



Poll Worker Training



November 5, 2024 Uniform Election

Training Dates

Early Voting: 23 Sep.

ED Precinct 1: 25 Sep.

ED Precinct 2: 27 Sep.


ED Precinct 3: 30 Sep.

ED Precinct 4: 01 Oct.

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Hays County, Texas

Cities & est. 2024 population	% Growth since 2021
San Marcos:	72,686 +6%
Kyle:	67,911 +31.1% (<i>whoa!</i>)
Buda:	16,279 +4.1%
Dripping Springs:	9,881 +70.7% (<i>WHAT!</i>)
Wimberley:	2,881 +0.1%
Woodcreek:	1,897 +5.2%
Umland:	1,893 +13.6%
Niederwald:	685 +2.1%
Mountain City:	691 +5.3%
Bear Creek:	463 +10.8%
Hays (City of):	267 +11.3%
Driftwood:	111 -15.3%
Total Population:	291,869 +14.3%



Nov. 2022 turnout:	89,968 (52.8%)
Nov. 2020 turnout:	109,963 (72.6%)

Registered Voters: 180,018 +16.1%

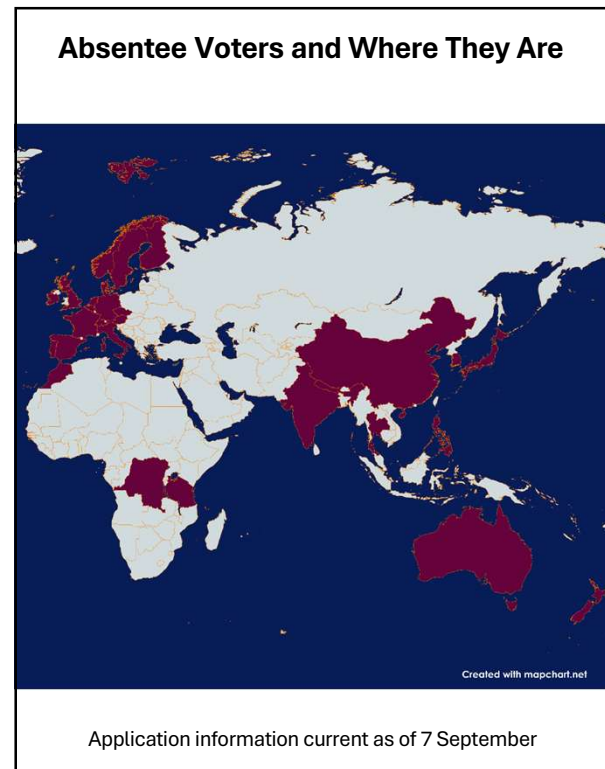
In November 2024,

a 50% turnout would be:	90,009 voters
a 75% turnout would be:	135,013 voters
a 90% turnout would be:	162,016 voters

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Hart InterCivic Verity



No voter choices in barcodes



Bilingual ballot summary



Full size ballot for a better voter experience and cost savings



100% Voter Verifiable

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Presiding Judges and Election Clerks Defined

Texas Election Code Title 3, Chapter 32 specifies laws regarding Presiding Judges and Election Clerks, collectively referred to as election or poll workers

§32.001: A presiding election judge and an alternate presiding judge shall be appointed [by Commissioners' Court] for each election precinct in which an election is held.

§32.002: Judges must be affiliated or aligned with different political parties.

§32.031: The presiding judge for each election precinct shall appoint the election clerks to assist the judge in the conduct of an election at the polling place served by the judge [for a single election only].



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Overview of a Typical Election Day



Call the Elections Office if you need assistance! (512) 393-7314

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Hands-on Early Voting Training

Consider working as a clerk at an Early Voting location for hands-on experience

Busiest locations (EV Primary 2024 turnout):

Buda City Hall	3,679
San Marcos – Elections Office	3,662
Dripping Springs – Precinct 4 Office <i>equivalent in this election: Dripping Springs Ranch Park</i>	3,530
Wimberley Community Center	3,056
Austin – Headwaters, the HUB <i>other options: Jovie Belterra or DS Ranch Park</i>	2,918
Kyle City Hall	2,697

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Training Agenda / Outline

This presentation

Standard training

New or emphasized topics

Ballot security

Distance markers (phones vs. entrances)

Electioneering

Provisional ballot processes

Statements of Residence

Break

De-escalation

Emergency management and response

Kahoot

Equipment clinic dates

October 3 & 4, 10 a.m. to noon

Optional, first-come first-served, come and go

Please sign up at today's training if you would like to attend!

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The Elections Staff

Election Judges' Line **512-393-7314**

Office Main Line **512-393-7310**

Secretary of State **1-800-252-8683**

Elections Administrator (EA)
Jennifer Doinoff

Assistant EA
Virginia Flores

Tech & Operations
Cliff Ormiston
Eric Gutierrez

Ballot by Mail Coordinator
Erica Hinders
Mary Sampson

Equipment Coordinator
Anthony Valentin
Kayla Booker-Harrell

Voter Registration Clerk
David Martinez
Martha Rose

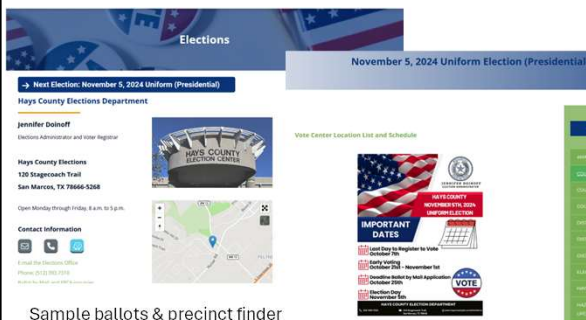
Field Coordinator
Melissa Jordan

Elections Specialist
Ben Kleiber

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The Elections Website

<https://www.hayscountytexas.gov/elections>



Sample ballots & precinct finder

Early Voting and Election Day times and locations

Mail ballot and UOCAVA (FPCA) tracker

Voter registration self-check / Who represents me

Public notices

Important dates

07 October	last date to register to vote for the election
14 October	Columbus/Indigenous Day holiday
21 October	Early Voting begins
25 October	last date to submit application for ballot by mail
01 November	Early Voting ends
05 November	Election Day

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Why Does .gov Matter for Hays County?

It helps the public identify official, trusted information

- information is from a genuine government source
- helps reduce uncertainty about the veracity of posted information

Only verified U.S. government organizations can register a .gov domain

- The Cybersecurity and Infrastructure Security Agency (CISA) manages the .gov top-level domain
- stringent criteria must be met to be awarded .gov

The domains are free

- cost savings for the county
- no benefit to users who would otherwise pay for verification or advertising to "bump" their posts (e.g. on Facebook or X/Twitter)

Organizations at all levels of government are eligible for .gov domains

- federal through local governments can benefit from having a .gov domain and e-mail addresses

.gov domains are critical infrastructure for governments at all levels

- secure through requiring HTTPS connection
- priority support and adoption of security best practices

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Know These Terms!

