

ELECTION WORKER TRAINING
NOVEMBER 2025 UNIFORM & SPECIAL ELECTION

Revised 10/07/2025

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EL PASO COUNTY ELECTIONS DEPARTMENT

Mission Statement

- Our continuous mission to the community is to impart excellent voter registration and election services with the highest level of professionalism, accuracy, efficiency and integrity.
- Our department has the responsibility of conducting Federal, State, and County elections. Our department oversees elections for School Districts, Municipalities, Hospital District Bonds, County Elections, including bonds, and Water Districts and other political subdivisions that contract with El Paso County for election services.



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COLLABORATION IS ESSENTIAL

- Our duty is to carry out the many tasks required to ensure the county's eligible voters have full access to the voting process and to cast a secure and confidential
- It takes hundreds of civic-minded citizens to conduct an election in our county, and Election Workers play an essential part of our mission.
- We are providing a public service to citizens of the county, and we must **all work together** to carry out our duties as prescribed by law.
- Your service is greatly appreciated, and we look forward to working alongside you all for many years to come.

EL PASO COUNTY COMMISSIONER PRECINCT MAP

- El Paso County uses the Countywide Polling Place Program (Texas Election Code, Section 43.007).
- Which means all registered voters of El Paso County may choose to vote at any voting location across the county.
- This applies for both Early Voting as well as Election Day.
- Total of 124 Countywide Election Day Vote Centers.



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TYPES OF ELECTIONS DEFINED An election, other than a Primary Election, that regularly occurs at fixed dates (Texas Election Code, 1.005). SPECIAL An election that is not General or Primary Election (Texas Election Code, 1.005(18)). An example of a Special Election would be an election to fill a vacancy in the state legislature. UNIFORM UNIFORM UNIFORM An election that occurs when one candidate does not receive enough votes to be elected in an election that requires a majority vote (Texas Election Code 2.021). PRIMARY An election hat occurs when one candidate does not receive enough votes to be elected in an election that requires a majority vote (Texas Election Code 2.021). An election hat primary Election in advance of a General Election (Texas Election Code 1.005(14)).

5

ELECTION WORKERS

- The term "Election Worker" refers to both Judges and Clerks. Election Workers
 carry out all procedures in the Vote Center, ensuring all eligible voters who show
 up at a voting site can vote. Election Workers are required to always wear nameidentifying badges inside the voting site. These badges must include the Election
 Worker's name and title or position (Texas Election Code, Section 61.010(b)). This
 ensures voters can identify who to seek for help.
- There are two types of Judges in the Vote Center, a Presiding Judge and an Alternate Judge. Both Judges must collaborate to oversee the election processes in their assigned Vote Center.

ELECTION WORKERS (CONTINUED)

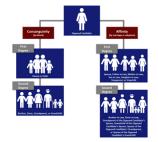
- The Presiding Judge is responsible for the management and conduct of the election at the Vote Center where the Judge serves. All Clerks and the Alternate Judge report to and take direction from the Presiding Judge.

 The Alternate Judge serves as backup for the Presiding Judge. If the Presiding Judge is out or must leave for any amount of time, the Alternate Judge shall serve in their absence (Texas Election Code, Section 32.001(b)). The Alternate Judge should be informed and prepared to step into this role, if needed.
- Clerks perform a wide variety of duties in the Vote Center. All Clerks must learn to perform all job functions as situations may arise that require Clerks to change roles.
- All Election Workers are expected to follow Federal and State laws related to the conduct of elections. Election Workers are considered County of El Paso employees, and the County has the right to set policies and procedures that workers must follow.

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NEPOTISM

- A person who is related within the second degree by consanguinity (blood) or affinity (marriage) to an opposed candidate for a public or party office is ineligible to serve in any precinct in which the office appears on the ballot. (See table).
- Additionally, an Election Judge/Clerk cannot be a relative of an elected official of the authority that appoints the Election Judges (i.e., Commissioners
- However, an Election Clerk can be a relative of an Election Judge (Section 573.061 Government Code).



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ELECTION DAY BAG PICK-UP

Presiding Judge:

Pick-up your bag before Election Day at:

Area	Location	Date	Times
East	El Paso County-Justice Warehouse, 3850 Justice Dr. 79938	Sunday, November 2 nd , 2025	at scheduled time

- If you cannot pick-up your bag, your appointed Alternate Judge must pick-up the bag.
- Note: For your safety and the safety of our staff, our department will only offer $\mbox{{\bf CURBSIDE BAG}}$ pick-up. Have the name of your assigned Vote Center when you arrive.

BEFORE ELECTION DAY

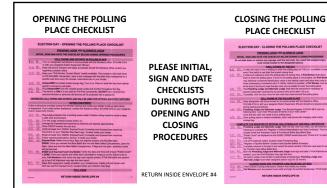
- Training materials available inside the Election Day binder:

 - DS200 Training Guide
 ExpressVote Training Guide

 - Curbside ExpressVote Training Guide
 Electronic Poll Pad Training Guide
 - Handbook of Election Judges and Clerks
 - · Poll Watcher's Guide
 - How To's: Provisional, Ballot By Mail, Various Forms (ex. Payroll Form, Register of Official Ballots)
- Texas Poll Worker Training Guide to Working with Voters with Disabilities
- Training videos available on our website, www.epcountyvotes.com

 - DS200 Instructions ExpressVote Instructions
 - Curbside ExpressVote Instructions
 Electronic Poll Pad Instructions

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CONSTITUTIONAL OATH

- The Statement of Officer must be completed before the Constitutional Oath of Office is administered.
- · Each oath that is administered is valid for the duration of the election officer's term of office and shall be filed with the election records, Elections Department.
- Note: The Constitutional Oath is signed by the Election Worker once a year. This oath will be executed during one of the Poll Worker Trainings.

	SIDNIG JUDGE ALTERNATE JUDGE, AND SARLY VOTING CLERK
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	STATEMENT OF OFFICER
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public office or employment for the g	For promised to contribute any money or thing of value, or promised any pring or withholding of a vote at the election at which I was elected or as or confirmation, whichever case may be, so help me God.
Title of Position to Which Appointed:	Alternate Judge
	Execution
are true.	Concession Not I have read the foregoing statement and the fails stated therein or of Officer Priscilla Morales
are true. Oute 11/04/2025 Signatur	hat I have read the foregoing statement and the facts stated therein
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one 11/04/2025 Speaker one 11	that there read the foregoing statement and the facts stated therein and Diffuse Priscilla Morales RETURNIONAL ORTHON OPPICE VOID THE STATE OF TROOK.
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Presiding Judge:

- About 15 minutes before your voting site opens, administer the "Oath of Election Judges & Clerks" for your Election Workers and yourself. Return completed oath inside Envelope #2.
- oath inside Envelope #2.

 Your assigned Vote Center must be open to the public during hours assigned; see the list of Election Day Vote Center locations inside your Election Day binder.

Prescribed by Secretary of State Section 62-303, Tense Election Code 9/2023		
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	1704/2025	Uniform & Special
	110002023	Omomina opecia
OATH OF E	LECTION JUDGES AND CI	LERKS
I swear or affirm that I will not any voter to vote for or against I will faithfully perform my dut election." Judy Smith	any candidate or measure	to be voted on, and that and guard the purity of the
Signature of Election Judge	Signature of Attenue	a Judge
Martha Jones	Louic Smith	
Signature of Election Clark	Signature of Election	Cark
Signature of Elector Clark	Signature of Election	Clark
Signature of Election Clark	Signature of Electron	Clark

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VOTE CENTER

- Presiding Judge, Alternate Judge & Clerks:
 - Be professional when communicating with the staff of the facility that you've been assigned to.
 - Should any issues or concerns arise (facility, facility staff, voters, electioneers, etc.) you must contact the Elections Department at (915) 273-3597.
 - Do not take it upon yourself to make any decisions on behalf of the Elections Department.



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VOTE CENTER

Presiding Judge:

- Make sure you receive your Vote Center contact information flyer when you pick-up your supplies.
- Call your point of contact at least a day before the election to ensure he/she will be there to open your Vote Center by 6:00 a.m. This is also the perfect time to turn your assigned cell phone on to make sure it is working properly, and it is fully charged (you will find a charger in your bag of supplies).
- Should any facility personnel request to move you to a different location/room/area aside from what's on the flyer, call the Poll Worker Support Line at (915) 273-3597.
- Do not make any decisions or changes regarding location/room/area before contacting the Elections Department first.
- This information is written in contract and must be handled by the El Paso County Elections Department.

IMPORTANT REMINDERS

- Turn your assigned cell phone on the night before Election Day to make sure that it is working
 properly and that it has enough battery. You will find a cell phone charger in your supplies.
- Arrive at your assigned Vote Center no later than 6:00 a.m. to set-up your voting area. Judges need
 to call the Poll Worker Support Line at (915) 273-3597 by 6:00 a.m. to check-in. You must provide a
 total number of Poll Workers present and confirm that you have access to all the election voting
 equipment at your Vote Center.
- You must turn on the hotspot first, followed by one poll pad, one ExpressVote and the DS200. This
 ensures that the Vote Center will be ready and open for voters at 7:00 a.m. as required under
 Federal and State Law.
- If by 6:30 a.m. at least one poll pad isn't powered on and operational, Elections Department staff will call your assigned cell phone to assess the situation.
- Be prepared for voters to be in line at 7:00 a.m.
- About 15 minutes before your Vote Center opens, administer the "Oath of Election Judges and Clerks" for your Election Workers and yourself. Return completed oath inside Envelope #2.

