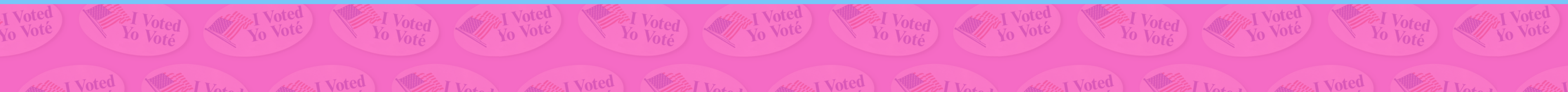




Welcome!

We're so glad you're here for the Early Voting training for the 2024 Local Election!

Your table trainer will introduce themselves to you momentarily.



Poll Worker Manual

Poll Worker Training Manual



- Manuals are for Judges and Alternate Judges to keep and take notes in.
- Clerks will have access to a manual online.
- A manual will be provided in your location's forms box for reference.

This manual will be used for the 2024 General Election in November, so please hold on to it!



**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

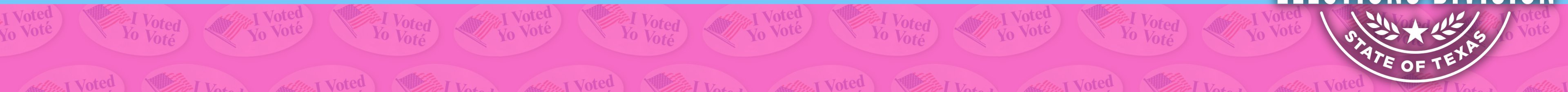
CONSTITUTIONAL OATH OF OFFICE

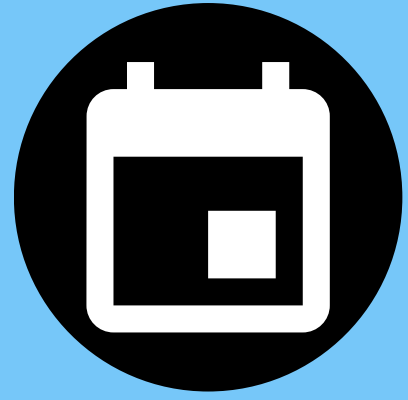
IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, _____ do solemnly swear (or affirm), that I will faithfully execute the duties of the office of _____ of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of 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 Local Election

- **Election Day:** May 4, 2024
 - Polls Open 7:00AM - 7:00PM
 - Be there at 6AM



Find key dates and fill in your specific site info inside the cover.



Pay Period & Timesheets

Pay Period

May 4

Pay Day

May 31

- Time is recorded in the ePollbook.
- When you clock out, a label will print with your time listed.
- Tear the label into 3 labels and place one on each page of your Statement of Oaths and Compensation.
- Sign the Statement of Compensation and those of your clerks.
- Place the completed Statements in the clear timesheet envelope.

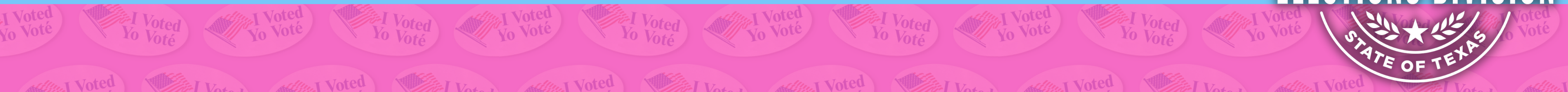


For more information on Timesheets, see page 98-99 in the manual



What's on the Ballot?

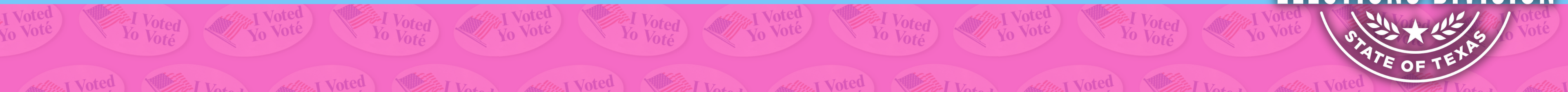
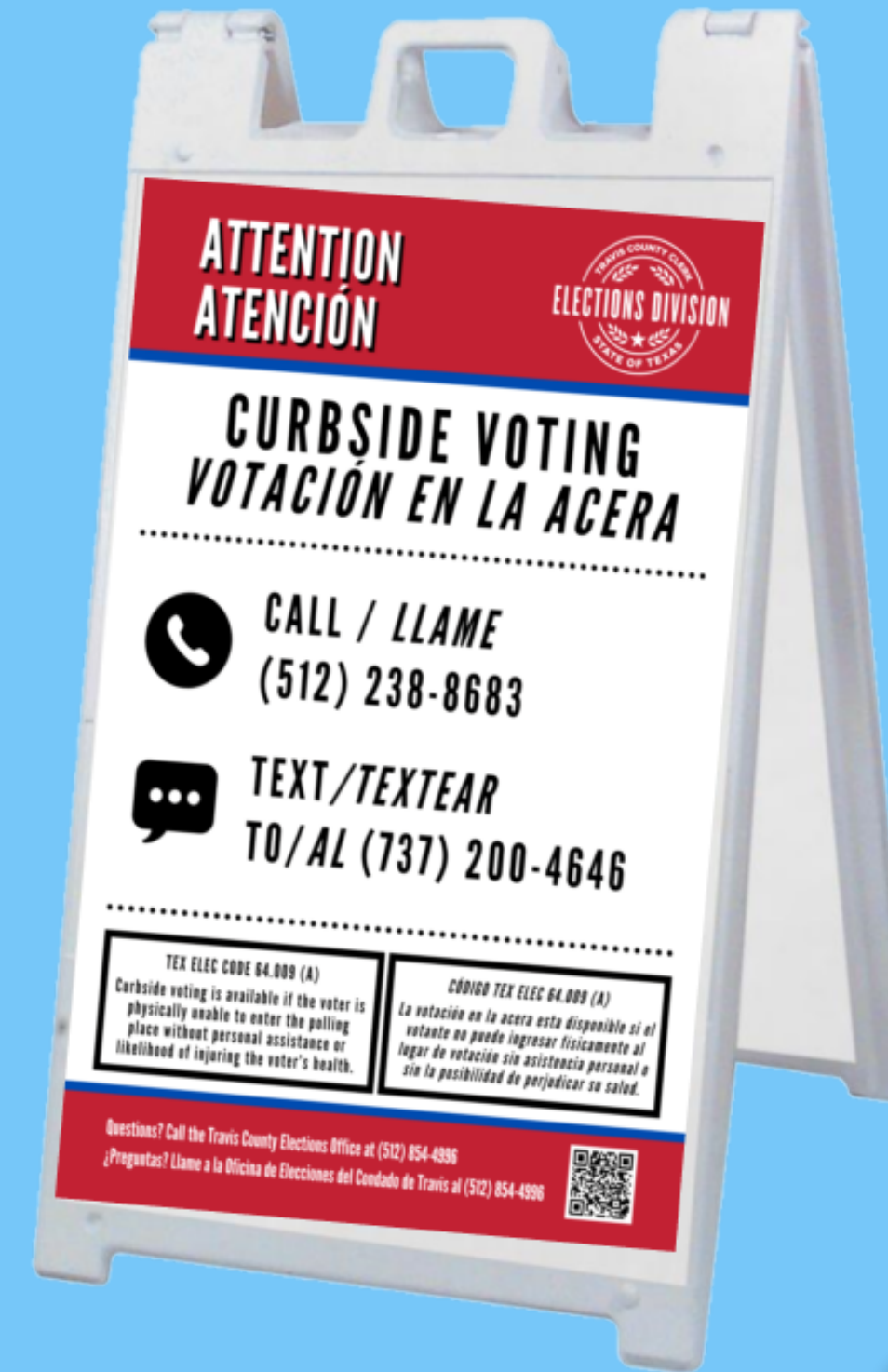
- This is a county-wide election
 - Travis Central Appraisal District
- Several entities in Travis County are holding local elections including:
 - **Cities:** Austin, Cedar Park, Elgin, Lakeway, Leander, Round Rock, Village of Webberville
 - **ISDs:** Dripping Springs, Eanes, Elgin, Hays, Lake Travis, Pflugerville
 - **MUDs:** Anderson Mill, Mustang Ridge, TC MUD No. 22
 - **ESDs:** TC ESD No. 9





