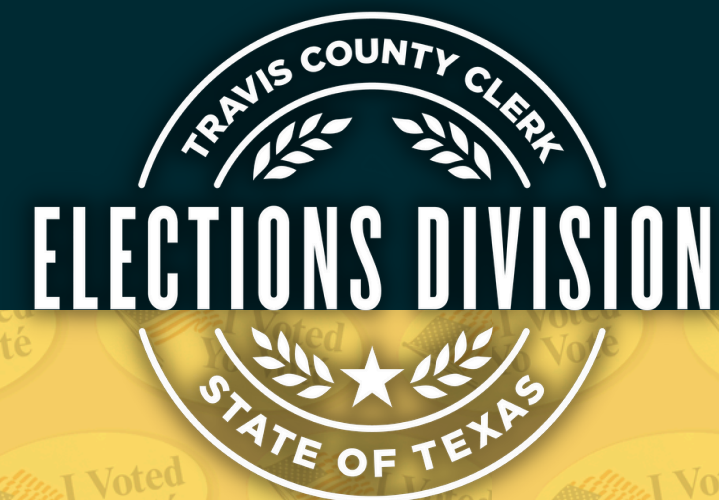
Find key dates on **page 1** of your supplemental handout



Pay Period & Timesheets

Pay Period	Pay Day
May 20 - May 24	June 15
May 28	June 15

- Time is recorded in the ePollbook.
- When you clock out, a label will print with your time listed.
- Tear the label in half and place one label on the Statement of Oaths and Compensation.
- Sign the Statement of Compensation and those of your clerks.
- Place the completed Statements in the clear timesheet envelope.
- **See us after class if you need a Direct Deposit form.**



For more information on Timesheets, see **page 99-100** in the manual



What's on the Ballot?

- During Primary Runoff elections, voters can only vote in the party they participated in during the Primary Election.
- Voters who did not vote in the initial primary will need to select which party's primary runoff they want to vote in.
- DO NOT select the party for the voter or suggest which party's primary runoff they should select.

The screenshot shows a mobile application interface for "Ballot Selection". At the top, there is a status bar with a "TROUBLESHOOT" button, a gear icon, and the title "Ballot Selection". The status bar also displays "8%", signal strength, Wi-Fi, and the time "11:27 AM". Below the status bar, there are two buttons: "BACK" and "HOME". A light blue box contains an information icon and the text "Select your party below.". Below this box are two buttons: "Democratic" and "Republican". At the bottom, there is a button with a language icon and the text "CAMBIAR IDIOMA".





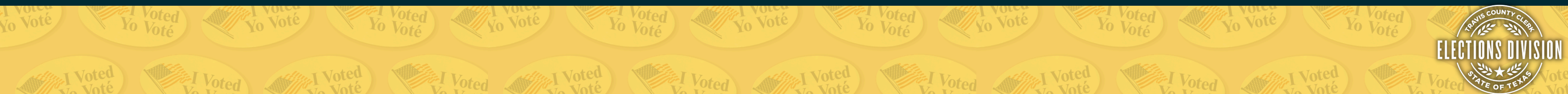
Reminder

- Total Number of Voters Voted will no longer be posted during Early Voting.
- This information is now publicly available on the Travis County Elections website.

Total Number of Voters Voted – Early Voting
(Aviso del numero de votantes que han votado en Votación Adelantada)

Location (Lugar): _____

Date	AM Shift	PM Shift	Daily Total	Cumulative Total
Monday, January 10, 2022				
Tuesday, January 11, 2022				
Wednesday, January 12, 2022				
Thursday, January 13, 2022				
Friday, January 14, 2022				
Saturday, January 15, 2022				
Sunday, January 16, 2022				
Tuesday, January 18, 2022				
Wednesday, January 19, 2022				
Thursday, January 20, 2022				
Friday, January 21, 2022				
Total for Location: (Total por Lugar):				