Federal Law and the Texas Election Code state that your Vote Center must be open for voting at 7:00 a.m. (Texas Election Code, Section 41.031).

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PAYROLL

- Election Worker must complete their own payroll form.
- **Presiding Judge** signs **all** payroll forms, except for his/her own.
- Alternate Judge will sign payroll form for the Presiding Judge.

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PAYROLL

- All fields are required.
- All Election Workers must write their social security number legibly. Make sure it is the correct number as any minor misspellings will only delay your payroll process.
- Presiding Judge and Clerk must sign at the bottom of the payroll form.
- Presiding Judge must sign all payroll forms.
- Don't forget to write your Voter Unique Identifier also known as VUID number.
 Time must be written in quarter hour and
- indicate a.m. or p.m.Example: Arrived at 6:00 a.m. and worked
- Example: Arrived at 6:00 a.m. and worker until 6:15 p.m.

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HOURS AT THE VOTE **CENTER**

The Presiding Judge:

- reviews work schedules and assignments with the Clerks (Texas Election Code, Section 32.072).
- treats Clerks uniformly in designating their working hours and duties and in regulating temporary absences (Texas Election Code. Sections 32.072(c) and 32.073(c)).
- When you leave the Vote Center for a long period of time, you need to note the clock-in and clock-out time on your payroll form.
- Not noting these times on your payroll form is considered theft by deception.
- . The Elections Department will remove you and send a complete investigation to the Sheriff's Department.

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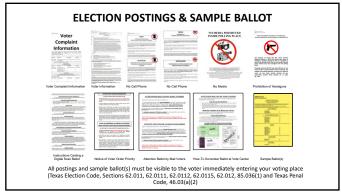
DRESS CODE-ACCEPTABLE **ATTIRE FOR ELECTION WORKERS**

- · Pants: Dress slacks, capris, khakis, cargo pants, and
- Shirts, Tops and Jackets: Blouses, dress shirts, sweaters, casual shirts, polo shirts, cardigans, turtlenecks, suit jackets, sport coats, and blazers. Long sleeve and short sleeve shirts must always be
- Sleeveless Attire: Shoulder strap must be 2 inches wide. If the strap is less than 2 inches in width must be accompanied by an overlaying jacket, sweater, cardigan, blazer, etc.
- Skirts and Dresses: Casuals dresses, skirts, sheath dresses, and skorts. Length of the dress or skirt should be no more than two inches above the knee.
 Footwear: Dress shoes, dress heels, loafers, boots, flats, conservative walking shoes, clogs, and tennis shoes. Feet must be covered at all times and toes should not be exposed.
- Hats: Are allowed if worn for religious reasons.

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DRESS CODE-UNACCEPTABLE ATTIRE FOR **ELECTION WORKERS**

- Clothing that exposes too much of your back, chest, stomach, legs, or undergarments is not appropriate for the workplace.
 - · For example: Short skirts or shorts, tube tops, halter tops with spaghetti straps, off the shoulder tops, tops with a low neckline, etc.
- Extremely faded, frayed, bleached, or torn items of clothing.
- · Bib overalls
- · Athletic Wear: Biker shorts, spandex/lycra tops or bottoms, sweatpants, etc.
- Clothing with any offensive images, words, or slogans.
- Provocative/revealing/transparent attire.
- Footwear: Thongs, flip-flops and any shoe that expose the entire toe area (excluding footwear prescribed by a Physician is permissible if office receives a written request from a doctor).
- Hats: Athletic type hats/caps, visors or beanies.
- · Campaign Attire





NEW POSTINGS DISPLAY STAND

- Every Vote Center will receive one new display stand.
- All postings will be set-up and ready for display.
- All that is required from Election Workers is to set up the stand.
- Instructions will be included.

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NOTICE OF APPROVED FORMS OF ID

- Photo ID postings, available in English and Spanish.
- Must be placed at the entrance door to your Vote Center so it is visible to voters as they enter (Texas Election Code, Section 62.016).

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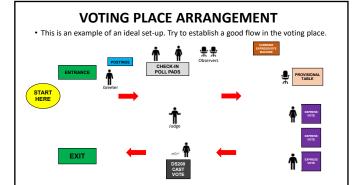
VOTING PLACE

ARRANGEMENT

Train your workers to do the following:

- Try to have a dedicated entrance and exit.
- · Clearly state where the voter goes to check-in.
- · Place the check-in station near the entrance.
- Arrange the table so there can be a forms table aside from the main check-in station.
- · Place the ballot box or scanner (DS200) near the exit.
- Post a dedicated clerk to ensure the ballots are being deposited into ballot box (DS200) before the voters exit but ensure that the secrecy of the ballot isn't compromised when providing assistance.
- Place the curbside ExpressVote machine away from the check-in station.
- Make sure the Presiding Judge has a good view of the voting place at all times.
- If you have Poll Watchers or observers, remember they have free movement, but you may give them a place to sit.

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ELECTRONIC DEVICES

A person is not allowed to use a wireless communication device within a room in which voting is taking place, Additionally, persons are not allowed to use mechanical or electronic devices to record sound or images within 100 feet of the Vote Center (Texas Election Code, Sections 61.014(a) and 62.0111).

• Examples of what devices should not be used?

- - Cell phones (Except for persons using assistive technology devices. Election Judge has discretion on this type of use)
 - Cameras
 - Tablet computers
 - Laptop computers
 - Sound recorders
 - Any other device that may communicate wirelessly or be used to record sound or images.

ELECTRONIC & RECORDING DEVICES

(Texas Election Code, Sections 61.003 & 61.014)

- Exception: Election Worker conducting official duties.
- Exception: Use of election equipment necessary for the conduct of the election.
- Exception: Persons employed at the Vote Center while acting in course of person's employment.
 Exception: Persons using assistive technology devices. Presiding Judge has discretion on this type of use.

Media

Media is prohibited inside the 100 ft. marker. Should any media personnel arrive at your Vote Center you must contact the <u>Elections Department</u>. Presiding Judge, you do not have the authority to allow any media personnel to record or conduct interviews <u>within</u> the 100 ft. marker.



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UPDATING WAIT TIMES

- Every 30 minutes you will need to send a text message to (915) 493-6965.
- Your message will consist of ONLY a single letter
 Each letter will correspond to a specific wait time:

Letter	Wait Time
Α	Less than 10 minutes wait time
В	10 to 20 minutes wait time
С	20 to 30 minutes wait time
D	More than 30 minutes wait time

- Once you send the wait time text you will receive a "Thank You" response. This will signify that your message was sent successfully.
 Cell phones provided by the department are to be used STRICTLY for wait time text messages and/or to contact your Rover/Elections Department. PERSONAL USAGE is PROHIBITED.
- **<u>DO NOT</u>** call, text message or download any apps.

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WRITTEN COMMUNICATION

• Written communications may be used Written communications may be used by voters inside the voting area.
 Election Workers must periodically check voting machines and common areas of the voting area for sample ballots, pamphlets, brochures or other written materials pertaining to the election that may have been discarded by previous voters (Texas Election Code, Section 61.011).



VOTERS WITH DISABILITIES

Voters with disabilities have the right to:

- Vote by themselves and make their own choices.
- Get help from a person of their choice or an Election Worker.
- A physically accessible Vote Center and the use of an accessible voting machine.
- Vote if they have a guardian, unless a court determines they cannot.
- Be treated in the same way as all other voters. If the voter is properly registered, it is not up to the Election Worker to question or challenge the voter's registration or competence to vote.

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VOTERS WITH DISABILITIES

Pursuant to Texas Election Code, Section <u>63.0015</u>:

- An election officer may shall give voting order priority to individuals with a mobility problem that substantially impairs the person's ability to move around.
- A person assisting an individual with a mobility problem may also, at the individuals request, be given voting order priority.
- voting order priority.

 Disabilities and conditions that may qualify a voter for voting priority include but is not limited to paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritic, neurological, or orthopedic condition, wheelchair confinement, and/or the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.



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VOTERS WITH DISABILITIES

- General guidelines:
 - Be respectful. Use common sense. Voters with disabilities want to be treated the same way as everyone else. Show them the same respect you would give every other voter.
 - Just ask. Don't be afraid to help, but don't automatically give assistance unless the person has requested it or consented.
 - Communicate with the voter. Some voters with disabilities may have an Assistant, Interpreter, or friend with them. Always look and speak directly to the voter, not to their companion.

ASSISTING A VISUALLY IMPAIRED VOTER

- Become familiar with the ADA keypad and headphones that comes with every ExpressVote and ExpressTouch machine.
- Hand the keypad correctly to the voter and place it in his/her hand.
- Learn to use exact language. Avoid saying, "up here," down there," "over here," "the green button." Instead say, "on the upper right hand of the keypad," "the round center button," "the arrow to the left of the round center button."
- Before reaching out to touch a voter ask permission. "May I touch your hand?" "Do you want to hold my arm so I can guide you?" "Would you like to place your hand on my shoulder so you can follow me?" Keep in mind that although some visually impaired voters use a white cane, some still have a little bit of useful vision, so they may not have to be led to the voting machine.
- Speak directly to the voter even though he/she may have a companion with them. Use a normal tone. They are not deaf, only blind. They do not appreciate having their voting choices announced for all to hear.

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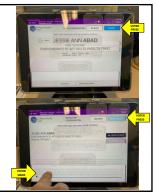
WHAT ABOUT VOTERS WITH DISABILITIES AND TECHNOLOGY?