Reminder

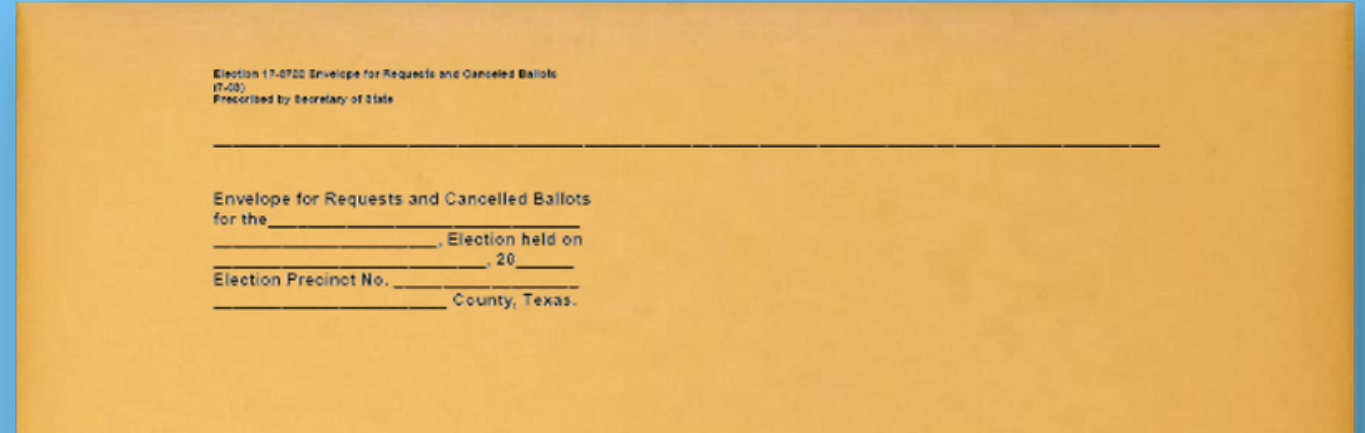
- Curbside A-Frame will now have TWO phone numbers.
 - One for voters **CALLING** for curbside
 - One for voters **TEXTING** for curbside





Reminder

- Mail in ballots surrendered at the polling site will be recorded on the **Register of Surrendered Ballots by Mail** log and placed in the **Envelope for Request and Canceled Ballots**.



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

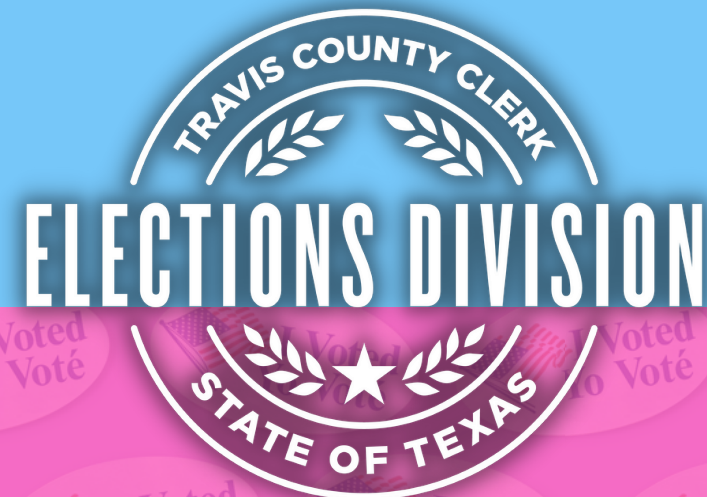
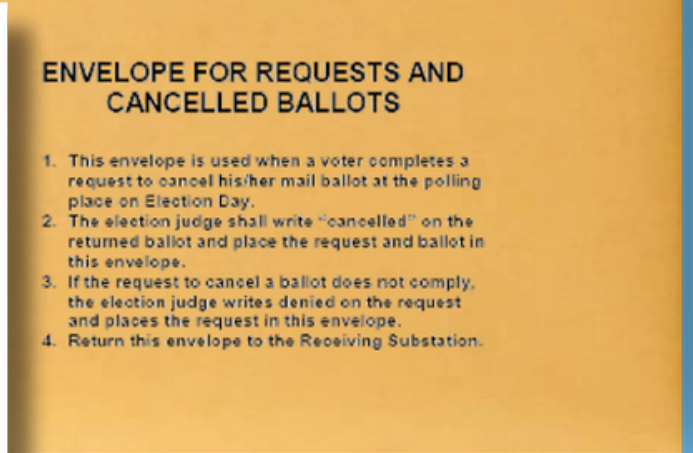
REGISTER OF SURRENDERED BALLOTS BY MAIL

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

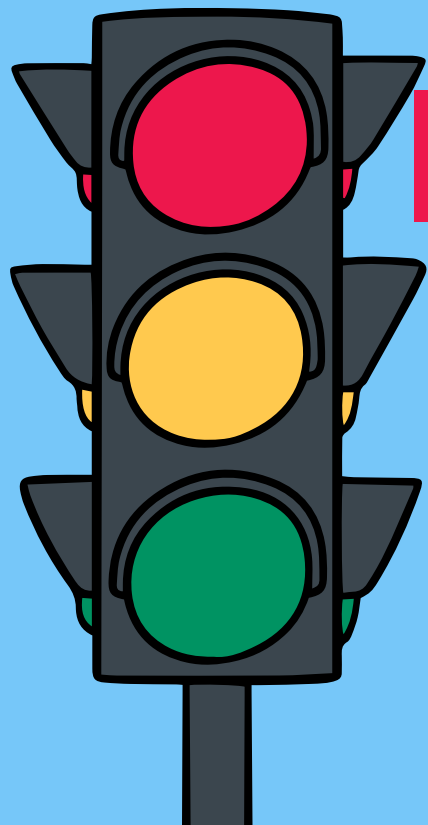
Printed Name of Early Voting Clerk/Deputy Early Voting
Clerk in Early Voting or Presiding Judge on Election Day





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

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:	
<ul style="list-style-type: none"> • 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:	
<ul style="list-style-type: none"> • Voter does not like what is on their ballot. • Voter is disputing information from poll workers. 	
	Person with Questions: Any Poll Worker
Examples:	
<ul style="list-style-type: none"> • 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.



Judge's Signature



- **Judges sign the back bottom of the Ballot Cards.**
 - It must be the JUDGE, not Alternate Judge or Clerk.
 - Both Judges do not have to sign, only one. You can decide which Judge.
 - You can use a signature stamp if you have one.



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

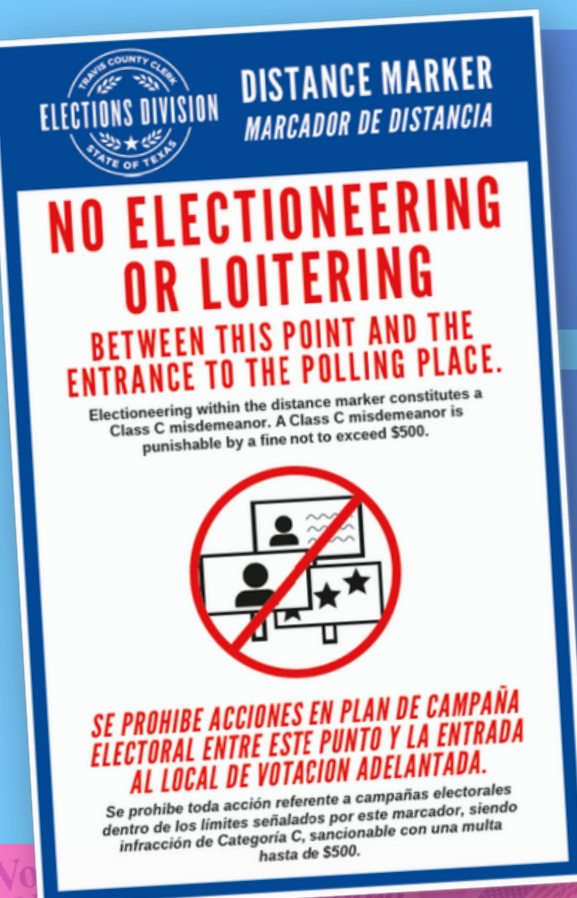
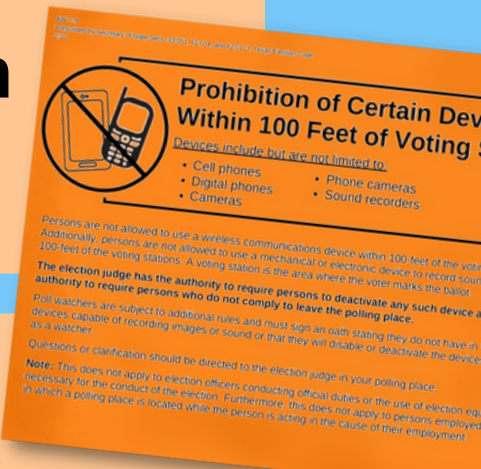
Exceptions: Voters may have written notes but cannot leave them in the polling place.