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

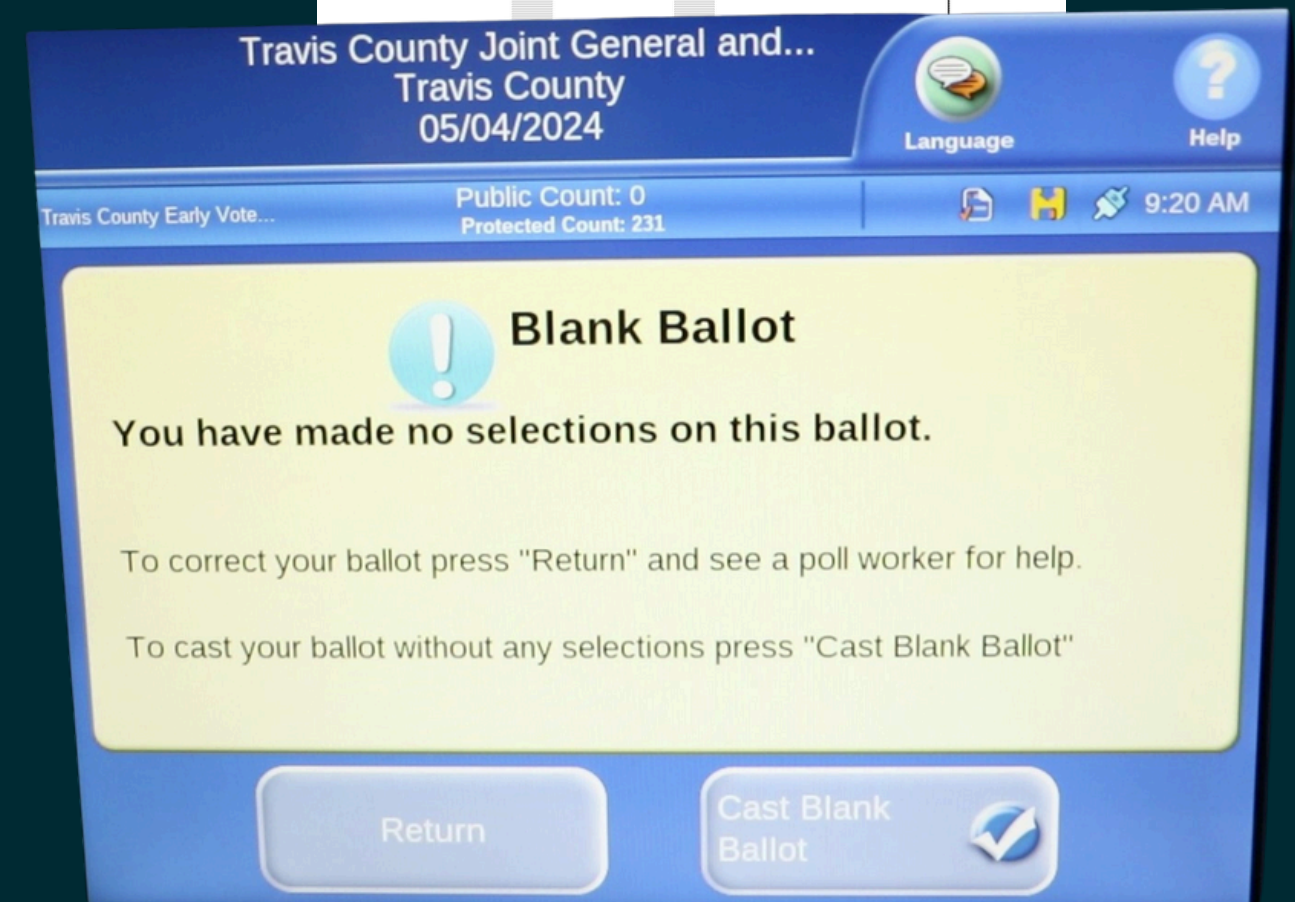
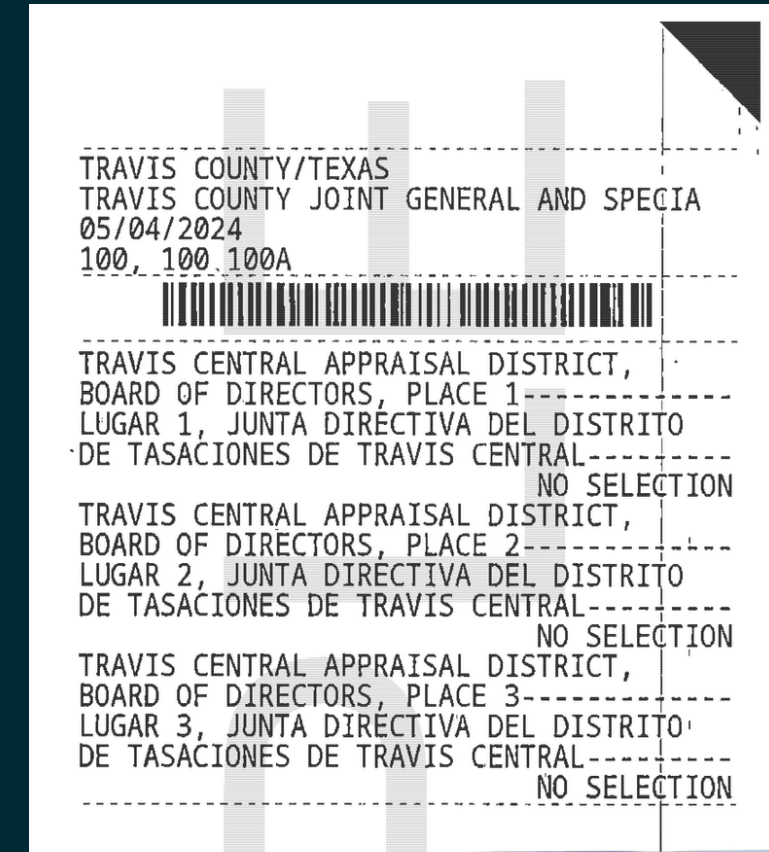
Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Cancel Chec...	Total
125A					0	1
126A					0	1
470A					0	1
481A					0	5
Total for: (481A)			5	0	0	5
482A	214	Express Link	1	0	0	1