- Section 1.022 of the Texas Election Code provides that a provision of the Code may not be interpreted to prohibit or limit the right of a qualified individual with a disability to request a reasonable accommodation or modification to any election standard, practice, or procedure mandated by law or rule that the individual is entitled to request under federal or state law.
- In recent years, advances in technology have allowed cell phones, tablets and other wireless communication devices to assist voters with disabilities. As an example, a voter may use a program/application on a mobile device to translate verbal communication into sign language, allowing the voter to understand communication by an election official. While the situation is not expressly addressed in the Election Code, an Election Judge may use their authority to allow a voter utilization of these programs/applications at their discretion.

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BRAILLE POLL PAD SCREEN

- Place the Braille Poll Pad Screen when the voter confirmation screen appears.
- This screen provides braille literacy for blind and visually impaired voters.
- Voter will be able to sign at the bottom of the screen once he/she verifies their information.



EXIT POLLING

- The Presiding Judge may allow non-disruptive exit polling within the 100-foot boundaries surrounding the Vote Center.
- The Presiding Judge must determine that such exit polling does not constitute either:
- "Loitering" in violation of Sec. 61.003(a) of the Code or;
- A disruption of order or a contribution to a breach of the peace at the Vote
 Center
 Cent
- The Presiding Judge has discretion to tell persons conducting the exit poll to go beyond the distance markers if their activities are disruptive to voters.

Texas Election Code, Sections 61.003(a) and 32.075

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ELECTIONEERING

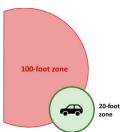
- · Also known as Campaigning
- Post distance markers 100 ft. in each direction from all entrances through which voters may enter the building in which a Vote Center is located (Texas Election Code, Sections 61.003(a) and 62.010 (a)).
- It is unlawful for a person to electioneer or loiter within the boundary established by the distance markers. An offense is a Class C misdemeanor (Texas Election Code, Section 61.003).
- Election Workers <u>may not enforce</u> the electioneering or loitering statutes outside the 100 ft. distance marker (Texas Election Code, Section 32.075).
- Each Vote Center will be provided with two large distance marker cones. You must place them 100 from each entrance through which voters may enter the building.



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ELECTIONEERING-CHANGES TO CURBSIDE VOTING

- Section 61.003 of the Texas Election Code has been amended to prohibit an individual from electioneering within 20 feet of a parking space designated for curbside voting.
- The 20-foot distance marker is in addition to the current 100-foot distance marker, meaning that the 100-foot zone still exists around a Vote Center but could possibly be extended if your designated curbside spot is on the edge of the 100-foot zone.



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- On September 30, 2021, the U.S. District Court for the Southern District of Texas issued a
 final judgement in Ostrewich v. Hudspeth, a lawsuit challenging the electioneering provisions
 in the Texas Election Code, Sections 61.003, 61.010, and 85.036.
- In the Ostrewich case, the district court upheld Sec. 61.010 but struck down Secs. 61.003 and 85.036 in the context of voters' apparel during voting as a violation of the First Amendment to the U.S. Constitution.
- In June 2023, the Fifth Circuit affirmed the district court's ruling as to Section 61.010 and reversed the portion that struck down Sections 61.003 and 85.036 of the Code. The Supreme Court subsequently denied certiforair. Thus, all three electioneering laws, Sections 61.003, 61.010, and 85.036 of the Texas Election Code, were upheld and remain in force
- now.

 Each Election Day Vote Center must be organized with 100-foot distance markers posted at surrounding outside entrances to the building. As a result of the above-referenced litigation, during the voting period and inside this protected area, during Election Day, 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.
- Please note that this court decision was addressed in the Election Judge and Clerks handbook, available in your Election Day binder.

POLL WATCHERS

 "Watcher" means a person appointed to observe the conduct of an election on behalf of a candidate, a political party, or the proponents or opponents of a measure (Texas Election Code, Section 33.001).

The Poll Watcher...

- Must provide the Presiding Judge with a "Poll Watcher's Certificate of Appointment" and
 "Certificate of Completion." Presiding Judge, you must keep the "Certificate of Appointment"
 and "Certificate of Completion" in Envelope #2 for return to the custodian of election records
 after the election (Texas Election Code, Section 66.023(7)).
- Must wear a form of identification prescribed by the Secretary of State and provided by the Presiding Judge or other election officer (Texas Election Code, Section 33.051(f)).
- May not use wireless communication devices (e.g. cell phones) in a Vote Center (Texas Election Code, Section 61.014). The watcher must be allowed to leave to use a wireless communication device and be readmitted to the voting place, if the watcher returns promptly (Texas Election Code, Section 33.052(b)).
- May not be accepted for service if Poll Watcher has possession of a device capable of recording images or sound unless Poll Watcher agrees to disable or deactivate the device (Texas Election Code, Section 33.051).

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POLL WATCHERS

- A Poll Watcher must complete the Poll Watcher training administered by the SOS and <u>present the certificate of completion to the Presiding Judge</u> at the time the watcher reports for service. The Poll Watcher training will be available on the Texas Election Training Portal, www.sos.texas.gov (Texas Election Code. Section 33.051).
- Before being accepted for service, a watcher must take an oath administered by the election office (Texas Election Code, Section 33.051 (a)(h)). This oath has been added to the certificate of appointment that the poll watcher presents and signs in the presence of the Presiding Judge.

appointment that the poil watcher presents and signs in the presence of the residing Judge.

Oath: "I swar or affirm that I will not disrupt the voting process or harass voters in the discharge of my duties."

Activities a Poll Watcher may observe:

- All election activities relating to closing the voting place, including the sealing and transfer of a memory card, flash drive, data storage device, or other medium now existing or later developed for use with voting system equipment.
- Follow the transfer of election materials from the voting place to the regional tabulating center, central counting station, or other location designated to process election materials.

DUTIES AND PRI	VILEGES	OF A	WATCHER
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- The new law amended, Texas Election Code 33.056, to provide that a watcher is entitled to sit or stand near enough to see and hear the election officers conducting the observed activity, except as otherwise prohibited by <u>Chapter 33</u>. A watcher may not be denied free movement where election activity is occurring within the location at which the watcher is serving. A watcher who is entitled to "observe" an election activity under the Election Code is entitled to sit or stand near enough to see and hear the activity.
- A watcher may point out to an Election Judge or Clerk any observed irregularity or violation of law. However, if the Clerk refers the watcher to the Presiding Judge, the watcher may not discuss the matter further with the Clerk unless the Presiding Judge invites the discussion (Texas Election Code, Section 33.058 (b)).
- The new law amended, Texas Election Code, Section 32.075 to provide that a <u>Presiding Judge may not have a watcher removed from the voting place</u> for violating a provision of the Election Code or any other provision of law relating to the conduct of elections unless the violation was observed by an Election Judge or Clerk. However, a Presiding Judge may remove a Poll Watcher for a violation of the Penal Code, regardless of whether the Election Judge or Clerk observed the violation. A Presiding Judge may call a law enforcement officer to request a Poll Watcher be removed if the Poll Watcher commits a breach of the peace or a violation of law.

POLL WATCHER OVERVIEW

HB 1631 (2023, R.S.)

- Eliminated the requirement for poll watchers to serve for five continuous hours at a polling place on Election Day for the watcher to serve the hours they choose.
- A Poll Watcher can view any election document at any voting place (Texas Election Code, Section 33.056(c)).
- Election Worker Payroll Forms
 - Any requests for documents must be made as a Public Information Request and handled accordingly. Have the Poll Watcher contact the Elections Department for more information.

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STATE INSPECTOR

A State Inspector:

- is appointed by the Secretary of State's office to designated voting places across the state (Texas Election Code, Section 34.001)
- must wear an identifying name tag or badge while on duty at the voting place (Texas Election Code, Section 61.010(b))
- must be permitted to observe all election activities performed by the Election Judges and Clerks (Texas Election Code, Section 34.002)
- is permitted to point out any irregularities or concerns to the Presiding Judge
- <u>may not observe</u> the preparation of a voter's ballot, unless the voter is being assisted by an Election Judge or Clerk
- are not required to take an oath administered by the Election Judge

WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- An Election Judge or Clerk
- A Poll Watcher
- The Secretary of State
- A staff member of the Elections Division of the Office of the Secretary of State performing an official duty in accordance with the Election Code
- An election official, a sheriff, or a staff member of an election official or sheriff delivering election supplies
- A State Inspector
- A person admitted to vote
- A child under 18 years of age who is accompanying a parent who has been admitted to vote

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WHO IS PERMITTED TO BE LAWFULLY PRESENT IN YOUR VOTING PLACE

- A person providing assistance to a voter under Texas Election Code, Sections $\underline{61.032}$ or $\underline{64.032}.$
- A person accompanying a voter who has a disability.
- A special peace officer appointed by the Presiding Judge under Texas Election Code, Section 32.075.
- Primaries Only: The county chair of a political party conducting a primary election
 may be in a polling place during the voting period as necessary to perform
 administrative functions related to the conduct of the election, as authorized under
 Texas Election Code, Sections 61.001 & 172.1113.
- A voting system technician, as authorized under Texas Election Code, Section 125.010.
- The county election officer, as defined by Texas Election Code, Section 31.091, as necessary to perform tasks related to the administration, of the election.
- A person whose presence has been authorized by the Presiding Judge in accordance with the Election Code. $\label{eq:prescription}$

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HOW TO POLITELY ADDRESS DIFFICULT ISSUES

- Electioneering
 - "Excuse me, but I'm not sure if you are aware that campaigning is prohibited by law within 100 feet of the entrance to the building where the voting place is located."
- Firearms in the Voting Place
 - Approach and say, "I'm not sure if you are aware that the Texas Penal Code prohibits firearms in the voting place even if you are licensed to carry."
- Poll Watchers
 - Approach and say, "Pardon me, I noticed that you were using your phone to make notes. State law prohibits the use of wireless devices in the voting place. Please feel free to step outside briefly if you need to use your phone. It doesn't interrupt your hours of service as long as you promptly return."