Electronic Devices

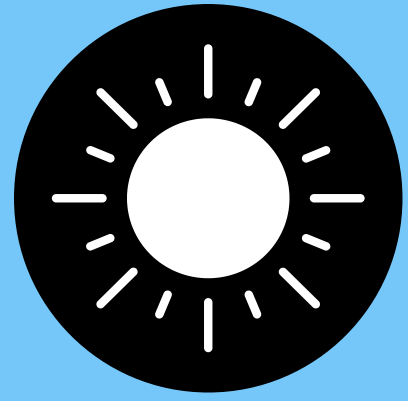
Wireless device use is **prohibited within 100 feet from voting stations.**

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



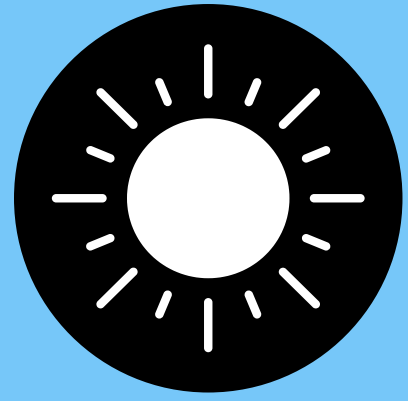
Opening the Polls

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

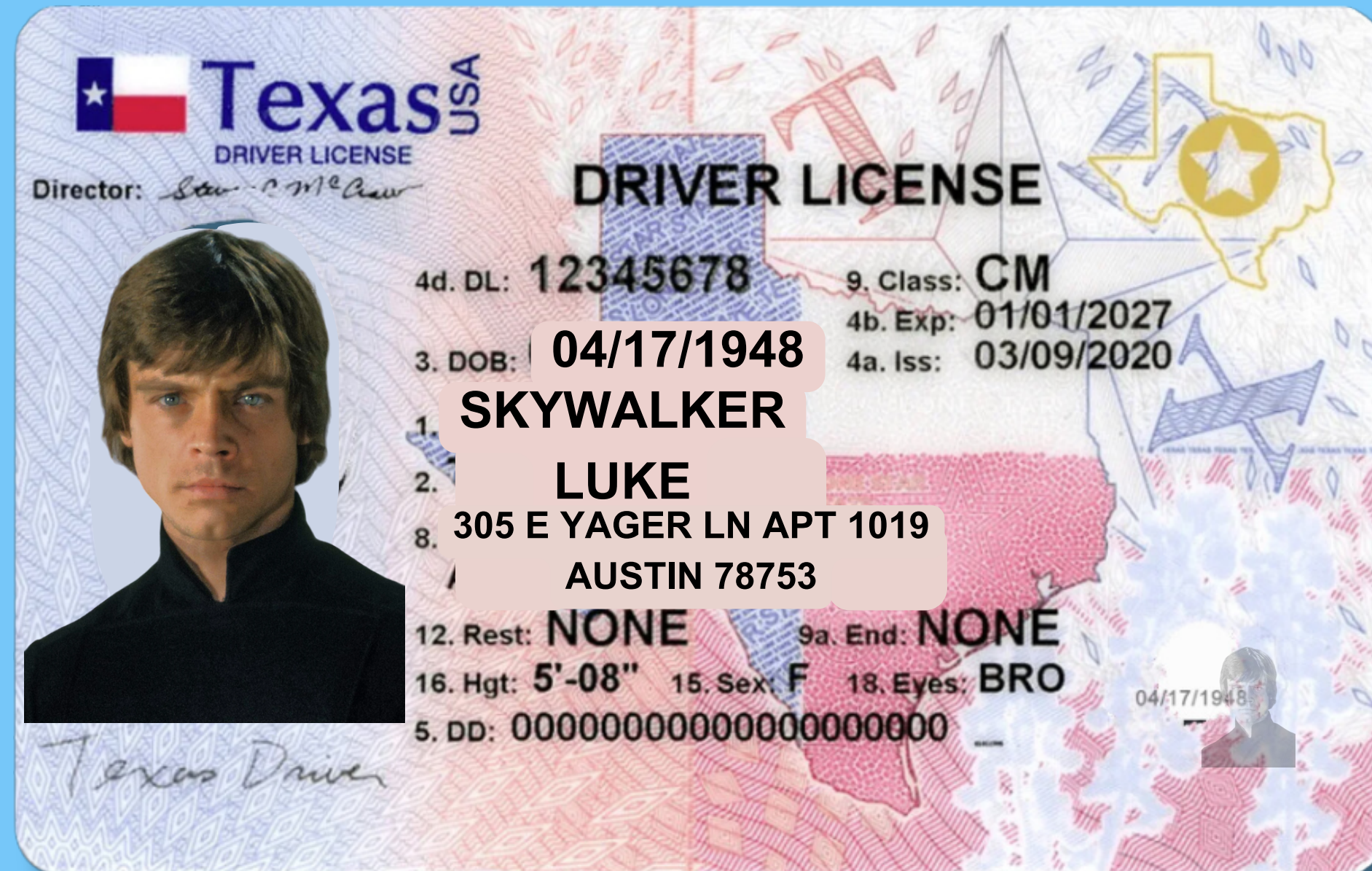
With your Table Trainer will now take you through several scenarios that you will encounter when checking in voters.

Follow along in your manual



Processing Voters: Scannable ID

Texas Drivers License (SCANNABLE)



Processing Voters: Statement of Residence (SOR)

Texas License to Carry (NONSCANNABLE)



Statement of Residence (SOR) w/ change of mailing address



VUID 2165379216

Statement of Residence

Name: OBI-WAN KENOBI
New Address:
11005 HELMS DEEP DR
AUSTIN, 78748
ID Type: Valid Texas Driver's License or State ID
DOB: 10/19/1977
DL or Last 4 SSN:
16257795
Election: March 5, 2024 Primary Election
Location: Manor ISD Admin Building
Date/Time: 2024-02-13 14:27
Mailing Address: P.O. Box 149325
AUSTIN, TX, 78714



VUID 2165379216

Statement of Residence

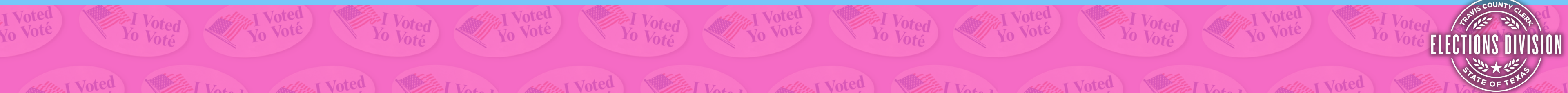
Name: OBI-WAN KENOBI
New Address:
11005 HELMS DEEP DR
AUSTIN, 78748
ID Type: Valid Texas Driver's License or State ID
DOB: 10/19/1977
DL or Last 4 SSN:
16257795
Election: March 5, 2024 Primary Election
Location: Manor ISD Admin Building
Date/Time: 2024-02-13 14:27
Mailing Address: ~~P.O. Box 149325~~
~~AUSTIN, TX, 78714~~
5501 Airport Blvd, Austin, TX 78751

If the old mailing address prints on SOR

Cross through the old address.

Write the updated address.

Initial by the written in mailing address.



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.

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

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

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

Approved by Secretary of State
Section 66.007, Texas Election Code
AT89-7 (1-12)

Processing Voters: Similar Name


Passport Card (NONSCANNABLE)



Processing Voters: Similar Name

Forms:

Travis County VUID

 8073789976

**Voter's Similar Name
Correction Request
Form**

Name as it Appears from VR Record:
Chewie Wookiee

Name as it Appears on ID:
Chewbacca Wookiee

Election: May 06, 2023 Joint General
and Special Elections

Location: ED1864 - Austin Energy
Headquarters

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

Signature:

File:

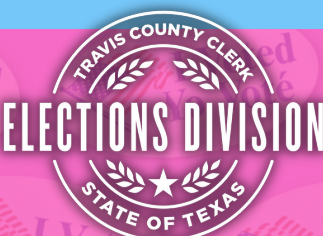
VOTER REGISTRATION MATERIAL OF
day of _____, 20____
Election held on the _____
in Election Precinct No. _____, County, Texas.
in _____

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

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

ATIS-7 (1-12)
Prescribed by Secretary of State
Section 66.071, Texas Election Code

Page 38-39 in your manual



Processing Voters: List B Supporting Documents

BRING 1 OF THE 7 APPROVED FORMS OF ID WITH YOU TO THE POLLS.

LLEVE 1 DE LAS 7 IDENTIFICACIONES APROBADAS A LA CASILLA ELECTORAL.