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.





Reminder

Poll Watchers:

- All poll watchers must present a filled out and signed **Certificate of Appointment** and a **Certificate of Completion** form when they arrive at the polling site.

4-28
Prescribed by Secretary of State
Sections 33.005, 33.006, 33.051 Texas Election Code
9/2023

CERTIFICATE OF APPOINTMENT OF POLL WATCHER FOR PROPOSITIONS OR MEASURES
To the Presiding Judge/Deputy Early Voting Clerk:

4-29
Prescribed by Secretary of State
Sections 33.004, 33.006, 33.051 Texas Election Code
9/2023

**CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY REGISTERED VOTERS
ON BEHALF OF A WRITE-IN CANDIDATE**
To the Presiding Judge/Deputy Early Voting Clerk:
The following person has been appointed to serve as a poll watcher on my behalf:

4-26
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051 Texas Election Code
9/2023

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE
To the Presiding Judge or Early Voting Clerk:

4-27
Prescribed by Secretary of State
Sections 33.003, 33.006, 33.051 Texas Election Code
9/2023

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A POLITICAL PARTY
To the Presiding Judge or Early Voting Clerk:

Certificate of Completion
This certifies that
Roger Smith
successfully completed the
Texas Online Poll Watcher Training
May 2, 2024

Jane Nelson
Jane Nelson
Secretary of State



December 12, 2024
Certificate
Expiration Date

For more information, see **page 11** in the manual





Reminder

- A laminated Poll Watcher Certificate of Appointment Guide will assist you in confirming the poll watcher's appointment is filled out completely and correctly.
- Use the Poll Watcher's Guide provided by the Texas Secretary of State's office for guidance on how to receive a poll watcher and what poll watchers are allowed to do in a polling site.
- A laminated Poll Watcher FAQ is also in your supplies.