De-Escalation Tactics

H.E.A.T.

- •H-Hear them out
- •E-Empathize
- •A-Apologize
- •T-Take Action

49



- As an Election Worker, your task is to manage an election, not to engage in or discuss politics.
- You must maintain a non-partisan behavior when working at your Vote Center.
- Do not attempt to influence the voter in any way.
- Do not attempt to initiaence the voter in any way
- Do not discuss issues or candidates at the voting area, even if voters are not present.
- $\bullet\,$ Do not speculate on the outcome of the election.
- Some examples: Controversial propositions, closely contested races, controversial legislation, etc.



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QUALIFYING THE VOTER

- The voter should be asked whether the voter has one of the acceptable forms of photo ID that is either current or not expired more than four years.

 Note: With the exception of the U.S. citizenship certificate, which does not expire, the ID must be current or, for voters aged 18-69, have expired no more than four (4) years before being presented for voter qualification at the voting place. A person 70 years of age or older may use a form of photo ID listed in the next slide that has expired for any length of time if the ID is otherwise valid.
- If the voter says "YES", the voter is required to present that form of photo ID. If the
 voter informs you that he/she <u>has an acceptable form but did not bring it to your
 Vote Center, the voter may vote a provisional ballot</u> and bring the acceptable form of
 photo ID to the El Paso County Elections Department <u>within 6 days to cure their
 ballot</u>.

ACCEPTABLE FORMS OF PHOTO ID

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- 2. Texas Personal Identification Card issued by DPS
- 3. Texas Election Identification Certificate issued by DPS
- 4. Texas Handgun License issued by DPS
- 5. United States Military Identification Card containing the person's photograph
- 6. United States Citizenship Certificate/Certificate of Naturalization containing the person's photograph
- 7. United States Passport (book or card)

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ACCEPTABLE FORM OF PHOTO ID TEXAS ID

 The gold star near the top right of the Texas Identification Card/Texas Driver License is not required in order to vote in Texas. You must accept a Texas ID from a voter with or without the gold star and allow him/her to cast a regular ballot.

DRIVER LICENSE



53

DPS RECEIPT WITH PHOTO

- Receipts are issued at DPS locations when you apply for a driver's license, identification card or EIC.
- They are printed on letter sized
- They are used until card is received by applicant in the mail.
- The receipt should not be expired more than four (4) years before being presented for voting.

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ACCEPTABLE ID/(E) NOTATION VOTER

Texas Election Code, Sections <u>13.002(i)</u>, <u>15.001(c)</u> and <u>63.001(h)</u>

- Available for voters with documented disabilities.
- Voter has a disability and has applied for and received a disability exemption from the Voter Registrar's office in accordance with the Texas Election Code.
- If the voter presents their Voter Registration Certificate with an (E) after the VUID number, they do not need to present one of the seven forms of photo ID or follow with the Reasonable Impediment Declaration procedure.



Designation of (E) next to VUID number

55

ACCEPTABLE FORMS OF PHOTO ID EXPIRATION DATES

- An acceptable photo ID must not have expired more than four (4) years before being presented at the Vote Center, unless the voter falls under *Election Advisory No.2018-08*.
- Examples of acceptable photo ID cards do not expire:
 - Texas Identification Cards for persons aged 60 or older may be permanent and marked "INDEF."
 - Texas Election Identification Certificates (EIC) for persons aged 70 or older are permanent cards.
 - Some military ID cards are permanent, including Uniformed Services ID cards and Veterans Affairs ID cards. These are usually marked "INDEF."
 - Certificates of Naturalization and Citizenship do not expire.

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REASONABLE IMPEDIMENT DECLARATION

- If the voter has a <u>reasonable impediment</u> or difficulty to obtaining one of the acceptable forms of photo ID.
- Instruct the voter to present a supporting form of ID and complete a
 "Reasonable Impediment Declaration." If the voter presents a
 supporting form of ID and completed the declaration, the voter will
 then complete their check-in on the E-Poll Book and proceed to the
 voting machine of their choice to cast a regular ballot.

ACCEPTABLE SUPPORTING FORMS

If the voter has been unable to obtain an acceptable photo ID, and the voter has a reasonable impediment or difficulty to obtaining an acceptable photo ID, he/she may present one of the following supporting forms/documents of ID and execute a Reasonable Impediment Declaration:

- Valid Voter Registration Certificate
 Certified Birth Certificate
- Copy of or original:
 - Current utility bill
 - Bank statement
 - · Government check
 - Paycheck
 - Other government documents with voter's name and an address (original required if it contains a photograph)

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VALID VOTER REGISTRATION CERTIFICATE



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CERTIFIED BIRTH CERTIFICATE (must be an original)

- It may be from another state or country, does not have to be from Texas.
- It must not be a copy of a certified copy.



COPY OF OR ORIGINAL CURRENT UTILITY BILL

- It may be a copy or printout.
- To be current, the utility bill must be the most recent version or at least dated within two (2) months of the date it is presented to an Election Worker.
- The address on the utility bill does not have to match the address on the E-Poll Book.



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COPY OF OR ORIGINAL BANK STATEMENT

- It may be a copy or printout.
- The address on the bank statement does not have to match the address on the E-Poll Book.



62

COPY OF OR ORIGINAL GOVERNMENT CHECK

- It may be a copy or printout.
- The address on the government check does not have to match the address on the E-Poll Book.



COPY OF OR ORIGINAL PAYCHECK

- It may be a copy or printout.
- The address on the paycheck does not have to match the address on the E-Poll Book.



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COPY OF OR ORIGINAL OF OTHER GOVERNMENT DOCUMENT

- Must be an original document if it contains a photograph.
- Must be issued by the Federal Government, a federally recognized Tribal Government, or a state or local government in the United States.

Examples:

- 1. Driver's licenses from other states
- 2. ID cards issued by federally recognized Native American tribes
- 3. DPS Receipts (without a photo)
- 4. Expired Voter Registration Certificates
- 5. Expired Texas DPS-issued Driver Licenses or personal ID cards (over four (4) years)

Note: Government documents do NOT include Social Security cards (no address), public college or university IDs without an address, state/federal employee ID cards without an address, or library cards without an address. The address on the government document has to be an address of the voter. It does not have to match the address on the E-Poll book.

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REASONABLE IMPEDIMENT DECLARATION

The voter must indicate one of the following impediments:

- 1. Lack of transportation
- 2. Disability or illness
- 3. Lack of birth certificate or other documents needed to obtain form of photo ID
- 4. Work schedule
- 5. Family responsibilities
- 6. Lost or stolen identification
- 7. Acceptable form of photo ID applied for but not received

	DEACONABLE	MPEDIMENT DECLARATION
1 lohr	Voter	COMPLETED BY VOTER
Name		
		KTION OF REASONABLE IMPEDIMENT
providing a false stars penalty of perjuny th at the polling place photo identification t	ment or false information on t at the information contained in to sign this declaration, and th steed in Section 63.0300(a) of the	
	iment is due to the following re	eson(i):
2 (Check at breature to	in below)	
X Lack of transport	Select	Disability or illness
	estificate or other documents	needed to obtain acceptable form of photo ID
☐ Work schedule		 Family responsibilities.
Lost or stolen in	dentification	Acceptable form of photo IO applied for but not receive
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	TO BE COM	PUTTED BY ELECTION OFFICIAL
6 The voter provided	a copy or original of one of the	following forms of identification:
torth admin document) X co		in a U.S. state or terminary) birth-certificate or a document confirming disches the voter's identity (which may include a foreign birth

- 1: Voter must print name, legibly
- 2: Voter must check at least one box
- 3: Voter signs and dates declaration
- 4: Either the Election Judge or the voter completes the Voter Unique Identifier Number (VUID), and note on the E-Poll Book that the declaration was used by the voter
- 5: Election Judge must sign declaration
- 6: Election Judge must check what type of document the voter provided
- 7: Election Judge prints the name of the Vote Center and date of election, legibly

Note: Once declaration is executed by both the Judge and voter, the voter must be allowed to cast a regular ballot. If executed, return inside Envelope #2.

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DECLARATION OF REASONABLE IMPEDIMENT

- You may not question or challenge the voter regarding their lack of acceptable photo ID.
 - If the voter states that they have not been able to obtain an acceptable photo ID, and the voter, in response to your question as to whether they have a reasonable impediment or difficulty to obtaining an acceptable ID, states that they have such a reasonable impediment or difficulty, you must explain their right to complete the Reasonable Impediment Declaration and show a supporting form of ID.
- You may not question the reasonableness of the voter's reasonable impediment or difficulty or the truth of the declaration.
 - For example, if the voter checks "lack of transportation", you may not challenge the voter's access
 to a bus route or other means of transportation.

A signed Reasonable Impediment Declaration shall be rejected only upon conclusive evidence that the person completing the declaration is not the person in whose name the ballot is cast.

Note: The form warns that false statements and false information on a Reasonable Impediment Declaration subject a person to prosecution for perjury under Chapter 37, Penal Code, or Section 63.0013 of the Texas Election Code.

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ADDRESSES

- You should not compare the address on any ID to the address on the E-Poll Book. They are not required to match.
- You are only required to confirm with the voter that the address on the E-Poll Book is correct (Texas Election Code, Section $\underline{63.0011}$).
- - Ask the voter if he/she still lives on 123 Main Street. This allows the voter to $update\ his/her\ voter\ registration\ record.$
 - \bullet If the voter $\underline{says\ yes}...this$ confirms that their registration records are up to date.
 - If the voter <u>says no</u>...this means that the voter needs to update their address by completing a Statement of Residence.