Printed Vote Record (PVR)

- Printed on thermal paper ballot stock from the Duo
- The P in VVPAT – Voter Verified Paper Audit Trail
- NOT a receipt to take home!
- NOT a cast ballot until deposited in Scan
- Provisional PVRs must be reviewed and accepted by the ballot board

Cast Vote Record (CVR)

- A PVR does not become a CVR until it is officially cast into Scan
- Recorded to sealed and secured media and read into Central Count on the night of Election Day
- The foundation of all election tallies
- CVR images are retained and archived post-election

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Early Voting / Election Day Polling Location Pre-Start Checklist

Confirm your on- site setup

- Has your judge/senior clerk contacted the vote center facility manager?
- Are there tables and chairs?
- Where are the restrooms?
- Is there enough parking for everyone?

Check for supplies and equipment

- Election supplies (paperwork, bags, and all support materials)
- Electrical bag with Verity cables, ATI module, and barcode reader
- Printed Vote Record (PVR) ballot paper
- 3-tiered rolling cart for curbside voting and general use
- Tenex TouchPad(s)
- Receipt printer rolls for all devices
- At least 1x Controller (C), multiple Duos (D), and 1x Scan (S)

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First Day of Voting Considerations

Begin Your Opening Polls Procedures an Hour (or More) in Advance

- Turn on your equipment and identify any issues **WELL BEFORE** polls open at 7 am!!!
- Turn on **Wi-Fi hotspot first** (~3 to 4-minute startup) -> turn on printer (~seconds) -> turn on TouchPad last (~1-2 minutes)
plugging the device in should turn it on; if not do so manually
- Check cables, power, connectivity, signage
- Make sure your paperwork and supplies are set up and prepared
 - Check and document your seals prior to opening polls

See judges' handbook for complete lists and descriptions

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Signs to Be Posted at Every Location

100-foot
distance
markers
(both types)

Sample
ballots

List of declared
write-in
candidates
(Must be posted
in every booth)

Notice of total
number of
voters who
have voted
(Election Day)

Polling
place signs
with arrows

Official early
voting location
/ Election Day
location signs

Notice of Election Cancellation

Notices of Precinct Convention

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Electioneering and Distance Markers The Outside Door Rule

TEC §61.003. ELECTIONEERING AND LOITERING NEAR POLLING PLACE. (a) A person commits an offense if, during the voting period and within 100 feet of an **outside door** through which a voter may enter the building in which a polling place is located, the person: (1) loiters; or (2) electioneers for or against **any** candidate, measure, or political party.

(b)(1). "Electioneering" includes the posting, use, or distribution of political signs or literature. The term does not include the distribution of a notice of a party convention authorized under §172.1114.

(c) An offense under this section is a Class C misdemeanor.

§85.036. ELECTIONEERING. (a) During the time an early voting polling place is open for the conduct of early voting, a person may not electioneer for or against any candidate, measure, or political party in or within 100 feet of an **outside door** through which a voter may enter the building or structure in which the early voting polling place is located.

MARCADOR DE DISTANCIA

DISTANCE MARKER

NO ELECTIONEERING OR LOITERING BETWEEN THIS POINT AND THE
ENTRANCE TO THE POLLING PLACE

SE PROHIBE ACCIONES EN PLAN DE CAMPAÑA
ELECTORAL ENTRE ESTE PUNTO Y LA ENTRADA AL
LOCAL DE VOTACION ADELANTADA

Electioneering within the distance marker constitutes a Class C misdemeanor. A
Class C misdemeanor is punishable by a fine not to exceed \$500.

Se prohíbe toda acción referente a campañas electorales dentro de los límites
señalados por este marcador, siendo infracción de Categoría C, sancionable con
una multa hasta de \$500.

The distance marker shall be posted at least 100 feet from any entrance to the
building. (Sec. 85.036, Texas Election Code).

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Electioneering and Distance Markers Wireless Communications near Voting Stations

TEC §61.003. USE OF CERTAIN DEVICES. (a) A person may not use a wireless communication device with 100 feet of a **voting station**.

(b) The presiding judge may require a person who violates this section to turn off the device or to leave the polling place.

§81.002. APPLICABILITY OF OTHER CODE PROVISIONS. The other titles of this code apply to early voting except provisions that are inconsistent with this title or that cannot feasibly be applied to early voting.

ATV-9
Prescribed by Secretary of State
Secs. 33.005, 61.004, and 62.011, Texas Election Code
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NOTICE

Prohibition of Certain Devices Within 100 Feet of Voting Stations

Persons are not allowed to use a wireless communications device within 100-feet of the voting stations. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100-feet of the voting stations. **Said devices include but are not limited to cell phones, digital phones, cameras, phone cameras, and sound recorders.** A voting station is the area where the voter marks the ballot.

The election judge has the authority to require persons to deactivate any such device and further authority to require persons who do not comply to leave the polling place.

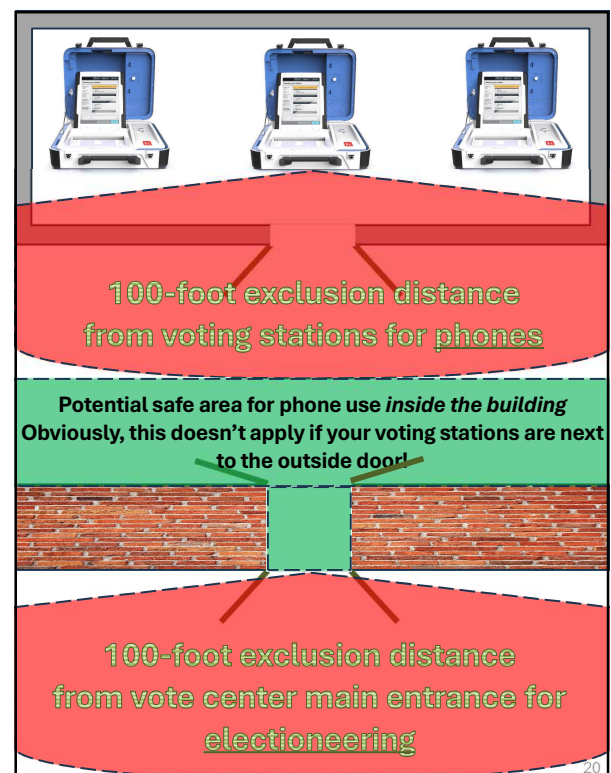
Poll watchers are subject to additional rules and must sign an oath stating they do not have in their possession devices capable of recording images or sound or that they will disable or deactivate the devices while serving as a watcher.