For more information, see **page 11**

Rev. 9/2023



Poll Watcher Certificate of Appointment Guide

There are **four different authorities** that could appoint a **Poll Watcher** to a polling location: a political party, a specific-purpose political committee that supports or opposes a proposition or measure on the ballot, a candidate, and registered voters on behalf of a write-in candidate. There is a different Certificate of Appointment for each type of appointing authority.

POLL WATCHER'S GUIDE



Issued by the

**SECRETARY OF STATE
ELECTIONS DIVISION**

P.O. Box 12060
Austin, Texas 78711-2060
www.sos.texas.gov
(512) 463-5650
1-800-252-VOTE (8683)
Dial 7-1-1 for Relay Services

Updated: August 2023

WATCHER BY A CANDIDATE

in accordance with [Sec. 33.002, Texas

ate **B**
Name
of Election
2022 General Election
Poll Watcher is to serve
Building 5501 Airport Blvd.

on should be already completed when the
location are correct.

", "Name or Number of Proposition on

site at a time. As the Deputy/Judge of a site,
ners for the same appointing authority at a

County Chair of each political party that
the County Chair does not make an
ve Committee may make the

filled in and whether they favor or oppose

ppointed by the campaign treasurer or an
tee.

be appointed by each candidate whose
ates in an election for an office of a
t of the United States. In an election for
n one county, Poll Watchers may also be

ate:
voters may appoint Poll Watchers on
f write-in candidacy is not required to be
ent is the lesser of 15; or 5% of the

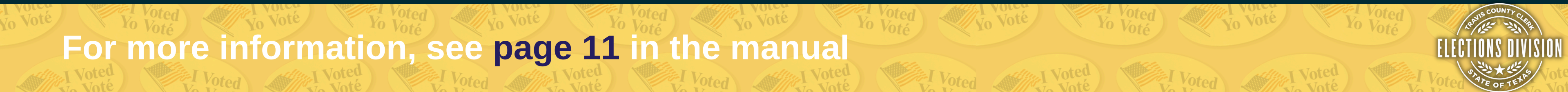
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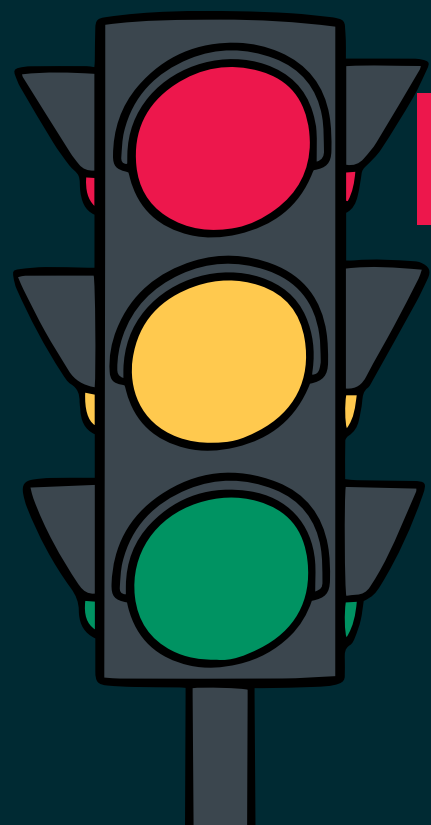
For more information, see **page 11** in the manual





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.





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.

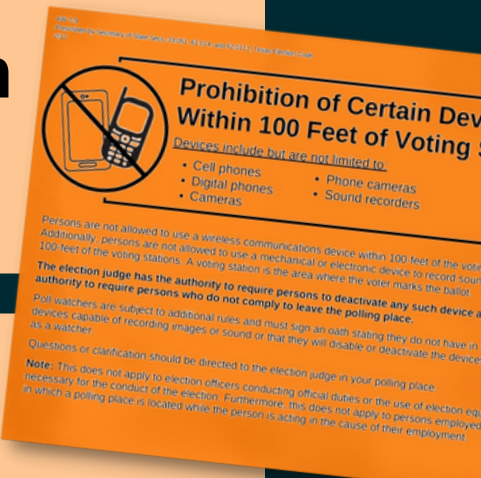
Exceptions: Voters may have written notes but cannot leave them in the polling place.