Texas Driver License*
*Licencia de Conducir de Texas**



Texas Election ID Certificate*
*Certificado de Identificación Electoral de Texas**



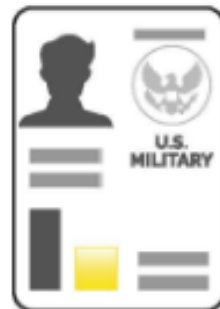
Texas Personal ID Card*
*Tarjeta de Identificación Personal de Texas**



Texas Handgun License*
*Licencia para Portar Armas de Fuego en Texas**



U.S. Citizenship Certificate with Photo
Certificado de Ciudadanía de EE. UU. con Fotografía



U.S. Military ID Card*
*Cedula de Identificación Militar de los EE. UU. con Fotografía**



U.S. Passport* (Book or Card)
Pasaporte de EE. UU. (Libro o Tarjeta)*

*For voters aged 18 - 69 years, photo ID can be expired for up to four years. For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.

*Para votantes entre 18 y 69 años, la identificación con foto puede tener un vencimiento de hasta cuatro años. Para votantes de 70 años o más, su identificación con foto puede haber vencido por cualquier período de tiempo si lo demás sigue vigente.

DO NOT POSSESS AND CANNOT REASONABLY OBTAIN ONE OF THESE PHOTO IDS?

¿NO POSEE Y POR MOTIVOS RAZONABLES NO PUEDE OBTENER UNA DE ELLAS?

You can still vote. Simply fill out a Reasonable Impediment Declaration and show a copy of one of the following approved IDs:

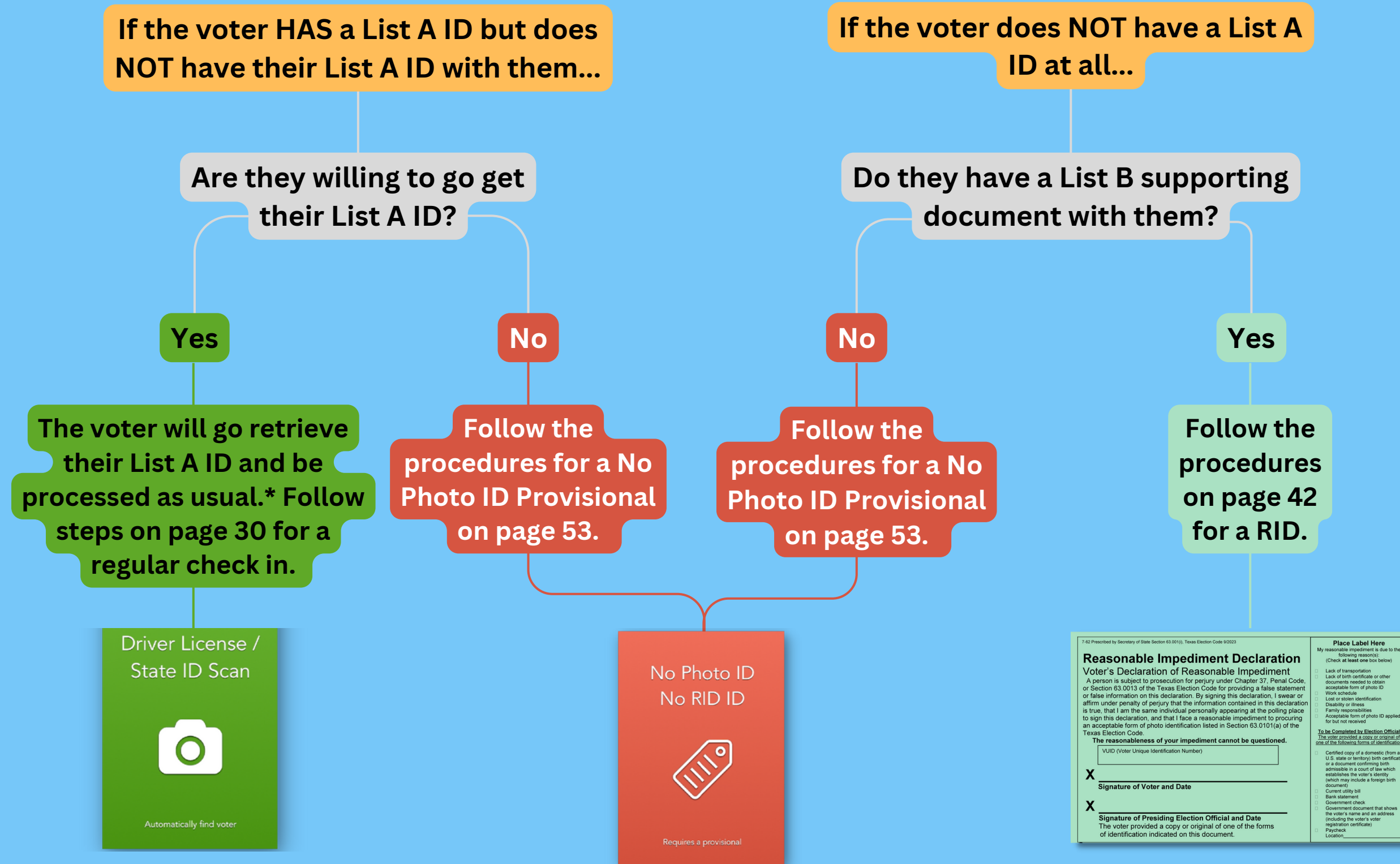
- Certified Domestic Birth Certificate or Court Admissible Birth Document
- Current Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government Document with your name and address, including your Voter Registration Certificate

Aún puede votar. Solo llene una Declaración de Impedimento Razonable y enseñe una copia u original de una de las siguientes identificaciones aprobadas:

- Acta de Nacimiento Nacional Certificada o documento admisible en en tribunal de justicia que confirma su identidad y nacimiento
- Factura Reciente de Servicios Públicos
- Estado de Cuenta Bancario
- Cheque del Gobierno
- Cheque de Pago
- Documento del gobierno con su nombre y domicilio, y su Certificado de Registro de Votante



Processing Voters: List B Supporting Documents



Processing Voters: Reasonable Impediment Documentation

California DL (List B - NONSCANNABLE)



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: _____

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 _____

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

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

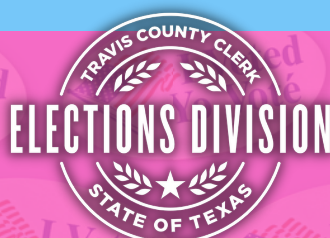
ENVELOPE 2

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

7/19.5
Prescribed by Secretary of State
Section 66.021, Texas Election Code
3.7

Page 41-42 in your manual



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:

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

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

ENVELOPE 2

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

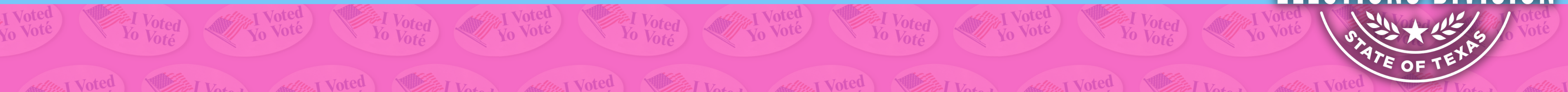
THIS FORM IS PROVIDED BY SECRETARY OF STATE SECTION 64.031, TEXAS ELECTION CODE 9/23





Break

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



Processing Voters: Ballot by Mail SURRENDER

Military ID (NONSCANNABLE)



Page 45-46 in your manual

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 17-0722 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.

<small>7-64 Prescribed by Secretary of State Sections 66.026, 66.051(b), 84.032(d-1), 85.071 Texas Election Code 9/2023</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Type of Election</td> <td style="width: 50%;">Polling Location</td> </tr> <tr> <td>Date of Election</td> <td>Authority Conducting the Election Travis County Clerk Elections Division</td> </tr> </table>	Type of Election	Polling Location	Date of Election	Authority Conducting the Election Travis County Clerk Elections Division
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.

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, llene completamente el óvalo (●) que se encuentra a la izquierda de su elección.