STATEMENT OF RESIDENCE **STATEMENT OF RESIDENCE** **STATEMENT OF RESIDENCE** **Also known as a change of address form. **If a voter moved, he/she must complete this form and give it back to you before voting. **Also known as a change of address form. **Also known as a change of address form. **Also known as a change of address form. **If a voter moved, he/she must complete this form and give it back to you before voting. **Also known as a change of address form. **Also known as a change of address form. **Also known as a			
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	The control of the co	The second secon	If a voter moved, he/she will need to complete this form before voting. Or if the voter has a "Suspense" notation on the E-Poll Book, he/she must complete this form and give it back to you before voting. If voter refuses to complete a Statement of Residence, then he/she can only vote a Provisional ballot. All required fields must be complete, signed and dated by the voter. If possible, write the voters Voter ID number on top of the form. This will allow our office to access their voter record faster to make the changes. The voter ID can be found on the E-Poll Book during the

SIMILAR NAME PROCESS

- If the voter's name on the E-Poll Book is not identical to the voter's name as it appears on the voter's photo ID or supporting form of ID, the Election Worker will determine, under standards adopted by the Secretary of State, if the names are "substantially similar."
- If the names are substantially similar, the voter shall be accepted for voting after he/she places their signature in the similar name box in the E-Poll Book, these procedures are outlined in the Texas Election Code, Section 63.001.
- If the voter would also like to update their name on their voter registration record, they can do so by <u>completing a Statement of</u> <u>Residence form</u> or a <u>Voter Registration Application</u>.

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SIMILAR NAME WHEN PROCESSING A VOTER Initial, Middle Name, Former Name (maiden names or hyphenated names) E-Poll Book ID Sandra Robles Sandra Robles-Avila Jacob Valenzuela Jacob Andrew Valenzuela Aimee L. Smith Aimee Smith Slightly Different (minor misspellings of names). E-Poll Book Vanesa Miller Vanessa Miller Mark Lopez Marc Lopez Nancy Jones Nanci Jones Customary Variation (English v. Spanish or common abbreviations E-Poll Book ID Jose Sanchez Joseph Sanchez Kim Rogers Kimberly Rogers Esperanza Lopez Hope Lopez

QUALIFYING PROCESS

- Chapter 63 of the Texas Election Code
- Step 1: Identify voter by asking for any of the 7 acceptable forms of photo ID. If the voter fills out a Reasonable Impediment Declaration, ask for the supporting form of ID.
- Step 2: E-Poll Book. Look-up voter with photo ID or supporting form:
 - Voter's name, Date of Birth;
 - Address/Residence (does not have to match from E-Poll Book to acceptable photo ID/supporting form);
 - · Any notations.

Note: If acceptable form of photo ID or supporting form does not provide an address, you do not need to ask for a second identification for verification.

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QUALIFYING PROCESS

- Step 3: Have you Moved? Election Worker must ask every voter if they still live at the address shown on the E-Poll Book. If address is different offer voter to complete a Statement of Residence.
- Step 4: Voter's Information. Have voter verify his/her information on the E-Poll Book and sign his/her name on the E-Poll Book signature line (Refer to Poll Pad Training Guide for instructions).
- Step 5: Provide Voter with Activation Card. Either the Presiding Judge or Alternate Judge must initial the back of the activation card; next to the pre-printed number.
- Step 6: Cast Ballot. Direct voter to ExpressVote machine of their choice to mark their activation card. Once card is retrieved and marked, voter must scan marked activation card on the DS200.

Note: The address on the voter's identification **does not have to match** the voter's registration address. An Election Worker **may not refuse to accept** a voter's identification because the addresses do not match. Doing so is violation of the law!

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PREPARING THE ACTIVATION CARD

- The Early Voting Clerk's initials (L.W.) are pre-printed on the back of each activation card used at the polling place.
- Before handing the activation card to the voter, the Presiding Judge must sign his or her full name on the back of the activation card after it is ejected from the poll pad printer during check-in.
- An Alternate Judge may only sign the activation card if the Presiding Judge is absent or not present at the polling place.
- Election Clerks cannot sign the Presiding Judge's name.
- Once signed, the activation card becomes an official ballot.

Texas Election Code, Sections <u>85.0311</u>, <u>62.008</u>. <u>Election Judges and Clerks Handbook</u>, page 76.



MAIL BALLOT REQUESTED

- The voter may cancel his/her mail ballot and cast a regular ballot at your Vote Center by:
 - Completing the "Request to Cancel Ballot by Mail For Use in the Polling Place" (available inside Envelope for Requests and Canceled Ballots and;
 - Surrender the mail ballot (both the envelope where ballot was received and the paper ballot) to any Election Worker.

See next slide for example. Should you have any questions or need assistance please call the Elections Department at (915) 273-3597.

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SURRENDER BALLOT BY MAIL

CARRIER ENVELOPE

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MAIL OUT ENVELOPE



BALLOT

- Examples of ballot by mail envelopes and ballot. Voter must surrender the <u>carrier envelope</u> <u>OR</u> the <u>mail out envelope</u> <u>AND the ballot</u> in order to cast their vote, in person, at your Vote Center.
- If voter does not have any of the documents mentioned above, you must offer him/her to cast a provisional ballot.

elope at your

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BALLOT BY MAIL CANCELLATION



Note: The "Request to Cancel Application for Ballot by Mail" and all surrendered ballots must be returned in this envelope.



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Pursuant to Texas Election Code, Sections 66.026, 66.051(b), 84.032(d-1) and 85.071:

• To keep a register of the names of voters who surrender their ballots by mail at the voting place during Election Day in person in order to cancel their ballots by mail and vote in person.

Note: The Register of Surrendered Ballot form must be returned to the Early Voting Clerk inside of Envelope #4.

7 del Prescribed by Secretary of State Sections M. 509, 66 of this M. 68200, 15, 85.01		Uniform & Special	LITEP
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	REGISTER OF	SURRENDERED BAL	LOTS BY MAIL
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11/04/2025	John Voter		0015785
Note: the voter an Polling Place, ex- form Instruction I. Write the data I. Write the seri II. Yerly that the I. Atlach the file	soule these steps: that the ballst was sum in name on the form, if number of the official word "canceted" was in owest to Cancet a Batter	e completed the Request to to endered at the polling place, rather that was sumendered. Of either, on all pages of the ball by Mad for Use in the Putting	
Election Day Election Day Election Day	ner. Place the cancelled ball Deposit the Envelope for I Deputy Early Voting Co hereby certify that the in the above-mentioned of	r Requests and Cancelled Ba erk (Early Voting) or Presiding bove and foregoing is a true i lection.	e for Requests and Cancelled Ballots. Note in Ballot Box #4 at the end of day. y Judge (Dection Day) of the election and correct Register of Surrendered
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NOTICE OF IMPROPER DELIVERY

Texas Election Code, 84.033(c)

- If this notice is presented at your Vote Center, voter must surrender notice.
- Before processing the voter call the Elections Department at (915) 273-3597 for further instructions.
- You must place the notice inside the Envelope for Requests and Canceled Ballots.

		IMPROPER DELIMERY
	AGRICI OF	WHANCHER DETRIEN
Name of Vi Precinct No	ne Jorge Ramos	vuo number 1095673213
early setting	erve as notice that your ballot for the clork. It has been determined that yo voted by mail will not be counted.	e <u>Uniform & Special</u> _Elector was received by the nor ballet was returned in violation of the Election Code, and
Check Read	en:	
1 X	Your ballet was not returned in the	official carrier envelope.
1	more than one carrier envelope. If persons who enclosed their carrier	Model carrier envelope but in another envelope containing another envelope is used to order the Carrier envelope, all envelope in the same larger envelope, much be regulated to see once or more pairle envelopes returned with your sarrier will be vote at your address.
1	It has been determined that you below. A carrier envelope may not originates from the address of one-	ir carrier envelope originated from the location indicated the delivered by a common-or contract carrier if the delivery of the following:
	a) headquarters of a po	olitical party or candidate in the election
	b) candidate in the elec	tion unless that is your address.
	c) specific or general po	urpose political committee insolved in the election
	d) an entity that reques	ited the election
4_		no delivered your carrier envelope did not provide a receipt did not meet with requirements prescribed by state law.
s		ly someone other than you, the voter. Note that corrier is mail, common or contract carrier, or by hand-delivery by
presenting your electro	and surrendering this Notice to the pr in-day polling place.	oring period or at your regular election day polling place by eaching election officer at the early voting polling place or at
f'you have	any questions regarding this matter, pl	Nasa cat my affice at (915) 273-3597
	sa Wise	
Signature o	Etany Voting Clark	
11/0	1/2025	

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PROVISIONAL VOTER

(Handbook for Election Judges and Clerks, pages 104-111)

At all elections, the following individuals are eligible to receive a provisional ballot:

- A voter who states he/she does not possess an acceptable form of photo ID, and that he/she can reasonably obtain an acceptable form of photo ID.

 A voter who states that he or she does not possess an acceptable form of photo ID, and that he/she cannot otherwise reasonably obtain an acceptable form of photo ID but did not bring a form of supporting ID to the polling place. A voter who states he/she possesses an acceptable form of photo ID but does not have it with him/her to present at the polling place. NOTE: The voter may opt to leave the polling place and return later with an acceptable form of ID and vote a regular ballot.

regular ballot.