Questions or clarification should be directed to the election judge in your polling place.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary for the conduct of the election. Furthermore, this does not apply to persons employed at the location in which a polling place is located while the person is acting in the course of their employment.

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Electioneering and Distance Markers Sound Amplification Devices

TEC §Section 61.004. Unlawful Operation of Sound Amplification Device or Sound Truck.

(a) A person commits an offense if, during the voting period and within 1,000 feet of a building in which a polling place is located, the person operates a sound amplification device or a vehicle with a loudspeaker while the device or loudspeaker is being used for the purpose of:

- (1) making a political speech; or
- (2) electioneering for or against any candidate, measure, or political party.

(d) An offense under this section is a Class C misdemeanor.

Further Secretary of State interpretation:

Although the enforcement authority is limited to the 100-foot area, the election judge or early voting clerk may address a violation of this law if the sound is heard within the 100-foot area.

As a practical matter, the focus of the election judge and early voting clerk will be on the polling area and surrounding 100-foot area.

As such, and as a best practice, the judge may contact law enforcement to enforce the sound amplification device rule.



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Now that polls are open, remember...

Revealing information

- It is unlawful for you to reveal the names of voters who have or have not voted.

- On Election Day ONLY - judges post the number of voters who have voted at two-hour intervals beginning at 9:30 A.M.

9:30 -> 11:30 -> 1:30 -> 3:30 -> 5:30

The notice is posted next to the entrance of the polling place.

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If a Poll Watcher Arrives at Your Location

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE	
To the Presiding Judge or Early Voting Clerk: The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code].	
Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

Poll watchers are appointed by one below:

- | | |
|-----------------|--------------------------------------|
| Candidate | Write-in candidate |
| Political party | Specific purpose political committee |

**** The certificate of appointment must be presented and signed by Election Judge. It must be presented with the Certificate of Completion for Poll Watcher Training ****

The appointment form must include:

Name of poll watcher	Eligibility (Hays address / VUID #)	Name of appointing entity	Name and date of election
Polling location of service	Signature of appointing entity	Signature of the watcher	

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Poll Watcher Appointments: Most Common

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY **POLITICAL PARTY**

To the Presiding Judge or Early Voting Clerk:
The following person has been appointed as a poll watcher in accordance with [Sec. 33.003, Texas Election Code].

Name of Poll Watcher	Name of Political Party
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

If the County Chair does not make an authorized appointment, any three members of the county executive committee may make the appointment.

Signature of County Chair _____ Signature of Committee Member _____

Signature of Committee Member _____ Signature of Committee Member _____

Signature of Poll Watcher _____

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY **CANDIDATE**

To the Presiding Judge or Early Voting Clerk:
The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code].

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

Signature of Candidate or
Signature of Campaign Treasurer

Printed Name of Signer

Signature of Poll Watcher

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Poll Watcher Appointments: Least Common

CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY REGISTERED VOTERS ON BEHALF OF A WRITE-IN CANDIDATE

To the Presiding Judge/Deputy Early Voting Clerk:

The following person has been appointed to serve as a poll watcher on my behalf:

Name of Poll Watcher	Name of Write-In Candidate
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Precinct or Other Location Poll Watcher is to Serve

I, _____, am the candidate or the person authorized to make this appointment on behalf of the candidate and with the candidate's knowledge.

Residence Address/Office Address of signer: _____

Signature of Candidate or Designee (circle one) _____

CERTIFICATE OF APPOINTMENT OF POLL WATCHER FOR PROPOSITIONS OR MEASURES

To the Presiding Judge/Deputy Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.005, Texas Election Code]

Name of Poll Watcher	Name or Number of Proposition on Ballot
Residence Address of Poll Watcher	Name and Date of Election
Voter Registration VUID Number of Poll Watcher	Polling Place or Location at which Watcher is to Serve

Name of the Specific Purpose Political Committee

The Specific Purpose Political Committee favors or opposes the proposition or measure	Favors	Opposes
---	--------	---------

Signature of Campaign Treasurer

Printed Name of Campaign Treasurer

Signature of Poll Watcher

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CERTIFICATE OF APPOINTMENT OF POLL WATCHER BY A CANDIDATE

4-20
Prescribed by Secretary of State
Sections 33.002, 33.006, 33.051 Texas Election Code
1/2022

To the Presiding Judge or Early Voting Clerk:

The following person has been appointed as a poll watcher in accordance with [Sec. 33.002, Texas Election Code]

Name of Poll Watcher	Name of Candidate
Residence Address of Poll Watcher	Title and Date of Election
Voter Registration VUID Number of Poll Watcher	Location Poll Watcher is to serve

Signature of Candidate or
Signature of Campaign Treasurer

Printed Name of Signer

Signature of Poll Watcher

OATH OF A POLL WATCHER

The following oath must be repeated aloud by the poll watcher before being accepted for service. "I swear (or affirm) that I will not disrupt the voting process or harass voters in the discharge of my duties"

AFFIDAVIT OF POLL WATCHER

I, _____, a poll watcher for the above appointing authority, do hereby

(printed name of watcher)
swear or affirm that I do not have, in my possession, any type of mechanical or electronic means of recording images or sound while serving as a watcher or I will disable or deactivate the device while serving as a watcher.

TRAINING REQUIREMENT

I understand that I must present a physical copy of the Certificate of Completion of the Secretary of State Poll Watcher Training before being accepted for service. [Sec. 33.051(a), Texas Election Code]

Signature of Poll Watcher

Sworn to and subscribed before me this _____ day of _____, 20____.

Signature of Election Judge/Deputy

Printed Name of Election Judge/Deputy

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Poll Watcher Process & Allowed Activities

Poll Watcher **MUST** sign the Affidavit in front of the Presiding Judge

The Presiding Judge will sign the Poll Watcher Appointment Form

File the form and the copy of the poll watcher training Certificate of Completion in the Election Supply Box

Restrictions on watcher activities

- Watchers **may not** converse with anyone
 - Exception: to inform judge/senior clerk about an irregularity or violation of law
- Watchers **may not**:
 - demand signatures on items they produce
 - demand that you produce any items
 - bring electronic recording devices of any kind into polls

Form is not completely and accurately filled out

Removing or Rejecting a Poll watcher

Breaching the peace
Disrupting the process

Rejection requires a written statement from the Judge

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At the TouchPad: Qualifying Voters

Ask for photo ID

Primary forms (DPS, federal)

Check valid to and from dates on the ID

- A Voter Registration Certificate (VRC) must be signed by the voter.