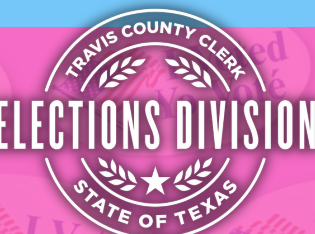
<p>Constitutional Amendment Election <i>Elección Sobre Enmiendas a la Constitución</i></p> <p>State of Texas Proposition 4 "The constitutional amendment changing the eligibility requirements for a justice of the supreme court, a judge of the court of criminal appeals, a justice of a court of appeals, and a judge of a court of original jurisdiction."</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 a voter who is a member of the armed services, a member of the Texas National Guard, or a member of the Texas State Guard."</p>	
--	---	--

TRAVIS COUNTY CLERK - ELECTIONS DIVISION
PO BOX 149325
AUSTIN, TX 78714-9325

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

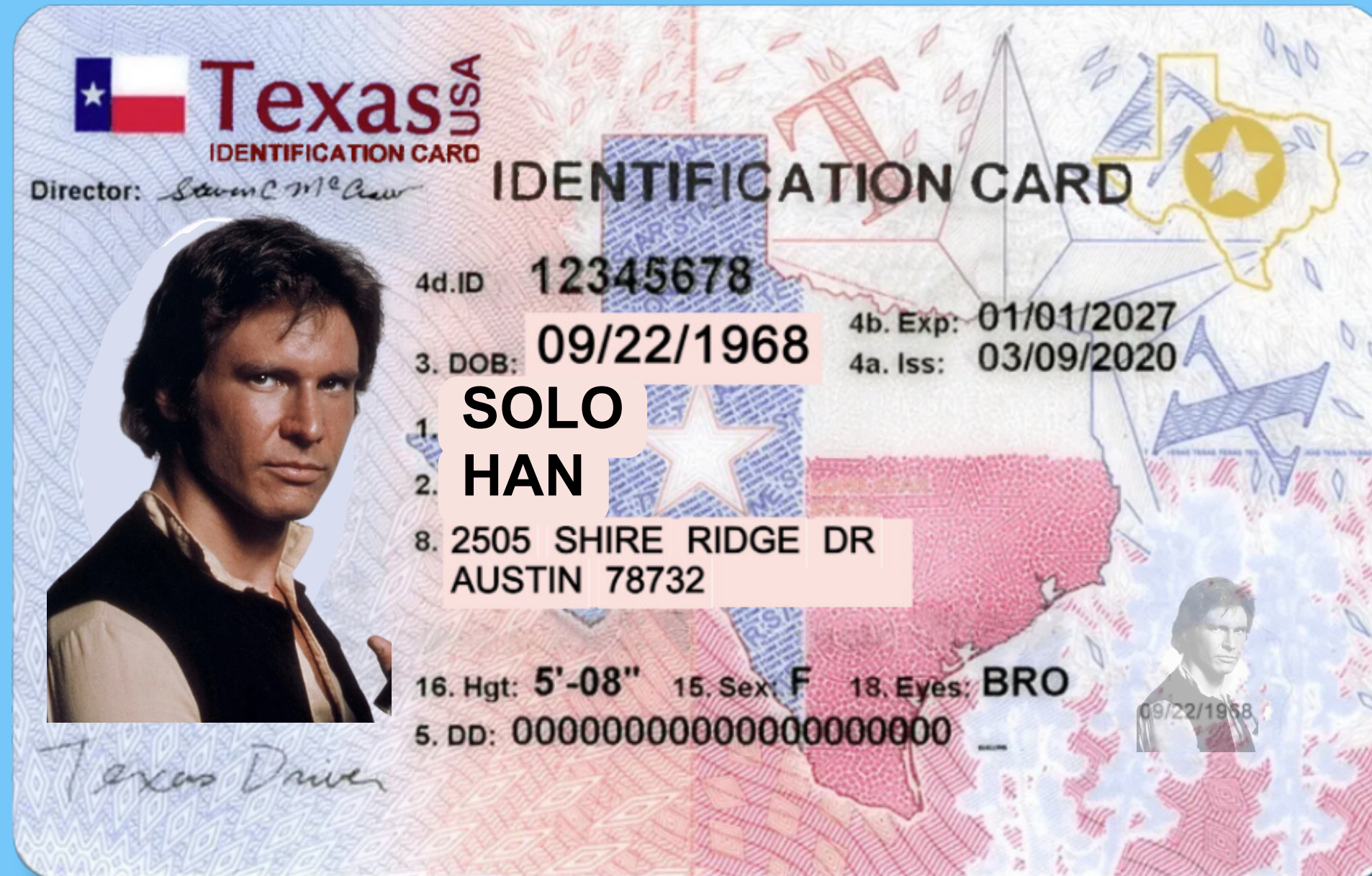
This envelope contains blank EARLY VOTING OFFICIAL BALLOT and accompanying envelope.
Este sobre contiene en blanco BOLETA OFICIAL PARA VOTACION EN ADELANTADA y sobres de acompañamiento.

Page 45-46 in your manual



Processing Voters: Ballot by Mail **NOT SURRENDERING/PROVISIONAL**

Texas ID (SCANNABLE)





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
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)

You can also follow in the manual on page 94-96

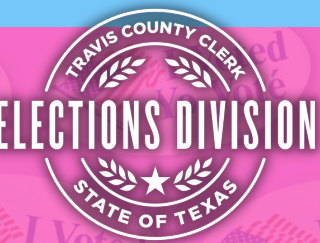




Central Receiving Station

WHAT TO BRING!

Follow along in your manual: [page 82](#)



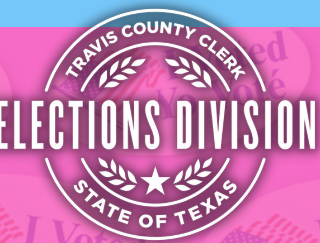


Central Receiving Station

DELIVER THE FOLLOWING AT THE FRONT DROP OFF



Follow along in your manual: page 82



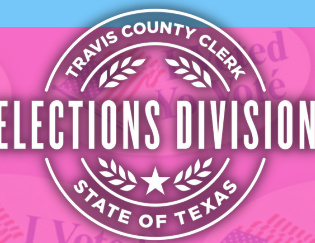


Central Receiving Station

GREEN RESULTS BAG



Follow along in your manual: [page 82](#)



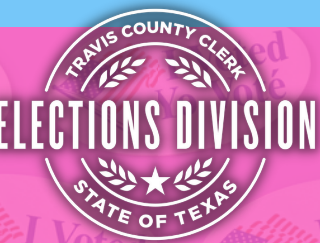


Central Receiving Station

RED EMERGENCY BALLOT BAG



Follow along in your manual: [page 82](#)



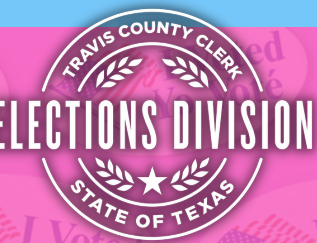


Central Receiving Station

CONTINUE TO THE BACK



Follow along in your manual: [page 82](#)



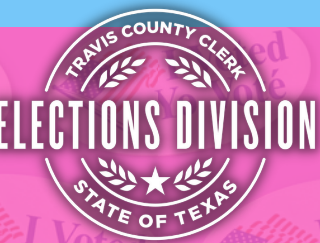


Central Receiving Station

DELIVER THE FOLLOWING AT THE BACK DROP OFF



Follow along in your manual: **page 82**



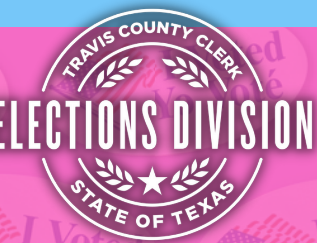


Central Receiving Station



CELL PHONE

Follow along in your manual: page 82



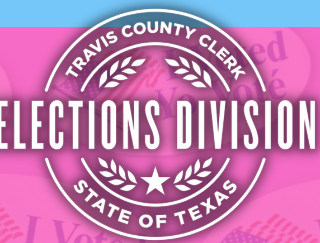


Central Receiving Station

BLUE BALLOT BIN



Follow along in your manual: page 82



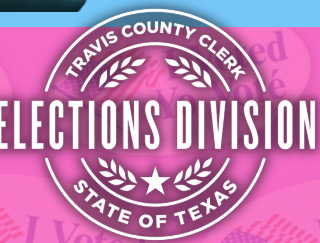


Central Receiving Station

PURPLE BALLOT BAG



Follow along in your manual: page 82





Central Receiving Station

INSIDE:



Election 17-0720 Envelope for Requests and Cancelled Ballots
(7-08)
Prescribed by Secretary of State

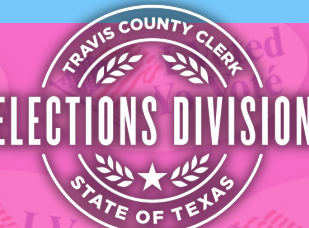
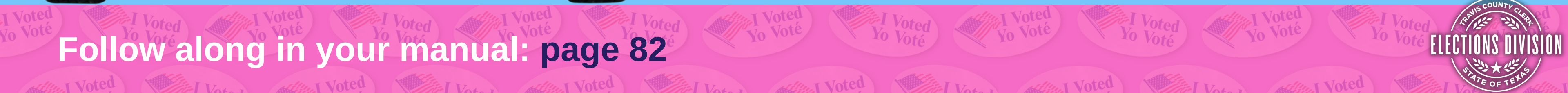
Envelope for Requests and Cancelled Ballots
for the _____ Election held on _____, 20____
Election Precinct No. _____ County, Texas.