A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration procedure and has a religious objection to being photographed and the voter has consistently refused to be photographed for any governmental purpose from the time the voter has held this belief.

NOTE: A voter who does not possess and could otherwise not reasonably obtain an acceptable form of photo ID but just did not bring a supporting form of ID to the polling place may opt to leave the polling place and return at a later time with an acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration.



PROVISIONAL VOTER (CONTINUED)

At all elections, the following individuals are eligible to receive a provisional ballot:

- A voter who does not present an acceptable form of photo ID or follow the Reasonable Impediment Declaration because of a natural disaster that was declared by the president of the United States or the Texas Governor, occurred not earlier than 45 days before the date the ballot was cast, and caused the destruction of or inability to access the voter's identification.
- A voter whose name on the form of identification, a voter show a name on the form of identification presented (an acceptable form of photo ID or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) is determined by the election officer not to exactly match or be substantially similar to the name as it appears on the list of registered voters.

of registred voters.

Substantially similar to the harme as it appears on the registred voters.

A voter who presented a form of identification (an acceptable form of photo identification or, if applicable, a supporting form of identification with a Reasonable Impediment Declaration) <u>but whose identity cannot be verified by the identification presented.</u>

The if a voter is casting a provisional ballot due to reason; 1.7 above, the TE: if a voter is casting a provisional but due to reason; 1.7 above, the TE is a voter is casting a provisional but of the properties of the voter in the present an acceptable form of photo ID to the terregistra, or, if the voter does not possess and cannot reasonably obtain an ceptable form of photo ID, execute a Reasonable Impediment Declaration, and seen as supporting form of ID to the voter registra, or, if applicable, qualify for ottographed) within 6 calendar days of Election Day).



82

PROVISIONAL PROCEDURE

- If the voter believes they are registered, the Presiding Judge or Alternate Judge must ask if the voter registered or updated their registration at DPS or during a voter registration drive.
- If voter did go to DPS or registered through a voter registration drive, the Election Judge must write the approximate date the voter completed the application on the "Affidavit of Provisional Voter."
- In addition to asking about DPS or a voter registration drive, it is okay for the Election
 Judge to ask additional information about when/how the voter believes they have
 registered in order to complete the provisional process:
 When did you mail in your card?

 - What was the name/and or location for which you registered through a Volunteer Deputy Registrar or voter registration drive?

All these questions help the voter! Remember to check or mark reason seven (7) on Affidavit of Provisional Voter.

83

JUDGES RESPONSIBILITIES

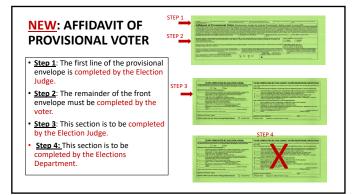
- 1. Have provisional material ready.
- 2. Make sure all Election Workers understand that they must offer a provisional to those who are eligible.
- 3. Be prepared to move provisional voters out of the main line and to the side for processing, direct provisional voters to designated provisional voting
- 4. Ensure voters know they have six days to cure their ballot.
- 5. Make sure to write the name of all provisional voters on the "List of Provisional Voters." Note: You will need this list when completing the 'Register of Official Ballots" during closing procedures.
- Be aware that if there is time, they can leave and return with proper photo ID or supporting form of ID.
- Follow the instructions and fill out all forms completely. Provisional process instructions are available inside your binder.

NOT REGISTERED TO VOTE/DID NOT MEET REGISTRATION DEADLINE

All Provisional Voters must be checked-in on the E-Poll Book, for those voters that:

- 1. Did not meet the voter registration deadline; or
- 2. Are **not** registered to vote.
- They will **not** come up on the E-Poll Book.
- You will need to call the Elections Department in order those voters to be added to the E-Poll Book.

85



86

Step 1: The first line of the provisional **AFFIDAVIT OF PROVISIONAL VOTER (CONTINUED)** Write the name of your Early Voting Location, the precinct number where voter is registered and the date of the election. Step 2: The remainder of the front envelope must be completed by the voter. STEP 1 •Please make sure that the voter writes STEP 2 legibly. •Ensure the voter completes all the fields: • Name Date of birth Address ID/Social Security (one or the other or both) TURN THE AFFIDAVIT OF PROVISIONAL VOTER AROUND Citizenship question Voter signature

AFFIDAVIT OF PROVISIONAL VOTER (continued)



- Step 3: This section is to be completed by the Election Judge.

 Check or mark if the voter presented an acceptable form of Photo ID or a supporting form of ID and executed a Reasonable Impediment Declaration.
- Check or mark the reason why the voter is voting provisionally.
- · Write the date of when the affidavit was completed.
- Sign the bottom of the envelope.

After this you are done!

88

AFFIDAVIT OF PROVISIONAL VOTER (continued)



Step 4: This section is to be completed by the Elections Department after the election. DO NOT COMPLETE at your voting place!

89

VOTER HAS A REASONABLE IMPEDIMENT BUT DID NOT BRING THE SUPPORTING FORM TO THE VOTING PLACE

- If the voter states that they **DO NOT** possess an acceptable form of photo ID, and the voter would otherwise not be able to reasonably obtain an acceptable form of photo ID but has not brought a supporting form of ID to the voting place, the voter should be offered a provisional ballot.
- The voter may "cure" their ballot by appearing at the County Voter Registrar's Office within 6 calendar days of Election Day and presenting an acceptable supporting form of ID and completing a Reasonable Impediment Declaration.

Note: The Election Worker should explain that the voter may also opt to leave the voting place and return later with their acceptable form of supporting ID and vote a regular ballot after executing a Reasonable Impediment Declaration at the time.

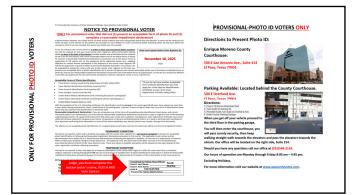
NOTICE TO PHOTO ID PROVISIONAL VOTER

Texas Election Code, Section <u>63.001(g)</u>

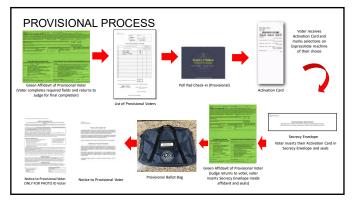
- \bullet Only for acceptable ID (photo ID/supporting form) voters who voted provisional.
- Once "Notice of Provisional Voter" is completed by either Election Judge, inform voter to present himself/herself to the Elections Department within six (6) days from Election Day with acceptable form of ID in order to have provisional ballot counted.
- Provide voter with map which will offer directions to the El Paso County Elections Department.

SEE NEXT SLIDE FOR EXAMPLE

91



92



RECAP OF THE PROVISIONAL PROCESS

uct the voter to complete entire top portion of the GREEN AFFIDAVIT OF PROVISIONAL VOTER below the election information. They can do this in a gnated private area so voters can continue to be qualified. When they are finished, instruct them to return to Judge.

- ted private area so voters can continue to be qualified. When they are finished, instruct them to return to Judge.

 Once returned to Judge, proceed of you judily" ovter on foll Plad.

 Once activation card is printed, direct voter to an Express/ote machine of their choice to make their selections. While voter is making their selections, you must complete the top of the GREEN AFFIDIANT OF PROVISIONAL VOTER above the voter section, including the "Type of Election" and "Onling Location" as well as "Date of Election", etc.

 Examples of types of elections include "Joint Election", "Primary Election". The "Authority Conducting Election" is Lisa Wise.

 Remember to review the voter section, ensure the information is complete and legible. Confirm the vote has signed the affidavit. Using the information on the poll pade of by Palling the Elections Office, please provide the Precinct where the voter is registered. Put this information on the Affidavit of Provisionally Viter form.

 Select the reason the voter's voting provisionally for feasons 1-7 is chosen, and you wish to add more information, use reason #8 to add more selection.
- details.

 The Judge MUST sign and date the form. If the Judge does not do this, they will be asked to come into the office to do this after the election to properly complete the form.

- The Judge MUS1 sign and date the form. It the Judge does not do this, they will be asked to come into the office to do this after the election to properly complied the form.

 Please fill out all the required fields in the voter and judge sections and ensure both the judge and voter signs.

 Once voter makes their selections and activation card has printed, they need to find the Judge in order to receive their GREEN AFFIDAVIT OF PROVISIONAL VOTER, and WHITE SECRECY ENVELOPE.

 Voter innerts AUMITE SECRECY ENVELOPE inside GREEN AFFIDAVID OF PROVISIONAL VOTER and seals it.

 Voter hands sealed envelope to Judge, who then places it inside PROVISIONAL BAG

 Make sure voter's name has been added to LIST OF PROVISIONAL VOTERS form, which you will find in PROVISIONAL BAG.

 Before leaving, EVERY provisional voter must be given one of the two different Notices to Provisional Voter forms, depending on reason why they voted a Provisional Ballot.

94



CALL OR TEXT TO REQUEST ASSISTANCE FROM AN ELECTION OFFICER AT THE POLLING PLACE.

LLAME O ENVÍE UN MENSAJE DE TEXTO PARA SOLICITAR ASISTENCIA DE UN FUNCIONARIO ELECTORAL EN EL LUGAR DE VOTACIÓN.

(915) 974-5323

Electioneering or loitering is prohibited within 20 feet of this curbside voting space. An electioneering or loitering violation is a Class C Misdemeanor. SOLO disponible para votantes que no pueden físicamente entrar al lugar de votación sin asistencia personal o probabilidad de afectar su salud.

Está prohibido hacer campaña electoral o merodear a menos de 20 pies de este espacio de votación en la acera Una infracción por hacer campaña electoral o merodear constituve un delito menor de Clase C.