- If the eligibility date on the VRC is before Election Day, the voter is **eligible** to vote.

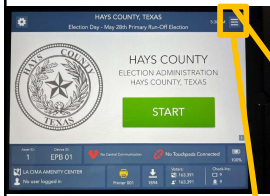
Confirm that the address on the Touchpad is current

Process voter as directed

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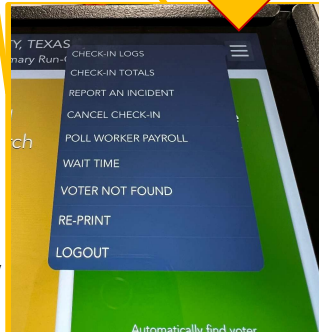
28

TouchPad Troubleshooting: 3 Horizontal Line Menu



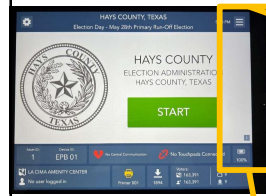
Most everyone who has operated the TouchPad should be familiar with this menu and its features.

Voter Not Found for entering the majority of provisionals is found here.



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TouchPad Troubleshooting: the Home Button



When we ask you to press down the “home” button, we are referring to the physical button



at the right side of the screen.

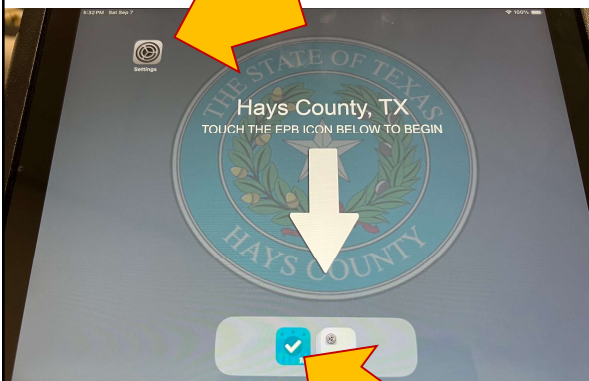
Pressing it will exit the check-in app (or just “app” for short) and bring you to the home screen.



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TouchPad Troubleshooting: the Home Screen

The Home Screen is the primary path to the Settings menu. We may need you to go into Settings to troubleshoot your Wi-Fi or printer connectivity. Tap the gear icon to do so.

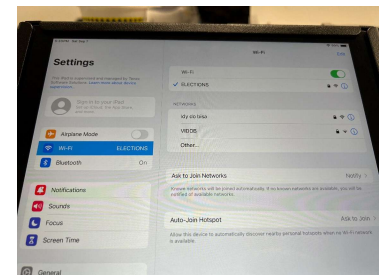
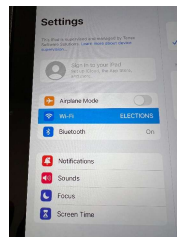
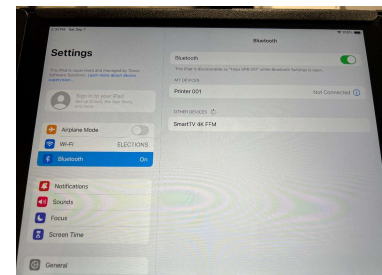
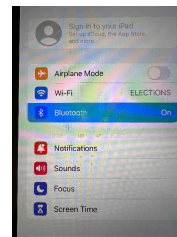


Re-enter the check-in app (or simply app) by touching this icon.

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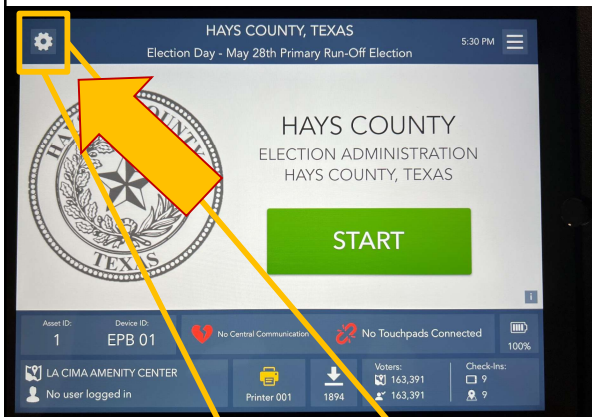
TouchPad Troubleshooting: Wi-Fi or Bluetooth Settings

Tapping Bluetooth or Wi-Fi on the left side of the Settings menu will bring up more information to the right. We will ask you to verify this information when troubleshooting. Be prepared to describe what you see **accurately**.



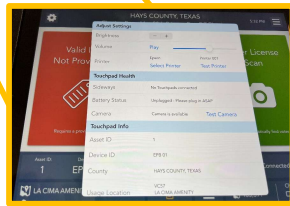
32

TouchPad Troubleshooting: TouchPad Settings



This is a touch button at the top left of the app screen.

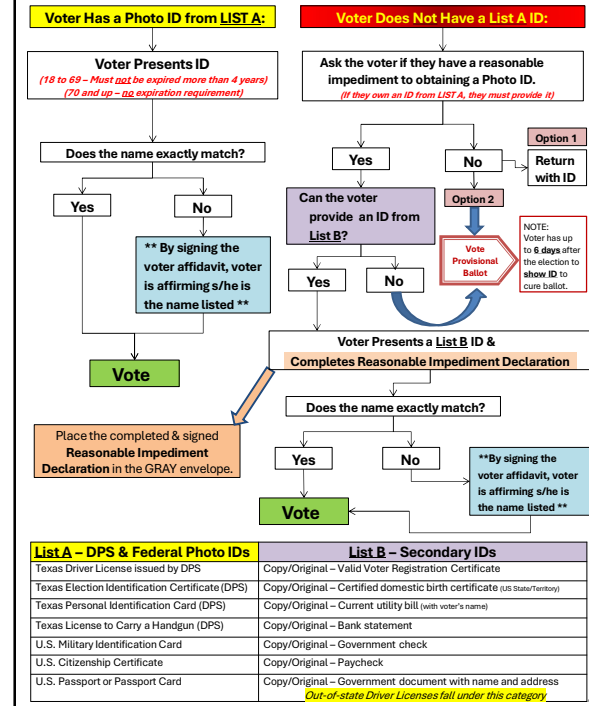
It will be very rare for us to ask you to go into this menu. We probably need you to go to the **Settings** (as opposed to this one, TouchPad Settings) button previously discussed.



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Voter Identification Procedures



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Limited Term Texas Driver License

Texas DPS issues these to “temporary visitors”

A temporary visitor is anyone who is

- **not a U.S. citizen**
- a U.S. national
- a lawful permanent resident
- a refugee or asylee

Temporary visitors who meet the requirements will be issued a driver license or ID card with *Limited Term* printed on it.

