ELECTION WORKER TRAINING

10.07.2023
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NOVEMBER 7 JOINT ELECTION

CHRIS LYNCH       ELECTIONS ADMINISTRATOR

CHRISTY MYERS     CHIEF ASSISTANT

SHERI NERREN      ASSISTANT COORDINATOR

SARAH DIGIROLAMO  SENIOR CLERK

SANDRA GONZALEZ   VOTER REGISTRATION
LIST “A” DOCUMENTS

Texas Driver License issued by the Texas Department of Public Safety (DPS);
*NOTE* THE ADDRESS ON THE LICENSE DOES NOT NEED TO MATCH THE ADDRESS IN THE POLLBOOK

Texas Personal Identification Card issued by DPS;
Texas Election Identification Certificate issued by DPS;
Texas Handgun License issued by DPS;
United States Military Identification Card containing the person’s photograph;
United States Citizenship Certificate containing the person’s photograph;
United States Passport (book or card).
LIST “B” DOCUMENTS

Valid voter registration certificate;
Certified birth certificate;
Copy of or original current utility bill;
Copy of or original bank statement;
Copy of or original government check;
Copy of or original paycheck; or
Copy of or original of other government document with voter’s name and
an address (original required if it contains a photograph)

NOTE* An out of state license IS an acceptable form of List B document (other form
of government ID)
TEXAS VOTER ID LAW

REASONABLE IMPEDIMENT
(USE WITH LIST “B” DOCUMENTS)

VOTER IS REGISTERED BUT DOES NOT HAVE LIST “A” DOCUMENT
THE CLERK WILL COMPLETE A RID ON THE POLLBOOK AND THE VOTER WILL PROVIDE (1) OF THESE ID’S

a. a valid voter registration certificate
b. a certified birth certificate (must be an original); or
c. a copy or original of a current utility bill, bank statement, government check, paycheck, or other government document that shows the voter’s name and an address (with the exception that a government document containing a photograph must be an original).

NOTE: The address on this document is not required to match the address in the pollbook.
REASONABLE IMPEDIMENT (CONT.)

• ASK VOTER TO COMPLETE DECLARATION FORM AND RETURN TO YOU *(DONE ON THE POLLBOOK)*
• YOU MUST FILL OUT THE “TO BE COMPLETED BY ELECTION OFFICIAL”
• ALLOW THE VOTER TO VOTE A REGULAR BALLOT

DO NOT QUESTION THE VOTER ABOUT THE NATURE OF ANY CLAIMED IMPEDIMENT  63.0101 (SB14 ID)
Statement of Residence

• If a Voter comes into the Polling Location and wants to Vote, but they have moved:

• First ask if they have moved within Rockwall County, if so have the voter fill out a Statement of Residence Card.

*NOTE* DO NOT ALLOW THE VOTER TO VOTE UNTIL THIS IS COMPLETE (VERIFY THE ADDRESS IS IN ROCKWALL COUNTY)

• Please have Voter put a phone number on the card.

• If the voter has moved out of the county, they may NOT vote in Rockwall County.

• (The Voter may go back to the county they moved TO and do a Limited Ballot if it is during Early Voting)
REQUEST TO CANCEL BALLOT BY MAIL
VOTER HAS their BALLOT BY MAIL
or
NOTICE OF DEFECTIVE CARRIER

AT THE POLLING PLACE AND VOTE A REGULAR BALLOT AFTER CALLING THE OFFICE TO CANCEL.

1. Take the ballot from the Voter.
2. Call the office to cancel the Ballot By Mail.
3. You need form 6-7, “Request to Cancel Ballot By Mail for use in the Polling Place.”
4. Voter will complete the first section of the form entitled "This Section Must Be Completed by Every Voter" and the section A, "Voter HAS Mail Ballot, notice of Improper Delivery or Notice of Surrendered Ballot“ They will circle “surrendering my ballot by mail” then sign their name in that box.
   1. If the Voter would like to cancel their BBM for the entire year, write “Cancel Yearly BBM” at the top of the form and have the voter sign and date beside that request.
5. The Election Judge MUST complete the section at the bottom of the form and record the ballot on the “Register of Surrendered Ballots”. *this is a new procedure
6. Write Spoiled on the front & back of the ballot. Attach form 6-7 to the ballot, and place in the PROVISIONAL BAG *this is a new procedure

DO NOT VOTE THEM PROVISIONALLY
REQUEST TO CANCEL BALLOT BY MAIL
VOTER DOES NOT have their BALLOT BY MAIL
or
NOTICE OF DEFECTIVE CARRIER

- The voter has three choices:
  - 1. Go home and get their ballot
  - 2. Go to the office and cancel their mail ballot and return with either a Notice of Improper Delivery or a Notice of Surrendered Ballot-(both are signed by Office Staff)
  - 3. Vote Provisionally

- If they chose to vote provisionally, they still need to complete form 6-7 “Request to Cancel Ballot by Mail for use in the Polling Place” See sample form

***ALL INFORMATION ON THE FORMS MUST BE COMPLETED***
PROVISIONAL BALLOTS

- All Provisional Paperwork must go in the **ORANGE PROVISIONAL BAG**

Verify the Provisional Bag is empty, then place a red seal on the bag. This step may be completed at the beginning of the voting period. Write the seal number on Judge’s paperwork.  
*this is a new procedure*

PROVISIONAL BALLOTS WILL BE COMPLETED ON THE POLLBOOK  
*NOTE* (YOU WILL STILL DO THE FOLLOWING)  
Front and Back of the Provisional Envelope  
Green Provisional Combination Form  
Green List of Provisional Voters  
There are two types of Provisional Voters:

1) A person that is not registered in Rockwall County but wants to vote: execute a Provisional Ballot  
2) A Person that does not present any form of ID (but has an ID) but insists on voting: execute a Provisional Ballot  
\[NOTE: \] Voter has 6 days to appear at the Main Election Office to provide proper identification. This voter should receive the 6 day ID Notice.