Electronic Devices

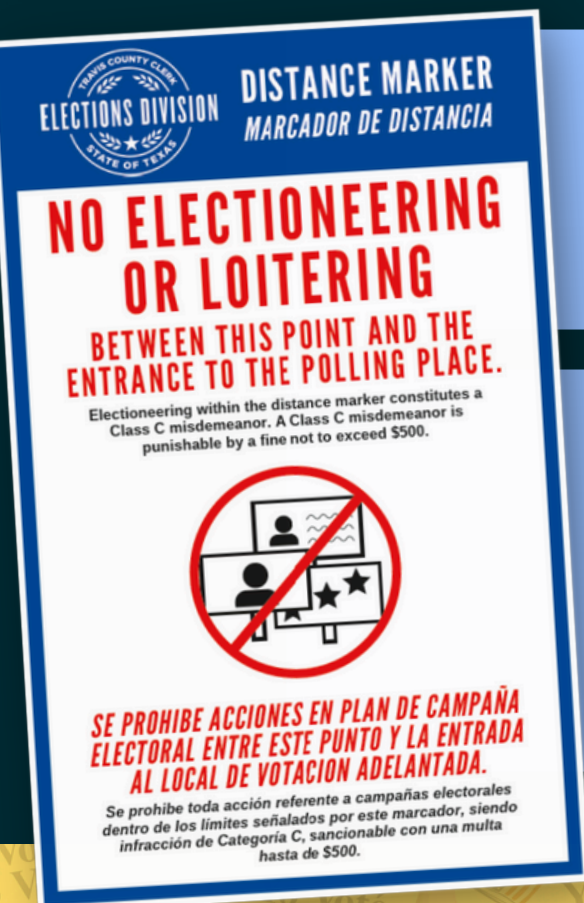
Wireless device use is prohibited within 100 feet of voting stations.

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



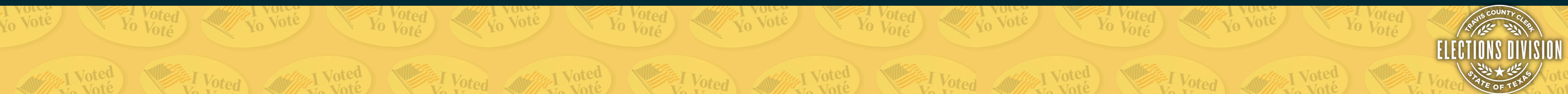


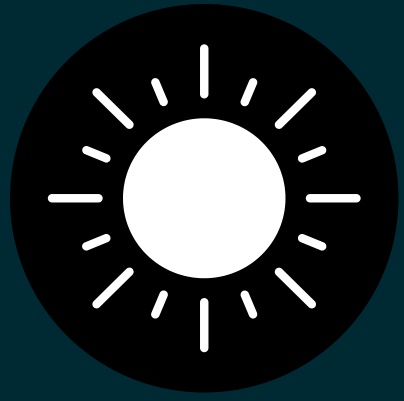
Reminder

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.



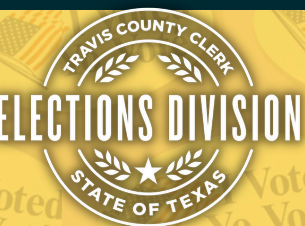


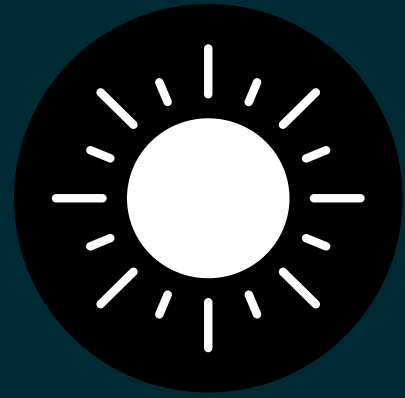
Opening the Polls

With your Table Trainer...