This person cannot already be registered to vote because of the non-U.S. citizenship provision

A voter who tried to vote provisionally with such a license would be breaking the law by affirming that they are a U.S. citizen!



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Voter Assistance

❖ Who qualifies? Individuals who:

Cannot read the ballot

Are blind

Physically cannot mark the ballot

Need an interpreter

❖ **Anyone** that the voter designates may assist the voter (another voter, a child, anyone)

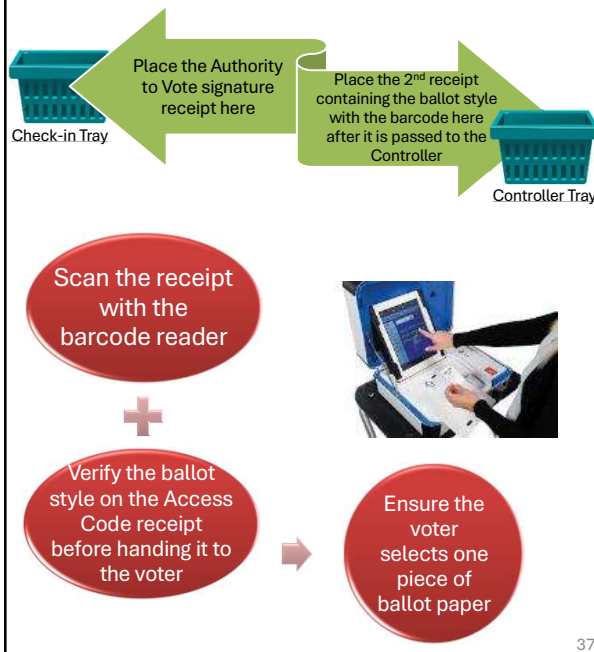
❖ These individuals may not assist the voter by law:

- The voter's employer or an agent of the employer
- Representative of the union to which the voter belongs

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At the TouchPad: Checking in Voters



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Informing Voters at Check-in

➤ If requested, show the voter how to...

Enter the access code	View next or previous page
Mark the ballot using the touch screen	Handle a write-in U.S. President *** U.S. Senator Railroad Commissioner
Use the ATI module for tactile or audio assistance before touching the screen	

- *** There is not enough room to type both candidate names for President and Vice-President on the Duo display.
- Instruct the voter to type in only the name of the Presidential candidate (easiest to understand for the ballot resolution board), or only the last names of the Presidential and Vice-Presidential candidates.

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The State of Texas Secretary of State

I, JANE NELSON, SECRETARY OF STATE OF THE STATE OF TEXAS, DO HEREBY CERTIFY, in accordance with Section 146.029 of the Texas Election Code, that the following candidates are certified as properly-filed declared write-in candidates for statewide and district offices for the November 5, 2024 General Election.

Office Sought

President/Vice-President
President/Vice-President
President/Vice-President
President/Vice-President
President/Vice-President
U.S. Senator
U.S. Senator
Railroad Commissioner

Name of Candidate

Shiva Ayyadurai/Crystal Ellis
Jessie Cuellar/Wesley Lasley
Claudia De la Cruz/Karina Garcia
Cherunda Fox/Harlan McVay
Peter Sonski/Lauren Onak
Cornel West/Melina Abdullah
Tracy Andrus
Analisa Roche
Richard McKibbin

State Representative, District 5
State Representative, District 10
State Representative, District 10
State Representative, District 87
State Representative, District 126

Nancy A. Nichols
Jennifer Brummett
Jeremy Schroppe
Jeffrey McGunagle
Sarah Smith



IN TESTIMONY WHEREOF, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in the City of Austin, Texas this 29th day of August, 2024.

Jane Nelson
JANE NELSON
SECRETARY OF STATE

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Informing Voters at the Scan before They Exit the Vote Center Location

- ❖ Encourage the voter to **check & review** their ballot before casting it
- ❖ If the voter finds a problem on their ballot, tell them to **CONTACT THE ELECTIONS OFFICE**
- ❖ **NO CHANGES ARE POSSIBLE AFTER A PVR IS CAST**
- ❖ The voter can make ballot changes up to *2 times* for a total of *3 possible ballots* before casting!

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Curbside Voting

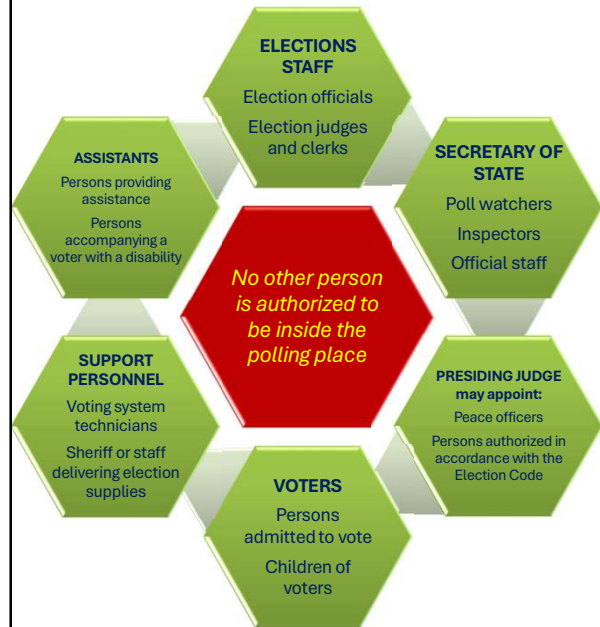
- ❖ The curbside process can be demonstrated and/or conducted at the **equipment clinic**
- ❖ Remember that when you are acting as the assistant for a curbside voter, **you must scan the voter's Printed Vote Record (PVR) at the end of the voting day!**



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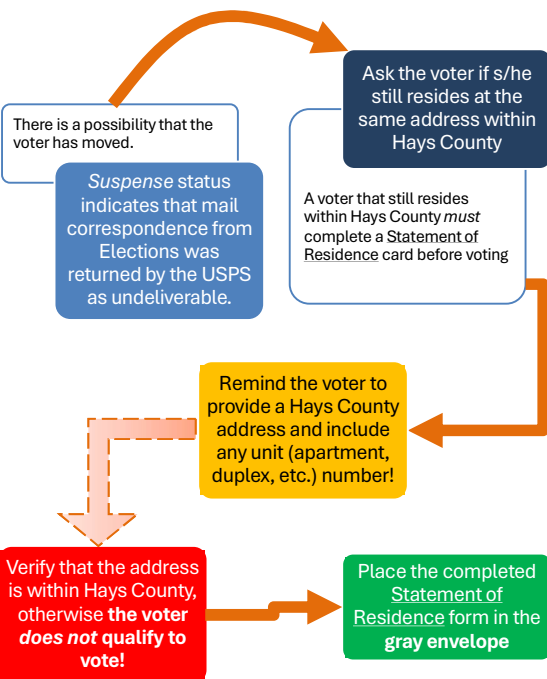
Persons Allowed inside the Polling Place



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If the Voter Is Listed in Suspense...