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.



Follow along in your manual: page 82





Central Receiving Station

INSIDE:



7-86
Prescribed by Secretary of State
Section 64.007, Texas Election Code
1/2022

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

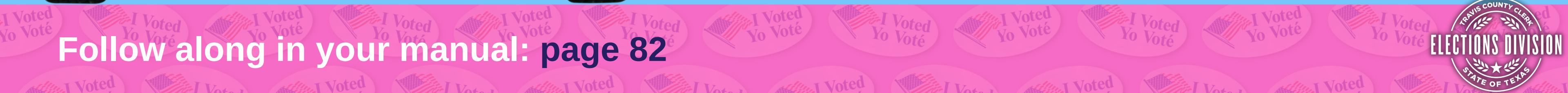
REGISTER OF SPOILED BALLOTS

Ballot Serial Number	Name of Voter	Spoiled by Voter	Spoiled by Election Worker	Other (check election laws, or other administrative rules)
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 Presiding Judge of the election named herein, do hereby certify that the above and foregoing is a true and correct Register of Spoiled Ballots for the above-mentioned election.
Given under my hand, this _____ day of _____, 20____.



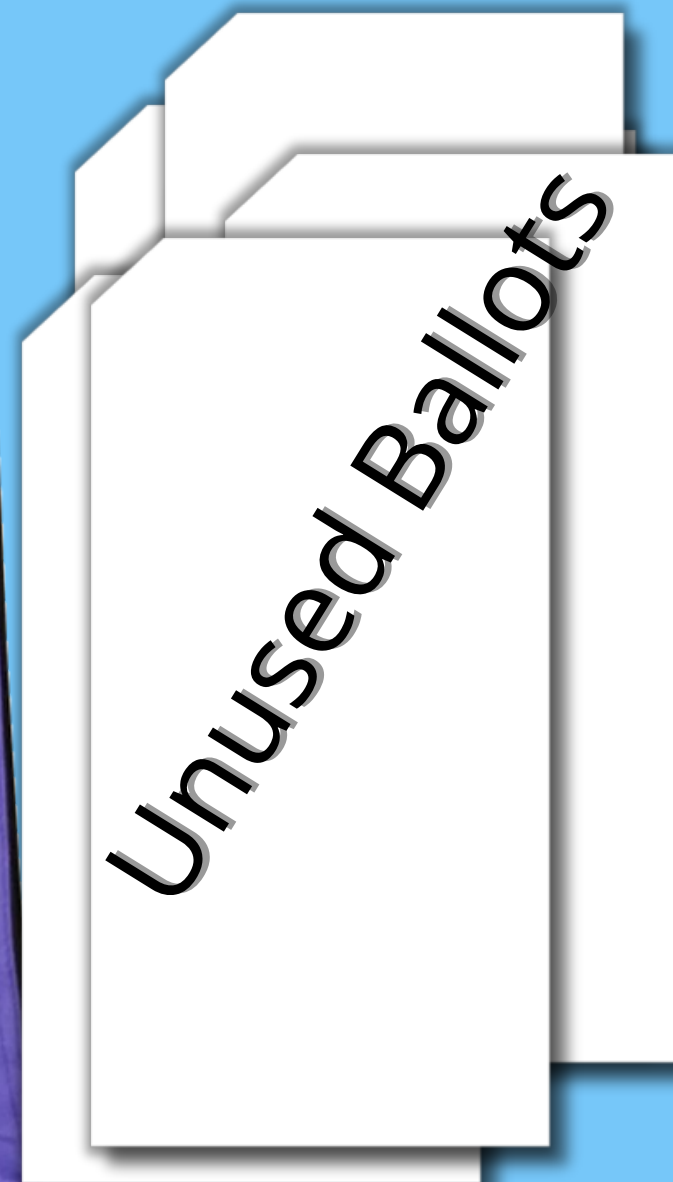
Follow along in your manual: page 82



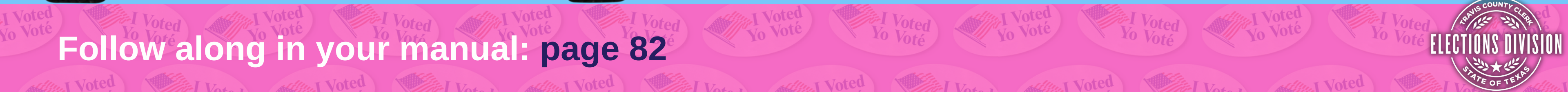


Central Receiving Station

INSIDE:



Follow along in your manual: page 82





Central Receiving Station

INSIDE:



7-26
Prescribed by Secretary of State
Section 127.156, 65.013, Texas Election Code
9/2023

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 Transmitter 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 Ballots	Number of Unused Ballots, Unsigned					
G. Total number of Ballots counted 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) Include Supplemental Ballots issued, if applicable.	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 transfer case (Line I minus Line H minus Line D)	Number from Box I	Number from Box H	Number from Box D	J Total		
	-	-	-			

Record the serial number of the seal used on the transfer case : _____

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.

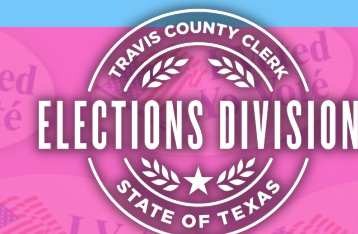
WITNESS MY HAND this _____ day of _____ 20____

Presiding Judge: _____ Clerk: _____
Alternate Judge: _____ Clerk: _____
Poll Watcher (if present): _____ Clerk: _____
Poll Watcher (if present): _____ Clerk: _____

White copy (Envelope #1), Yellow copy (Unused Ballots), Pink copy (Election Judge)