WHAT IS CURBSIDE VOTING?

If a voter is physically unable to enter the voting place without assistance or likelihood of injury to his or her health, one Election Worker may deliver a ballot to the voter at the entrance or curb of the Vote Center (Texas Election Code, 96.009(a)).

- The voter must be qualified by the Election Worker before the voter can receive the ballot (Texas Election Code, Section 64.009(b) and (c)).
- receive the ballot (lease slection Lode, Section <u>84.000(a)</u> and (c).

 If the voter is not only physically unable to enter the voting place, but is also eligible for voter assistance in marking his/her ballot:

 Two Election Workers may assist the voter (Texas Election Code, Section <u>64.032(a)</u>) or given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer (Texas Election Code, <u>64.032(c)</u>; 42 U.S.C.A. 1973aa-6).

You will receive one A-Frame sign for your Vote Center.

NOTE - NEW LAYS 84 87 (2023, S.) amended Section 64.009 of the Code, effective June 18, 2023, requires for a polling place to designate a space for curside voting, DO NOT PLACE THAE AFRAME IN NA NOA/ACCESSIBLE PARKING SPACE. Also, the new law states that a voter requesting cursisde voting "may call or text to request assistance." The cell phone number displayed on the sign will be answered by an Elections Operations that which is member that will call your location to provide you with the voter (a) information and wehicle information.

95

CURBSIDE VOTER

- You may not question or challenge the voter for voting curbside!
- Curbside voters <u>will be checked-in</u> on the E-Poll Book.
- Curbside voters will now receive an activation card during the check-in process.
- Voter will vote on the Curbside ExpressVote machine.
- if curbside voter is a provisional voter (not registered to vote, does not have an acceptable form of ID, does not have their mailed ballot) you must provide voter with activation card, secrecy envelope and the Affidavit of Provisional Voter. Dools the sale affidavit (containing voted ballot) inside the Provisional Bag.
- Remember, should any questions arise call the Elections Department first!



C	U	RP	S	ID	F	V	O	TF	R	S.	ΓΔ	TE	N	IFI	N٦	Г

Form 7-66 Properities by Secretary of State Section 44-000 Team Electron Code	Type of Election Uniform & Special	Poling Location Marty Robbins
Section 64:000 Texas Electron Code (0)(500)	Date of Election 11/04/2025	Authority Conducting Election Lisa Wise
QUARSISE WITTER STATEMENT (DECL) Quality "I seems for affirm) under persons of popular that I am a of injuring my health, or i am-requesting a reasonable accom- unstate the politic justices". Quaramente: "une justimes to assistance personal o open ringge de afectar mis salut, o que so assistance personal o open ringge de afectar mis salut, o que so the for texture, understance of the base de versonable". J	modution under Section 1.822, Diction Code. Therefore	onal assistance or likelihood , I am requesting to vote or all baser de votación sin
Force finite d'Vister (Northe Improvide Assets) John Montgomery Square d'Viste (Northe Improvide Assets) (Northe Assets) (Northe Assets) (Northe Assets)	Printed Name of Frider (Naminor Improce del Informo) Signature of Valor (Fride del Valorio)	
Protest Name of Value (Norther Impress def extents)	Printed Name of Vater (Northwaterprise Servicente)	
Sgrature of Fisher (Ferms del Fisheries)	Spoture of Voter (Forms del Voterho)	
The above caths were sworn and extended to before me the Los juramentos antenues fueron jurados y executos ante mi « "Witness informatios only regulat if order to under to sign. The fight is including in a information of the regulation in	a 20 day of October 30 25 on to find a units Seconda N expecte Signature of Election Officer Brends Negrete	

Before an Election Officer may deliver a ballot to a voter, the voter must complete and sign this form, provided by the Election Officer, that contains the following statement "I swear (or affirm) under penalty of perjury that I am physically unable to enter the polling place without personal assistance or likelihood of injuring my health, or I am requesting a reasonable accommodation under Texas Election Code, Section 1.022. Therefore, I am requesting to vote outside the polling location."

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INFORMATION OF PERSON WHO PROVIDED TRANSPORTATION TO A TOTAL OF SEVEN OR MORE CURBSIDE VOTERS DURING EARLY VOTING AND ELECTION DAY



- Complete only if a person provided transportation to a total of 7 or more curbside voters during Early Voting and Election Day.
- <u>Does NOT</u> apply if the person assisting is related to each voter within the second degree by affinity (marriage) or the third degree by consanguinity (blood).
- If complete, return inside Envelope #2.

98

RENDERING ASSISTANCE TO A VOTER

Voters who are eligible for assistance:

- Any voter who is physically unable to mark his or her ballot (Texas Election Code, Section 64.031; 42 U.S.C.A., 1973aa-6);
- Any voter who cannot read the languages on the ballot (Texas Election Code, Section 64.031; 42 U.S.C.A., 1973aa-6).

Definitions of assistance (Texas Election Code, Section <u>64.</u> <u>0321</u>):

- Reading the ballot to the voter
 - Directing the voter to read the ballot
 - Marking the voter's ballot as directed by the voter
 - Directing the voter to mark the ballot

The person who is to provide assistance must first take an Oath of Assistance administered by one Election Worker (Texas Election Code, Section 64.034).

7-43 Present	ood by Secretary of State				Type of Election Uniform & Special		
Section 92023	s 64 UZZZ, 64 US-I, Taxas Election				Date of Election 11/04/2025	Authority Conduc	ting Election
	• B • II		ASSISTANCE stury that the voter I am assisting represented to a				
now the employ voter w me rep votante	e voter should vote; I will prepa er, or an officer or agent of a la sho is not eligible for assistance resentó que es elegible para re s para que me eligiera como as	are the voter's ballot as the voter din abor union to which the voter belongs s, the voter's ballot may not be coun soible aslistencia; no sugeriné, con pai sistente; no say el empleador del vot	odo; i did not pressum or coerce the voter into cho; into communicate information about how the job into communicate information salvatimedo al Vo- labra, serial, o gesto, como debe voter el votante; inte, un aperia del empleador del votante, o un ol porciona asistencia a un votante que no es elegible.	osing me to p voter has voi tante: "Yo ju prepararé la b loial o agente pana recibir s	provide assistance; I am n sed to another person; and to (o afirmo) bajo pena de oleta del votante según lo de un sindicato al cual el sistencia, la boleta del vo	of the voter's employer, I I understand that if ase perjurio que el votante indique el votante; no p votante pertenece; no o fante podría no ser con	an agent of the voter's istance is provided to a all que estoy asistiendo resioné ni coaccioné all comunicané información lada."
	Signature of Assistant (Firms del Asistente)	Printed Name of Assistant (Nombre del Asistente en Letra de Molde)	Address of Assistant (Dirección del Asistente)		onship of Assistant to Voter clon del Asistente al Votantei	or other benefit from a colifical committee? (III	any form of compensation candidate, campaign, or ecitio o acepto custiquier in a otra boneficio de un a e comisi ecitionali
1	Michael Scott	Michael Scott	123 Main St., El Paso, TX 79901	Brot	her	Yes	(No)
2						Yes	No
3						Yes	No
4						Yes	No
5						Yes	No
6						Yes	No
2						Yes	No
8						Yes	No
9						Yes	No
10						Yes	No
1. A 2. Ti	struct the Assistant to:	se to the Assistant. ath aloud and complete the form for	each voter assisted.	NSJEMI juramento	ogths were surom and si opti 20	ibscribed to before me to juramentos señalados am e amba. Melissa Z	
	Sign the form Print his or her name				1	Signature of Election	Officer
	 6. Provide his or her addres d. Put his or her relationship 	p to the voter in the column				Melissa Ro	sales
		he received or accepted any form of mmilties for providing assistance to t	compensation or other benefit from a candidate,		i	Printed Name of Elect	on Officer
			RETURN INSIDE ENVEL	OPE #2			

Election Worker Assistance Sheet



Section 64.0322 of the Texas Election Code has been amended and now requires that an election official who provides assistance to a voter must complete an Election Worker Assistance Sheet.

This requirement applies to assistance administered both during the curbside voting process, as well as in-person voting within a Vote Center.

101

USING ENGLISH & INTERPRETERS

- The voter may select an interpreter who is 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 (Texas Election Code, Section <u>61.033(1)</u>).
- 2. If a person is appointed to serve as an interpreter by an election officer, the interpreter must be a registered voter of the county in which the voter needing the interpreter resides or a registered voter of the county [rexas Election Code, Section 6].033(2)].

 3. If a voter cannot communicate in English, an election officer may communicate with the voter in a language the officer and the voter runderstand [fexs Election Code, Section 6].031(1)]. If an election officer and voter communicate in a language other than English, any other election officer or a poll watcher, upon request, must receive an English translation of anything spoken (Texas Election Code, Section 61.031).
- 4. The voter may also select an interpreter subject to the qualifications described in this Section E to communicate with the election officer(s) attending to the voter in a language that is not English, regardless of whether the election officer who attempts to communicate with the voter understands or does not understand the language used by the voter (Texas Election Code, Section \$5.032).

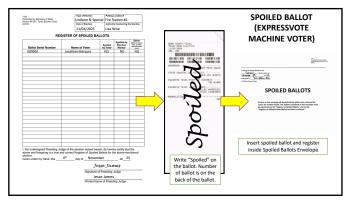
 An interpreter may interpret for any number of voters. For each voter, the interpreter must take the "Oath of Interpreter" (Texas Election Code, Section \$6.035).
- The interpreter may be a person provided by the authority conducting the election. However, even if an interpreter is provided, a voter may use an interpreter of his or her own choosing (Texas Election Code, Section <u>61.032</u>).