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Instructions for Voting by Mail on Back
(El Censo: Instrucciones al voto por correo)

STATEMENT OF RESIDENCE
For persons whose residence address does not match voter registration address.
CONSTANCIA DE DOMICILIO PERMANENTE
Para personas cuya dirección no coincide con la que aparece en la lista oficial de votantes inscritos.

Last Name Apellido (incluye apellido o lo hay)	First Name Nombre de pila	Middle Name (if any) Segundo nombre (si aplica)	Former Name Apellido anterior
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) Domicilio residencial: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal. Si no existe un domicilio, describe donde vive (no incluye apartados postales, rutas rurales o dirección de correo).			Gender (Optional) Sexo (Opcional) <input type="checkbox"/> Male: Masculino <input type="checkbox"/> Female: Femenino
Mailing Address: Address, City, State, and Zip: If mail cannot be delivered to your residence address. Dirección postal: Número y calle, y número de apartamento, Ciudad, Estado, y Código postal (si no se puede entregar correo en su domicilio residencial).		Date of Birth: month, day, year Fecha de Nacimiento: mes, día, año	
City and County of Former Residence in Texas Ciudad y condado de residencia anterior en Texas	City and County of Current Residence in Texas Ciudad y condado de residencia actual en Texas	Telephone Number (Optional) Include Area Code Teléfono (Opcional) - Incluye código de área	
Texas Driver's License No. or Texas Personal I.D. No. (issued by the Department of Public Safety) No. de licencia de conducir de Texas o no. de identificación personal de Texas (dado por el Departamento de Seguridad Pública)		If no Texas Driver's License or Personal Identification Number, give last 4 digits of your Social Security Number. Si no tiene licencia de conducir de Texas o no. de identificación personal, proporcione los 4 últimos dígitos de su número de Seguro Social.	
<input type="checkbox"/> I have not been issued a Texas Driver's License/Personal Identification Number or Social Security Number. Yo no tengo una Licencia de conducir de Texas/Cédula de identidad personal de Texas o Número de Seguro Social.			

Did the voter provide a unit number, if applicable?

Did the voter provide a Hays County address?

* No he sido determinado por un fallo final de un tribunal que ejerce la jurisdicción testamentaria que estoy totalmente incapacitado mentalmente o parcialmente incapacitado mentalmente sin derecho a voto.

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

Firma del solicitante o su agente (apoderado) y relación de éste con el solicitante, o nombre en letra del modelo del solicitante si la firma es la de un testigo, y fecha.

Print **Reset**

Did the voter fill out all mandatory fields?

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Who Is Eligible to Vote Provisionally?

Voters not registered
in Hays County

Voters who don't
present *any* ID

Voters who don't
surrender
their mail ballot

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Provisional Voters

An individual who...

- * claims to be registered and eligible to vote, but...
 - whose name does not appear on the TouchPad
 - for whom the Elections Office cannot determine registration status
- is unable to produce a required ID,
 - the 6-day cure **only** applies to these voters

*Ultimately, anybody who can't be confirmed as an eligible voter but **insists on voting** must be offered a provisional ballot if requested!!*

Limited ballots are only possible during
Early Voting (not Election Day) at the
Elections Office in San Marcos!

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Limited Ballot Voters

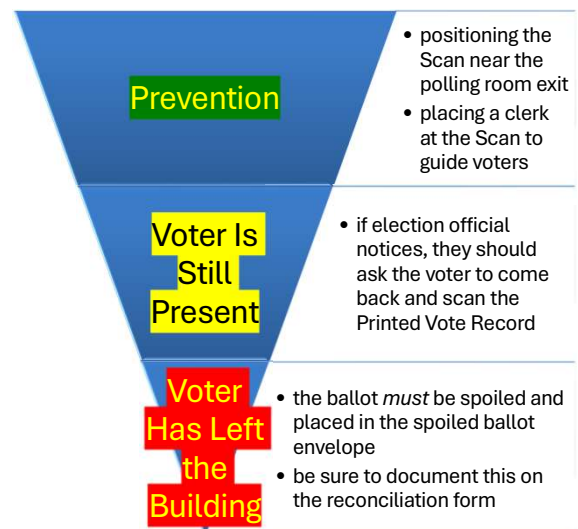
- Voters who are currently registered elsewhere in the State of Texas (i.e. a different county) and now reside in Hays County
- A limited ballot:
 - Registers the voter in Hays County
 - Allows them to vote on contests that are common between Hays and their origin counties

Limited ballots are only possible during
Early Voting (not Election Day) at the
Elections Office in San Marcos!

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Voter Leaves the Polling Location before Casting the Ballot



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An election official may ***never*** cast a voter's PVR into Scan.

The **one** exception is **curbside ballots** that were not cast by the voter's assistant.

Please don't forget to scan curbside ballots **by the end of the same day they were voted!**

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Ballot Security Considerations

Best Practices for Ballot Security and Chain of Custody

- Place ballots fanned out on check-in table
 - No more than 15 at a time
- Sign no more than 20 at a time
- Lock ballots and seal in red ballot bag and return with your paperwork to Election Office at the end of Election Day.
 - This amount should be documented on your Ballot and Seal Certificate.
- Scan Ballot Box should have seals on all doors
 - Please ***DO NOT*** remove the red seal on the emergency flap unless told to do so by the Election Office.
- All seals should be documented on your Seal Log at the beginning of the day and replaced and logged at the end of the day before returning to the Election Office.
 - Gray cart should also be sealed.
 - Please break down ballot box and return to the cart before leaving the polling location.
 - Video available on ballot box breakdown procedure
 - Immediately report any unusual discrepancies in noted seal numbers versus what's actually on the equipment
- Two sets of eyes on everything!
 - Includes poll watchers if they're present.
- Two people of differing parties return to Election Office at the end of Early Voting.

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BREAK

55

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EV / ED

**DAILY
REPORTS
INTERACTIVE
EXERCISE**
(need Virginia slides/updates)

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14. On both Controller and Scan, enter the Open Polls Code, and then select Accept. The Open Polls reports will print. (The CODE list is taped over the blue backdrop of the Controller and Scan cases.)

IMPORTANT: Once you open polls, you can no longer print a Zero report.