- Make sure your **ePollbook** equipment is set up (*but do NOT sign in or clock in yet!*): [page 16](#)
- Turn on and learn about the ADA features of the **Ballot Marking Device**: [page 22](#)
- Open polls on the **Ballot Scanner**: [page 18](#)

Follow along in your manual

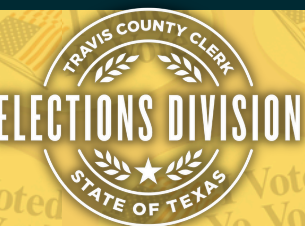




Processing Voters

We'll briefly review the following voter scenarios and cover any questions you might have.

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.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right-hand portion of the Ballot Scanner screen.

2. Enter the Election Code and touch ACCEPT.

3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.

4. Touch CONFIGURATION REPORT and touch PRINT REPORT.

5. Tear off report and file in this envelope.

6. Touch the ADMIN button in the top right-hand portion of the screen.

7. Touch SHUTDOWN to power off the Ballot Scanner.

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

1. Touch the three bar menu option in the upper right-hand corner of the screen.

2. Touch CHECK-IN TOTALS.

3. Choose today's date from the drop-down menu.

4. Touch the blue PRINT button on the upper left-hand portion of the screen.

5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.

6. 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 35-37 in your manual

The logo for the Travis County Clerk's Elections Division, featuring a circular seal with a star in the center and the text "TRAVIS COUNTY CLERK" and "ELECTIONS DIVISION" around the perimeter, with "STATE OF TEXAS" at the bottom.

Processing Voters: Limited Ballot

Forms: Early Voting ONLY



Limited Ballot Information

You will be voting a Limited Ballot for the May 28, 2024 Primary Runoff Election. 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 **May 20 – May 24, 2024**.
The hours are: **Monday – Friday: 7am – 7pm***.

*Limited Ballot will have extended hours (7am-10pm) on the last day of Early Voting



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:

Travis County

VOID



8073789976

Voter's Similar Name
Correction Request
Form

Name as it Appears from VR Record:
Jedi Master Yoda

Name as it Appears on ID:
Jedi Master Yoda

Election: May 06, 2023 Joint General
and Special Elections

Location: ED1864 - Austin Energy
Headquarters

Date/Time: 2023-03-22 09:58

Signature:

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.

1. The Public count is located on the upper middle
portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the
Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right- hand
portion the Ballot Scanner screen.

2. Enter the Election Code and touch ACCEPT.

3. Touch REPORT OPTIONS. Use the yellow down
arrow to scroll down to the second page.

4. Touch CONFIGURATION REPORT and touch PRINT
REPORT.

5. Tear off report and file in this envelope.

6. Touch the ADMIN button in the top right-hand
portion of the screen.

7. Touch SHUTDOWN to power off the Ballot Scanner.

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

1. Touch the three bar menu option in the upper right-
hand corner of the screen.

2. Touch CHECK-IN TOTALS.

3. Choose today's date from the drop-down menu.

4. Touch the blue PRINT button on the upper left-hand
portion of the screen.

5. Record the number of Regular, Provisional and
Spoiled Ballots in the section on the right.

6. 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:

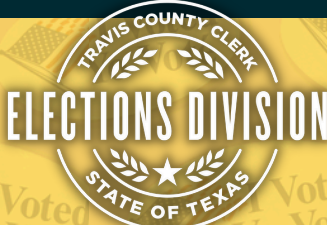
Number of Provisional Ballots:

Number of Spoiled Ballots:

Number of Leftover Ballot
Cards:

AM Deputy Signature

PM Deputy Signature



Processing Voters: Reasonable Impediment Documentation

Forms:

File:

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: _____

VOID (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 _____

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.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.

2. Enter the Election Code and touch ACCEPT.

3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.

4. Touch CONFIGURATION REPORT and touch PRINT REPORT.

5. Tear off report and file in this envelope.

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7. Touch SHUTDOWN to power off the Ballot Scanner.

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

1. Touch the three bar menu option in the upper right-hand corner of the screen.

2. Touch CHECK-IN TOTALS.

3. Choose today's date from the drop-down menu.

4. Touch the blue PRINT button on the upper left-hand portion of the screen.

5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.