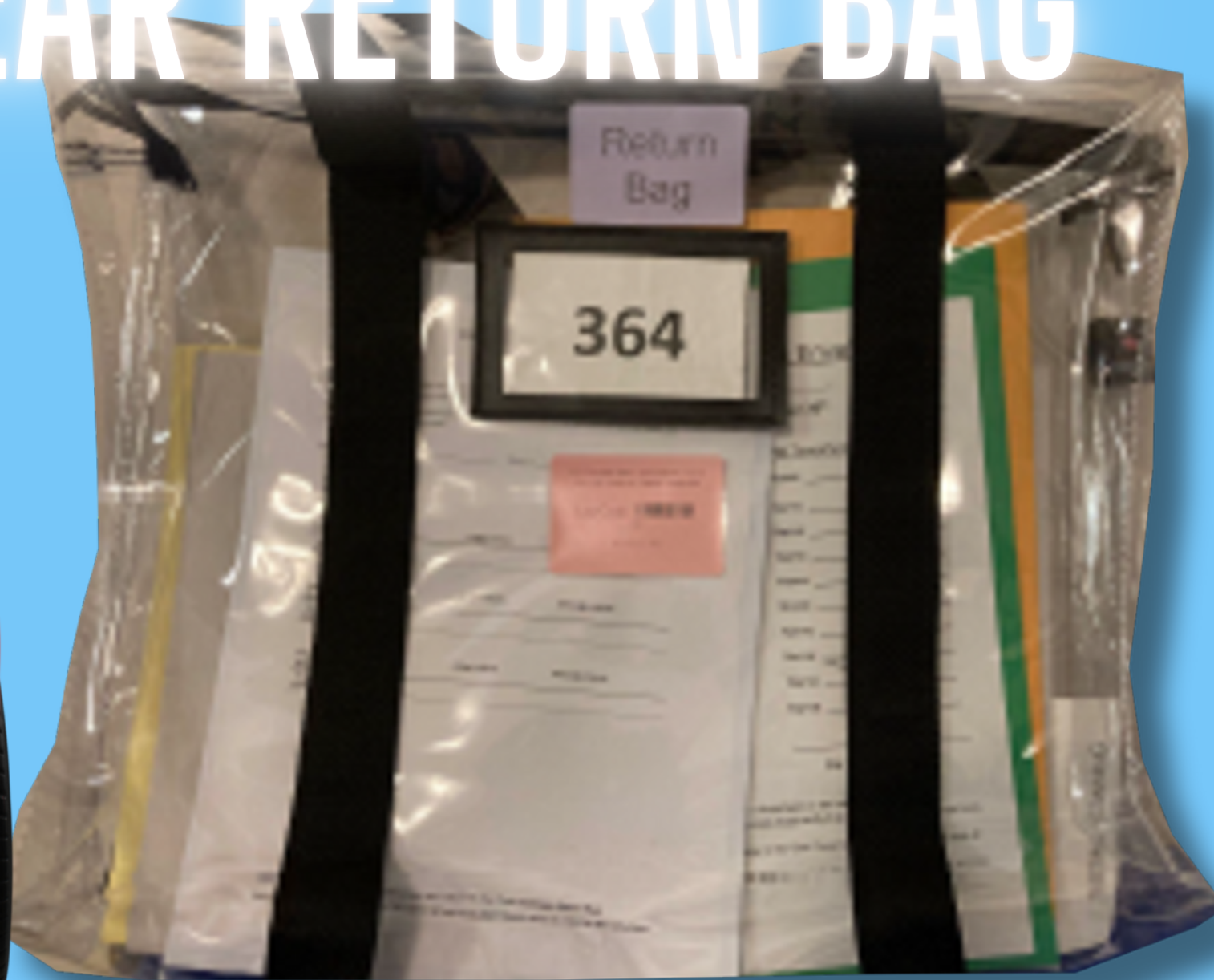
Follow along in your manual: page 82



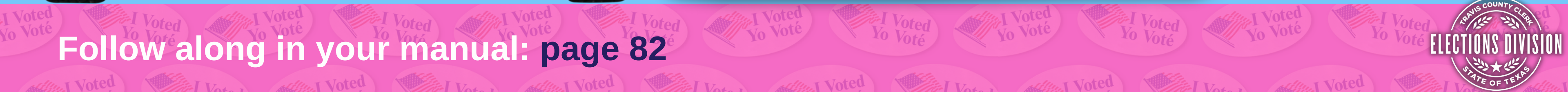


Central Receiving Station

CLEAR RETURN BAG



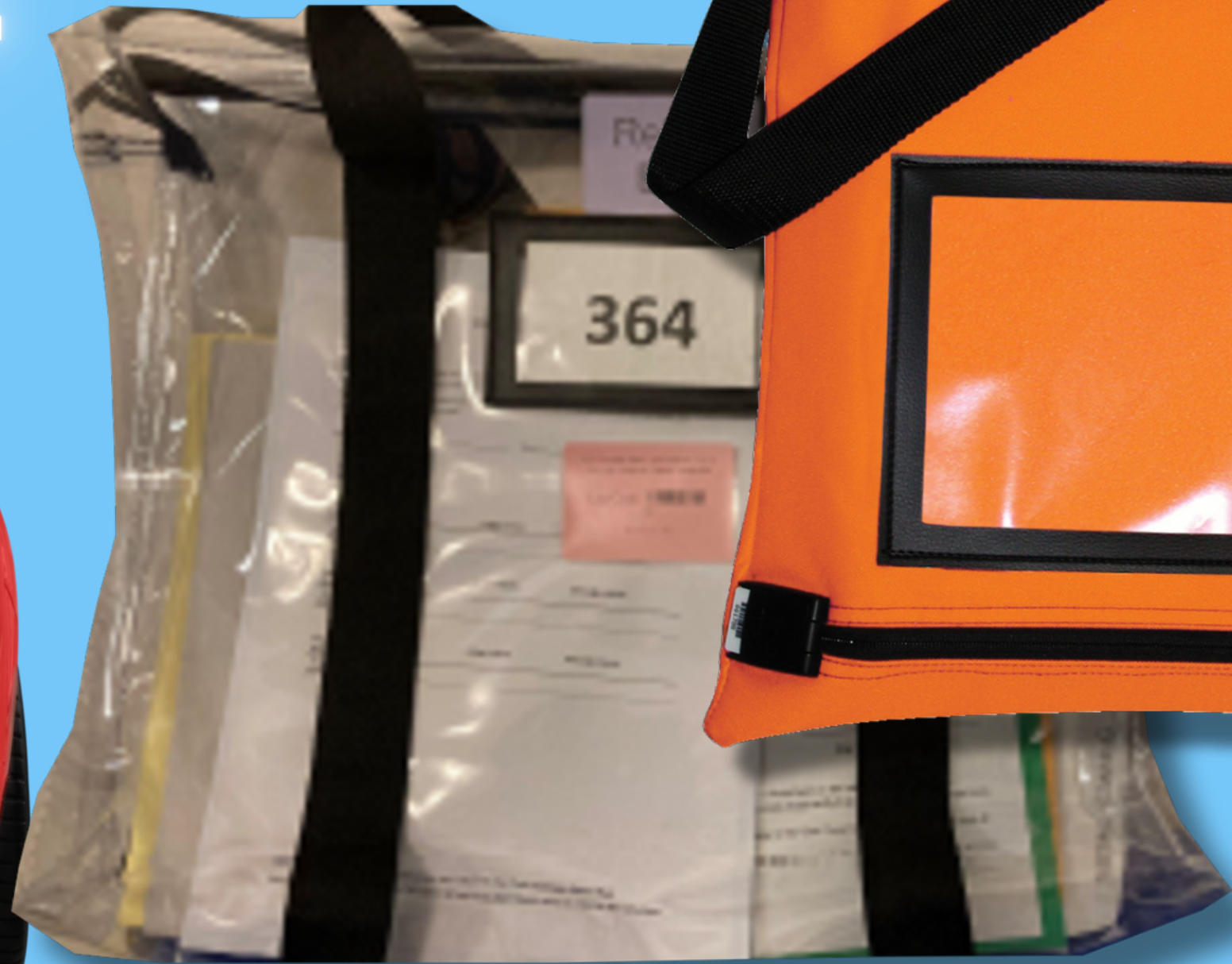
Follow along in your manual: page 82





Central Receiving Station

INSIDE:



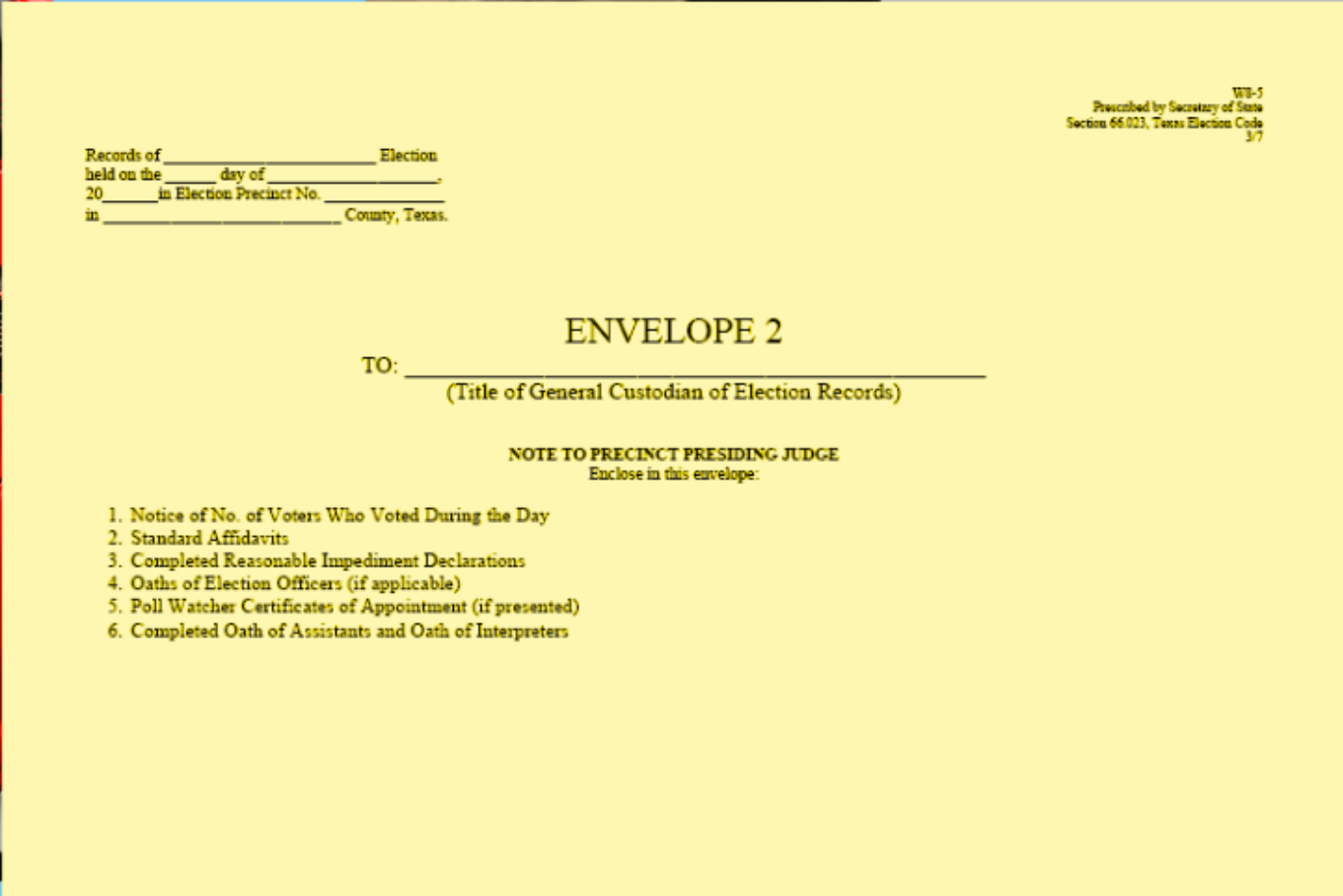
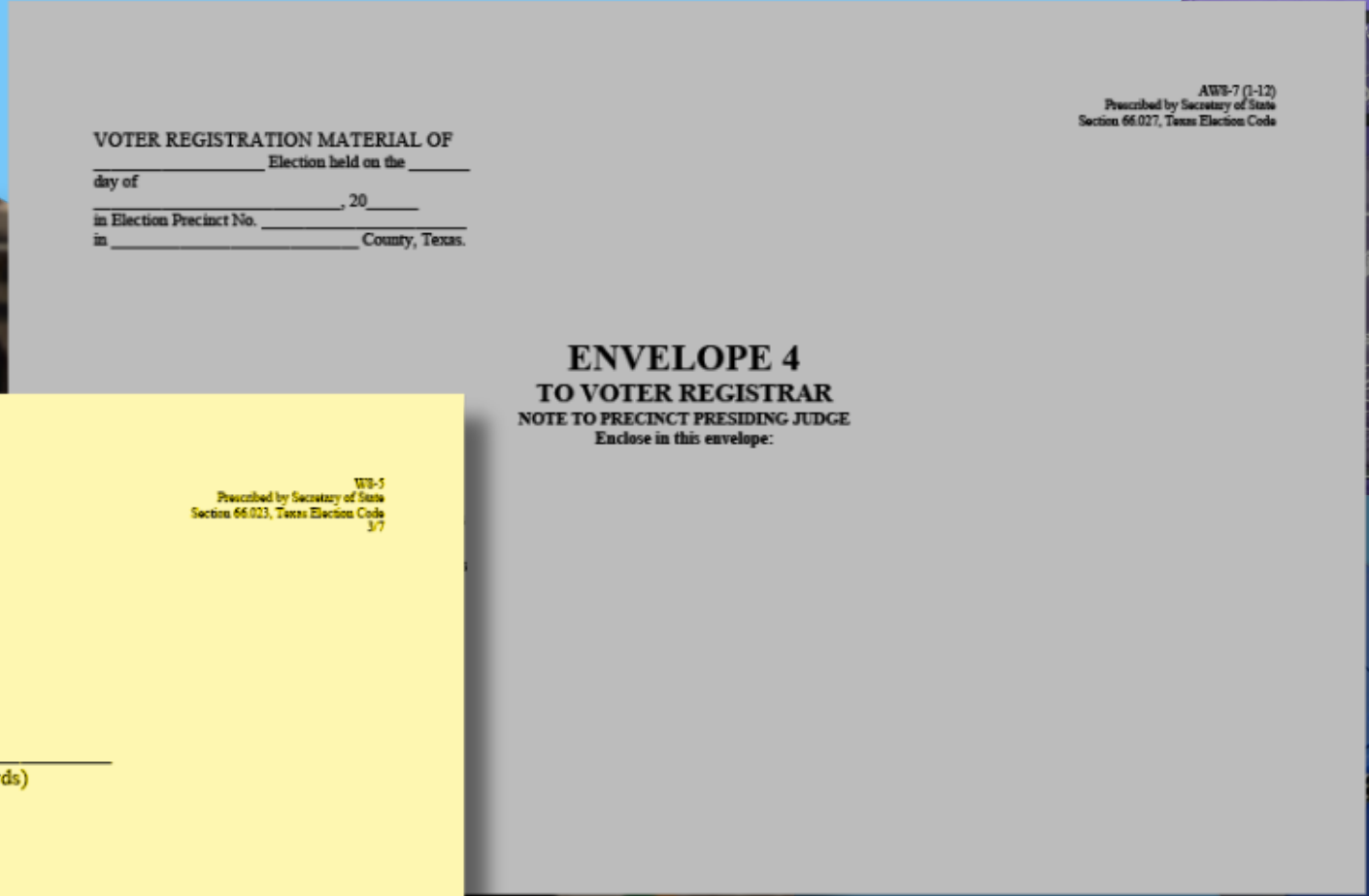
Follow along in your manual: [page 82](#)



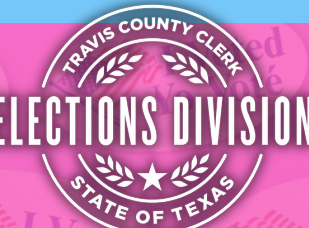


Central Receiving Station

INSIDE:



Follow along in your manual: **page 82**





Central Receiving Station

INSIDE:



Election Day Timesheet Envelope
Tuesday, March 5, 2024

Location: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

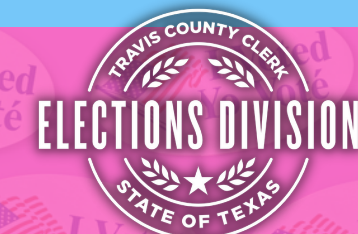
Name: _____

Name: _____

1. Write the name of each worker that has a timesheet on this sheet.
2. At the end of day, the Judge must verify that every worker's timesheet is included in this envelope with a label.
3. Return the time sheet envelope in the Clear Return Bag at the end of the day.



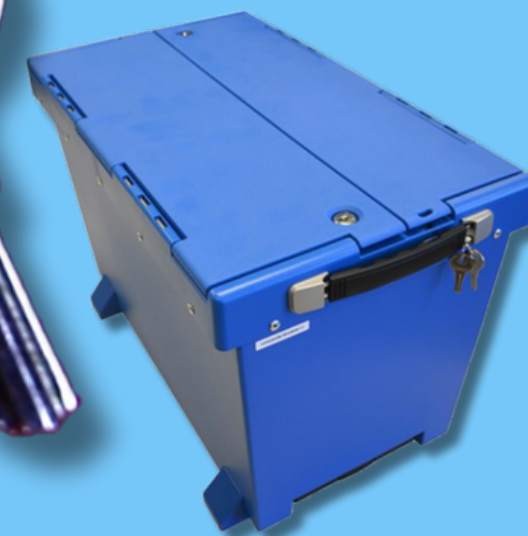
Follow along in your manual: page 82



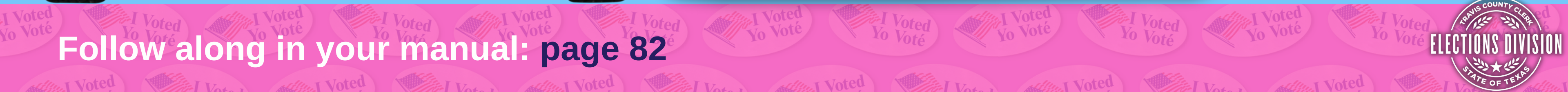


Central Receiving Station

INSIDE:



Follow along in your manual: page 82



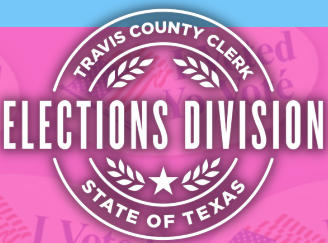


Central Receiving Station

LOCATION KEYS



Follow along in your manual: [page 82](#)



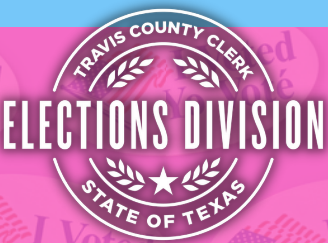


Central Receiving Station

FORMS BOX



Follow along in your manual: [page 82](#)

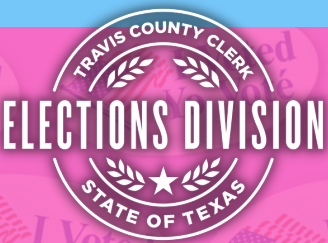




Central Receiving Station



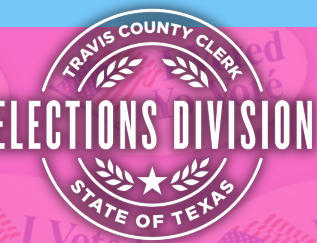
Follow along in your manual: page 82





Central Receiving Station

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Elections Training Center

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camera!



www.tinyurl.com/tctrainingcenter