15. Fill out and file all the Report Tapes in the:
- (Early Voting) DAILY REPORTS ENVELOPE
 - (Election Day) Main Reconciliation Log Envelope
16. Identify any issues as far AHEAD OF TIME as possible. **This should not be 5 minutes before polls open!!!**

Main #: 512.393.7314 ALT #: 512.393.7310

REOPENING SUSPENDED POLLS DURING EARLY VOTING

1. You will follow steps 1 thru 8 from the OPENING POLLS instructions. **(DO NOT REOPEN THE BALLOT BOX)**
- Booth numbers should automatically save from the 1st day, so you should not have to reassign them.
 - When reopening polls, you will **NOT** print a Zero report (the ballot count is non-zero).
2. On both Controller and Scan, enter the Open Polls Code, and then select Accept. The Open Polls reports will print.
3. File the Open Polls Report Tapes in the (Early Voting) DAILY REPORTS ENVELOPE.
- All completed *Daily* envelopes should be stored in the white Main Reconciliation Envelope.

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SUSPENDING POLLS (Early Voting)

1. On Verity **Controller**, select Menu at the top of the screen.



2. Select Suspend Polls.



3. Enter the Suspend Polls Code and select Accept.



The **Suspend Polls** and **Ballot Count Summary** reports will print automatically.

The polls are now suspended.

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SUSPENDING POLLS (Early Voting)

4. You must now print an **Access Code** Report.

Use the **Access Code** Report TAPE and the **Ballot Count** Report TAPE to fill out your **Daily Reports Envelope**.

(see example of SAMPLE TAPES to find your numbers)

5. Print an extra **Access Code** report to leave on the Verity **Controller**.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

6. On the **Controller**: Disconnect the BARCODE READER from the USB port located above the report printer. Set the barcode reader to the side of the case.



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7. On Verity **Scan**, press the blue poll worker button on the back.



8. Select Suspend Polls.



9. Enter the Suspend Polls Code and select Accept.

The **Suspend Polls** and **Ballot Count Summary** reports will print automatically.

The polls are now suspended.



10. Use the **Ballot Count** Report TAPE to fill out your **Daily Reports Envelope**.

(see example of SAMPLE TAPES to find your numbers)

SUSPENDING POLLS (Early Voting) continued

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11. Print an extra **Ballot Count** Report TAPE and leave it on the machine.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

12. Put all reports inside the DAILY REPORTS ENVELOPE.
The completed *Daily* envelopes will go inside the white Main Reconciliation envelope.
13. On **ALL DEVICES**, when you have finished printing reports, press the **RED** power button on the back of each device to power them off. (Controller, Duos, and Scan).



IMPORTANT: Wait for the device to be completely powered down and show a **BLACK SCREEN** before you **UNLOCK** the tablet.

SUSPENDING POLLS (Early Voting) continued

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14. Once **ALL DEVICES** are powered off and screens are **BLACK**: Unlock the Tablet (A), Undock it from the cradle (B), Store it in the lid (C), and Lower the lever (D).



15. Close all device lids, lock the latches, and put a **Seal** around the handles. Make sure to log the seal number on the SEAL LOG Sheet.
16. Verify the **Seal** # on the Provisional Bag and ensure it matches the # on the Seal Log Sheet.
17. You also need to shut down the Tenex TouchPad. Follow the separate instructions for opening and closing procedures in your TOUCHPAD MANUAL in the white binder or the TENEX user guide in the gray supply bag.

18. SUSPENDING ONLY:

- 1) Make sure that **SEALS** are on everything.
- 2) Do not leave the **INITIAL STAMP** out. Place it with unused ballot paper.
- 3) ***DO NOT LEAVE OUT*** unused ballot paper.
- 4) Make sure arrangements for a Key handoff have been made ahead of time.

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ON THE LAST DAY OF EARLY VOTING

19. The Head Clerk and assistant clerk will remove the **Seal** from the Ballot Box and unlock it. Remove the gray ballot bag with the scanned ballots inside. You must seal the bag closed with a **Seal** and log the seal # on the Seal Log Sheet.
20. **UNPLUG** Scan from the back. From inside the Ballot Box, slide the white rope latch FORWARD to release Scan.
21. Make sure **Seal** on the Provisional Bag Slot is intact daily and matches that of the Seal Log Sheet. IF THERE IS A DISCREPANCY, CONTACT THE ELECTIONS OFFICE IMMEDIATELY.
22. Log out, lock, and shut down the TouchPad. Follow the separate instructions in your MANUAL.
23. If possible, leave equipment set up for Election Day. If not, break down and lock in a secure place. Give yourself enough time before Election Day to set up the polling place.

24. JUDGES BRING BACK: Large Envelope containing listed Items

*** Note: We DO NOT need the Black Ballot Box ***

- | | |
|--|---|
| (1) Verity Scan and Controller | (8) KEYS (Building and voting machine keys) |
| (2) Gray PVR Bag (Scanned ballots SEALED inside) | (9) Spoiled Ballot Log Envelope |
| (3) EXTRA Blank Ballot Paper: (Ballot Register is SIGNED & SEAL # is recorded) | (10) Surrendered Mail Ballot |
| (4) Provisional Bag | (11) Time Keeping paper work |
| (5) Supply Bag ("used" paperwork) | (12) Poll Watcher paper work |
| (6) Seal Log Envelope | |
| (7) Reconciliation Envelope | |

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CLOSING POLLS (ELECTION DAY)

IMPORTANT: Wait until after 7 pm and after the last voter has cleared the line to close polls. Once polls are closed, they cannot be reopened on that device.

1. On Verity Controller, select Menu at the top of the screen.



2. Select Close Polls.



3. Select *Yes, close the polls.*



IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

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4. On Verity **Controller**, enter the Close Polls Code and select Accept.

The **Close Polls & Ballot Count Summary** Report Tapes will print automatically.

The polls are now closed.

5. You must now print an **ACCESS CODE SUMMARY TAPE**.

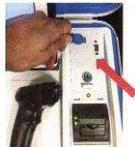
6. Use the **Access Code Summary** & the **Ballot Count Summary** Report TAPES to fill out the Reconciliation Log.

See example of SAMPLE TAPES to find your numbers

7. Print an **Extra Access Code Summary** Tape and leave it on the machine.

THE JUDGE MUST SIGN THE BOTTOM OF ALL REPORT TAPES.

8. Disconnect the **BARCODE READER** from the USB port located above the report printer. Set the barcode reader to the side of the case.



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CLOSING POLLS (ELECTION DAY) continued

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9. On Verity **Scan**, press the blue poll worker button on the back.



10. Select **Close Polls**.



11. Select **Yes, close the polls**.



IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

12. Enter the Close Polls Code and select Accept.



The Close Polls & Ballot Count Summary Reports will print automatically.

The polls are now closed.

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CLOSING POLLS (ELECTION DAY) continued

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13. Use the **Ballot Count** Report Tape to fill out the Reconciliation Log.