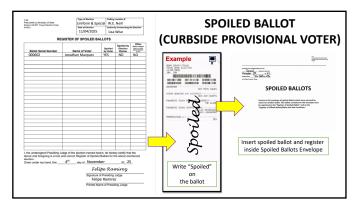
7-83 Prescribed by Secretary of State		Type of Election Uniform & Special	Polling Location
Sections 64.0322, 64.034, Texas Election Code 5/2023			H.D. Hilley Elementary
		Date of Election	Authority Conducting Election
OATH OF INTERPRE		11/04/2025	Lisa Wise
Oath of Interpreter: "I swear (or affirm) that, to the best of my a any election officer or to an election officer by the voter." Jurame cade pregunta, respueste o declaración que cualquier oficial elec	ento del Interprete: "Yo juro (o afirmo) que, a mi	il mejor habilidad, interpret	ament addressed either to the voter t aré y traduciré de una manera correc
Luz Lopez			
Instructions: 1. Administer the Oath of Interpreter to the Interpreter.	The above oaths were swom and subscribed Los juramentos sefialados amba fueron declarados bajo jura	to before me this 4th o	day of November 20 25
 The Interpreter must repeat the Oath aloud. Instruct the Interpreter to sign the form. 		Melissa	Rosales
Instruct the Interpreter to eight the torns.		Signature of F	Election Officer
		Melissa R	osales
		Printed Name	of Election Officer
	RETURN INSIDE ENVELOPE #	12	
	RETURN INSIDE ENVELOPE #	2	

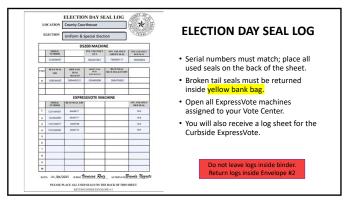
SPOILED BALLOT

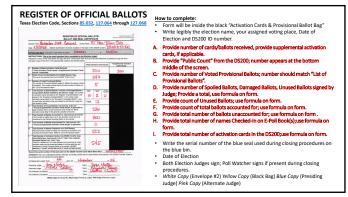
- A voter who makes a mistake while marking his or her ballot may take the spoiled ballot to an Election Worker and exchange it for a new ballot (Texas Election Code, Section 64.007(a)).
 - A voter may spoil up to two ballots and vote a third ballot (Texas Election Code, Section 64.007(b)).
- The Election Worker shall put the name of the voter and the ballot number on the Register of Spoiled Ballots, write on the FRONT of the ballot "Spoiled". Both the register and the spoiled ballot, if any, must be returned inside the Spoiled Ballots Envelope.

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NOTICE OF VOTER COUNT

Texas Election Code, Section 61.007(c)

- The notice shall <u>remain posted at the entrance to your Vote Center until it is closed</u> for voters.
- Obtain these numbers from the "Public Count" of both the DS200 and Express Touch.
- Write down your count every two hours; beginning at 9:30 a.m.
- Return inside Envelope #2 during closing procedures.

vo	PTING PLACE: Polk Eleme	entary
NOTICE OF TOTAL NUMBI (AVISO DEL NÚMERO D	ER OF VOTERS WHO HAVE E VOTANTES QUE HAN VOTAL	
Nun (venue	nber of Voters no ne vorantes;	
9:30 A.M.	29	
11:30 A.M.	60	
1:30 P.M.	99	
3:30 P.M.	135	
5:30 P.M.	177	
	X Peter Aguilera Signature of Presidents Indige (Firms del Just Presidents)	
NOTE TO PRESEDENG ACRGS:		
The total number of voters as shown on the po- romain posted antil the polls closs.	Il list shall be posted at the times listed. The r	llade soites
NOTA ALACIEZ PRESIDENTE:		
El número de votantes establecido en la lista a untre quedará puesto hasta que cierren los lej	le rotantes se mostrarià e fas horas solisiladas pres de rotación.	arriba. El
RETURN IN	SIDE ENVELOPE #2	

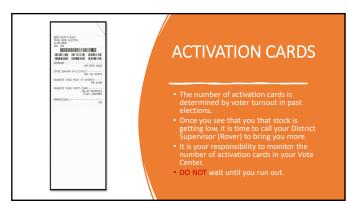
109

ACTIVATION CARDS & PROVISIONAL BALLOT BAG SEALS LOG

- This form will be located inside the "Activation Cards & Provisional Ballot Bag" also known as the black ballot bag.
- During opening procedures, verify that the serial number on the clip matches the serial number on this form; two initials are required.
- During closing procedures, seal the ballot bag with a red or white clip seal and write down the serial number on this form; two initials are required.
- This process must be completed by both Election Judges; both judges initial but only one signature is required during closing procedures.
- Return the executed form inside Envelope #2.



110



VOTING MACHINES & SIGNS

- Only Election Workers can open and close the voting system.
- Any voting system problem(s) please close machine(s) and call tech support immediately at (915) 273-3597.
- Take plenty of "Vote Here" signs for your Vote Center.
- At the end of the day leave "Vote Here" signs and voting system in same area where you first located the voting system at the beginning of the day.



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ENVELOPE #2 & ENVELOPE #4

At the end of the day, any completed forms must be distributed to appropriate authorities in particular envelopes. The following forms must be placed in the correct envelope ready to return to Justice Warehouse. Unused forms go back inside the Election Forms envelope:

- envelope:

 Envelope 2

 Election Seal Log(s) (do not leave inside binder)

 Oath of Election Judges and Clerks

 Oath of Assistance

 Oath of Interpreters

 Notice of Total Number of Voters Who Voted

 Notice of Defective Deliver

 Blank Activation Cards Bag-Seal Log

 Register of Official Ballots/Ballot and Seal Certificate(white copy)

 Information of Person that Provided Transportation to seven or More Voters for Curbside Voting

 Poll Watcher Certificate of Appointment and Training Completion (if presented) (if presented)

- (II presence,

 Envelope 4

 Statement of Residence

 Register of Surrendered Ballots by Mail

 Reasonable Impediment Declaration



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ENVELOPE FOR DAMAGED BALLOTS

Enclose in this envelope perfect ballot cards that have been:

- Crumpled
- Damaged

These ballots will be duplicated <u>at Central Counting Station</u> prior to counting on Electronic Tabulating Equipment.

Record the number of ballot cards placed in this envelope on the "Register of Official Ballots/Ballot and Seal Certificate."

	None
Polling Pi	to Company the factor for the grape of the control of the grape of the control of the grape of the control of t
in El Passo	County, 16kas.
	/ELOPE FOR DAMAGED BALLOTS

CLOSING YOUR VOTE CENTER

Officially close and lock the door to your Vote Center at 7:00 p.m. (Texas Election Code, Section $\underline{41.031(a)}$).

- Every voter in line before 7:00 p.m. must be allowed to vote (Texas Election Code, Section 41.032).
 - Have all voters enter the Vote Center, if possible, and lock the door.
 - If it is not possible to get all the people waiting in line into the Vote Center, position an Election Worker after the last person in line at 7:00 p.m.
 - Distribute numbered identification cards, tokens, etc. to people waiting in line
 at the time for official closing of the polls (Texas Election Code, Section 41.032
 (b)).
- Do not begin closing the voting system until last voter has finished voting!
- Pack all supplies provided by the Elections Department inside Election Day bag.

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DELIVERY OF FLASH DRIVE

- After closing your Vote Center, the Presiding Judge and Alternate Judge must remove the flash drive from the DS200. See "DS200 Closing Procedures" on binder for instructions.
- Place flash drive inside yellow bank bag. Judges, you must lock the yellow bank bag with red seal provided inside the clear pouch.
- Sealed bank bag <u>must</u> be delivered by the <u>Presiding Judge</u> to the El Paso County Courthouse, 500 E. San Antonio Ave., 3rd floor.
- During the day, our office staff with send you E-Poll Book reminders of certain Vote Center procedures and reminders.
- If you forget the flash drive, you will be required to return to your Vote Center to retrieve that flash drive and bring it to the courthouse. This is the law!



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DS200-BLUE BALLOT BIN

- Both key holes must be locked during closing procedures by both the Presiding Judge and the Alternate Judge. Place the blue tamper seal across the flaps once closed.
- Keys are located inside your orange bag.
- Step-by step instructions are also available inside your binder.



RECEIPT FOR TRANSFER BALLOT BOX

Election Judge:

- Only complete top right box and print the name of your Vote Center, your name and the name of your Alternate Judge.
- DO NOT SIGN OR WRITE TIME OF DELIVERY.
 Representative from the Central Counting
 Station will complete this portion of the form.

Note: You must archive the carbon copy once executed by both you and the Central Counting Station Representative for 22 months.



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DELIVERY OF ELECTION DAY BAG, ASSIGNED E-POLL BOOKS & BALLOT BLUE BIN

The Alternate Judge must deliver the:

- Election Day Bag (Follow the Election Day Closing Guide)
- all assigned E-Poll Books
- trash can and alcohol wipes
- locked and sealed DS200-Blue Ballot Bin

To the Elections Warehouse, 3850 Justice Dr., El Paso, Texas 79938.

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ELECTION DAY CLOSING GUIDE

Preparing to leave your Vote Center:

- Yellow bank bag MUST be returned to the El Paso County Courthouse.
- Everything else listed on this form including the Election Day bag <u>MUST</u> be returned to the Elections Warehouse.
- This form will be available in the back of your Election Day binder.

Note: The red bank bag has been replaced with the yellow bank bag.



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T	. 2	U