6. 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 42-43 in your manual

TRAVIS COUNTY CLERK

ELECTIONS DIVISION

STATE OF TEXAS

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.

1. The Public count is located on the upper middle portion of the Ballot Scanner screen.

2. The number of Emergency Ballots is located on the Emergency Ballot Transmittal Form.

B. Print the Configuration Report

1. Touch the TOOLS button in the top right-hand portion the Ballot Scanner screen.

2. Enter the Election Code and touch ACCEPT.

3. Touch REPORT OPTIONS. Use the yellow down arrow to scroll down to the second page.

4. Touch CONFIGURATION REPORT and touch PRINT REPORT.

5. Tear off report and file in this envelope.

6. Touch the ADMIN button in the top right-hand portion of the screen.

7. Touch SHUTDOWN to power off the Ballot Scanner.

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

1. Touch the three bar menu option in the upper right-hand corner of the screen.

2. Touch CHECK-IN TOTALS.

3. Choose today's date from the drop-down menu.

4. Touch the blue PRINT button on the upper left-hand portion of the screen.

5. Record the number of Regular, Provisional and Spoiled Ballots in the section on the right.

6. 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 44 in your manual

The logo for the Travis County Clerk's Elections Division, featuring a circular seal with a star in the center and the text "TRAVIS COUNTY CLERK" and "ELECTIONS DIVISION" around the perimeter.

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	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. X _____ Signature of Voter
63.011 (a-1) Voter NOT HAVE Notice of Improper Delivery or Notice of Surrendered Ballot	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. X _____ Signature of Voter

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) _____

101 B Travis County General & Special Election
Elección General y Especial del Condado de Travis
November 2, 2021 Official Ballot 2 de noviembre, 2021 Boleta Oficial

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 elecciones. Para votar por su elección en cada concurso, rellene completamente el óvalo (●) provisto a la izquierda de su elección.

Constitutional Amendment Election Elección Sobre Enmiendas a la Constitución

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 judge of a court of civil appeals."

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 a person who is a member of the armed forces of the United States, a member of the Texas National Guard, or a member of the Texas State Guard."

Witnessing Affidavit

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.

7-64
Prescribed by Secretary of State
Sections 66.026, 66.051(b), 84.032(d-1), 85.071
Texas Election Code
9/2023

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 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 envelopes.
Este sobre contiene en blanco
BOLETA OFICIAL PARA VOTACION EN ADELANTADA
Y sobres de acompañamiento

TRAVIS COUNTY CLERK
ELECTIONS DIVISION
STATE OF TEXAS

A bright orange safety bag with a black strap and reflective strips. The bag is rectangular with a black strap across the top. A large, rectangular reflective strip is centered on the front. A black strap with a buckle is attached to the bottom left corner. The bag is set against a dark blue background.

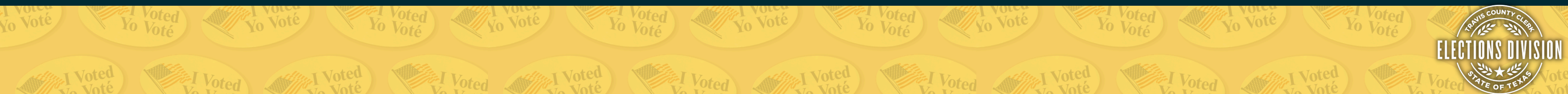
Page **48-52** in your manual



Closing the Polls

With your Table Trainer...

Close polls on the **Ballot Scanner**: [page 75](#)





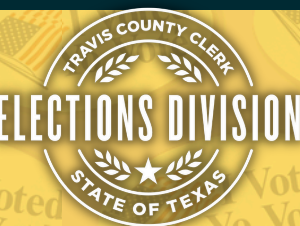
Early Voting Closeout

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 74** for the checklist for Early Voting Closeout





Elections Training Center

Scan with your
smartphone
camera!



www.tinyurl.com/tctrainingcenter