(See example of SAMPLE TAPES to find your numbers)

14. Print an **Extra Count Summary** Report to leave on the machine.

THE JUDGE MUST SIGN THE BOTTOMS OF ALL REPORTS.

15. Put all report tapes inside the white Main Reconciliation Log Envelope.

16. On **ALL DEVICES** (Controller, Duos, and Scan), when you have finished printing reports, press the **RED** power button on the back of each device to power them off.



IMPORTANT: Wait for the device to be completely powered down and showing a BLACK SCREEN before you UNLOCK the tablet.

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CLOSING POLLS (ELECTION DAY) continued

75

17. Once **ALL DEVICES** are powered off and screens are **BLACK**, Unlock the Tablet (A), Undock it from the cradle (B), Store it in the lid (C), Lower the lever (D).



18. Close all device lids, Lock the latches, and put a **Seal** around the handles. Make sure to log the seal number on the SEAL LOG Sheet.

19. The Judge and Alt Judge unlock the Ballot Box. Remove the gray PVR Bag with the scanned PVRs inside. You must **Seal** the bag closed the seal # on the Seal Log Sheet.

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DE-ESCALATION

Remain respectful and courteous. Address the individual with civility and use phrases such as "please" and "thank you."

VERBAL COMMUNICATION

TONE
+
VOLUME
+
RATE OF SPEECH
+
INFLECTION
=
VERBAL
DE-ESCALATION

TONE

Speak calmly to demonstrate empathy.

VOLUME

Monitor your volume and avoid raising your voice.

RATE OF SPEECH

Speak slowly - though not too slowly - because it is soothing.

INFLECTION

Be aware of emphasizing words or syllables as that can negatively affect the situation.

INSTEAD OF SAYING:

"Calm down"
"I can't help you"
"I know how you feel"
"Come with me"

TRY:

"I can see that you are upset..."
"I want to help. What can I do?"
"I understand that you feel..."
"May I speak with you?"

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Emergency Response and Preparedness: Active Assailant



Run first if you can. Getting away is always the best and safest option.

Leave your belongings behind. Take keys and phones only if your escape won't be delayed.

Keep your hands visible.

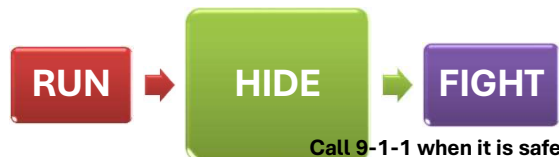
Evacuate to a safe location.

Do **not** pull any fire alarms. This may alert the assailant to your location.

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Emergency Response and Preparedness: Active Assailant



If you can't run, **hide** in a secure room behind a locked or barricaded door.

Do whatever you can to make the room seem empty.

Lock the door, close the blinds, turn off lights, stay away from windows, and barricade doors.

Remind everyone to stay quiet.

Silence phones and devices.

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Emergency Response and Preparedness: Active Assailant



Fight as a last resort when your life is in danger. Fight in numbers if possible.

If your life is in imminent danger, you **must** be mentally prepared to fight aggressively.

Create a plan, remain quiet, locate weapons (chairs, metal water bottles, backpacks, etc.) and position yourself.

Attempt to incapacitate the assailant.

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Emergency Response and Preparedness: Bomb Threat



If you receive a bomb threat, **do not** assume it's a hoax. Respond immediately.

Remain calm; try to get someone's attention to listen in on the call; obtain as much information as possible from the caller.

- When is the bomb going to explode?
- Where is it?
- What does it look like?
- What will cause it to explode?
- Why did you place the bomb?

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Emergency Response and Preparedness: Bomb Threat



Write down the number displayed by caller ID if possible. Remember:

- Man or woman's voice?
- Approximate age?
- Accent?
- Tone of voice?
- Background noise?

Notify law enforcement and the Elections office when possible:

- 9-1-1
- FBI: 1-800-CALL-FBI
- Sheriff: 512-393-7800

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Emergency Response and Preparedness: Suspicious Package

Typical characteristic of a suspicious package:

- Excessive tape
- Rigid, bulky, lopsided, or uneven
- Strange sounds and/or odors
- Stains
- Unfamiliar to persons present

DO NOT

- Use two-way radios or cellular phones in vicinity of the package (potential to detonate)
- Touch or move package

Call 9-1-1 to report the package if the owner cannot be found

- Evacuate the building or area

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After This Slideshow

What is Kahoot?

- A game based classroom response system
- Free, web based, device independent.
- Teaching create quizzes with multi-choice up to 4 answers.
- Questions displayed on projector.
- Students respond via own device.
- Students gain points for correct questions and speed of response.



learninginnovation

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THE END	КИНЕЦЬ
EL FIN	LOPPU
DAS ENDE	ΤΟ ΤΕΛΟΣ
LA FIN	结束
AN DEIREADH	終わり
KONIEC	တၢ်ဒၣ်
SON	समाप्त
ΠΟῚΗ	ἡ ἰοη
Y DIWEDD	النهاية
끝	መጨረሻ

Ceci n'est pas espagnol!

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ARE YOU VOTEReADY?

Find out what you need to vote, including which forms of ID are approved to bring to the polls.

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

- Texas Driver License*
- Texas Election ID Certificate*
- Texas Personal ID Card*
- Texas Handicap License*
- U.S. Citizenship Certificate with Photo
- U.S. Military ID Card*
- U.S. Passport* (Book or Card)

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

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

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

Find out more about voting in Texas at **VOTETEXAS.GOV**
POWERED BY THE TEXAS SECRETARY OF STATE
or call 1-800-252-VOTE (8683)

*For voters aged 18 – 60 years, photo ID can be expired for up to four years. For voters aged 61 and older, photo ID can be expired for any length of time if otherwise valid.

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Appendix

Useful info but not applicable to this election

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At the TouchPad: Primary Election Key Points

- Voters must touch a political party selection on the TouchPad
 - The law states you may **not** verbalize this selection
 - There is no such thing as an “independent” primary
- Party affiliation slip (receipt)
 - “I am a [Democrat/Republican]”...
- Notice of political party convention
 - Contains time, date, & location

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Primary Election Defined

A preliminary election to select the candidates for a principal, especially presidential, election

These occur in even-numbered years for presidential and gubernatorial elections

Each political party holds its own primary; in Hays County, the two major parties conduct their primaries jointly

Could there be a Libertarian/Green/other party primary election? In theory, yes. In practice, not in Texas.

Independents and all candidates who are still conducting an active political campaign will appear on the November ballot!

Voters in Texas do not register by party and may vote in whichever party's primary they desire

Once a selection is made, that voter is locked in only for the primary run-off that year (if one occurs)