**THE PROVISIONAL BALLOT ENVELOPE IS THE VOTER’s REGISTRATION CARD.**
VOTERS STATING THEY REGISTERED AT DPS

If the voter indicates he or she registered at DPS (the voter checked box #2 at DPS indicating they wish to become a registered voter), the election officer must ask the person the DL Issue date that the person went to DPS or registered online. The election officer must note the date the voter went to DPS on the Provisional Ballot Affidavit Envelope in the “Other” line.

Place *DPS RED LABEL* on the Provisional Envelope.

*NOTE* EARLY VOTING
FORMS AND ENVELOPES

1. Please make sure that all of your forms have your Polling Location, Dates and Signatures on them.

2. Please make sure that you put your forms in their matching color envelope.

3. Please make sure that all of your envelopes are then placed in your black canvas bag and turned in at warehouse check-in.

4. **REMINDER** Election Day Judges must sign or stamp the back of all activation cards in red.
Please put all of the forms, tapes, thumb drives and keys in your Media Bag.

*NOTE* YOU MUST SEAL YOUR MEDIA BAG PRIOR TO LEAVING POLLING LOCATION.

You must remove the Ballot Box from the DS 200 and bring it to the elections office. **REMINDER** the ballot box must be sealed.
POLL WATCHERS

• Must be appointed (Party, Candidate or Proposition/Issue)
• * Write-Ins (with petition)
• Must present two forms upon entrance to polling site.
  • 1. Certificate of Appointment
  • 2. Certificate of completion of online SOS training for current election.
• Poll Watcher and the Presiding Judge must sign official forms from the SoS.
• Forms should be completed and placed in the white envelope.
• Established by Chapter 33 of the TEC

What are watchers NOT allowed to do while on duty? A. 1. Talk with an election officer regarding the election except to call attention to an irregularity or violation. [Sec. 33.058(a)(1)]. 2. Converse with a voter. [Sec. 33.058(a)(2)]. 3. Communicate in any manner with a voter regarding the election. [Sec. 33.058(a)(3)]. 4. Update to Law - A watcher may begin service at any time after the presiding judge arrives at the polling place on election day and may remain at the polling place until the presiding judge and the clerks complete their duties. A watcher may serve at the polling place during the hours the watcher chooses, except that if the watcher is present at the polling place when ballots are counted, the watcher may not leave until the counting is complete.

[Sec. 33.052]. NEW LAW: HB 1631 (2023, R.S.) eliminated the requirement for poll watchers to serve for five continuous hours at a polling place on election day in order for the watcher to serve the hours they choose.

**POLLWATCHERS AND PRESIDING JUDGES:**

KNOW THE STANDARD**
Curbside Voting
Parking (2 spots)
Tablets
QR Code Signs
Be on the look-out for voters who have a "voted" BBM. Please direct them to the office to turn it in.
Remember for all curbside voting - two poll workers must be present when placing the voted ballot into the DS200 unless the curbside voter has their own assistant.
New Curbside Voting Cart – allows us to take an Express Vote out to the vehicle for voting.
PASSWORDS WILL BE PROVIDED WHEN YOU PICK UP YOUR EQUIPMENT

PASSWORD WILL ALSO BE LISTED ON THE ADDITIONAL INSTRUCTIONS HAND OUT LOCATED IN YOUR MEDIA BAG EQUIPMENT PICK-UP/RETURN

NOVEMBER 7 ELECTION
• EV 20 OCT 10-12
• ED 6 NOV 10-12

SITE SET-UP
W4/I9 (NEW WORKERS) COUNTY FORMS FOR PAY WRITS (PICK UP TODAY)

JUDGES LINE 972.204.6208
MAIN LINE 972.204.6200 – Press “0” to bypass information

NEIGHBOR ASSISTANCE IN LINE

CANCELLATION OF CHECK-IN (VOTER LEAVES)
CURBSIDE VOTING- make sure PJ keeps cell phone for calls from office

SECURING SENSITIVE ITEMS

ACTIVATION CARDS WILL BE IN YOUR BALLOT BOX

Badges
Green Cloud means the Pollbook has connectivity

You should see (3) green icons at the top of your screen

- Pollbook must have a Green Cloud before you close the polls for the day

Early Voting Locations Only

- Text Sarah AS SOON AS YOU CLOSE POLLS with DS200 numbers and Pollbook numbers
The Office of Attorney General is providing the attached updated guidance concerning the availability of ballots by mail based on “disability” as that term is defined in the Texas Election Code. The guidance re-confirms that “a ballot by mail is not available based purely on lack of immunity to COVID-19 or based on a desire to engage in social distancing to avoid exposure to the virus.” The guidance also notes that “to the extent third parties advise voters to apply for a ballot by mail for reasons not authorized by the Election Code, including fear of contracting COVID-19 without an accompanying qualifying disability, such activity could subject those third parties to criminal sanctions imposed by the Texas Election Code.”
- POLLBOOKS
- CHECK IN CONFIGURATION
- ACTIVATION CARDS/EXPRESS LINK PRINTERS
- ELECTIONEERING
ID required for Texas Voters

If you possess one of the following forms of acceptable photo ID, you must present it when voting in person:

- Texas Driver License issued by the Texas Department of Public Safety (DPS)
- Texas Election Identification Certificate issued by DPS
- Texas Personal Identification Card issued by DPS
- Texas Handgun License issued by DPS
- United States Military Identification Card containing your photograph
- United States Citizenship Certificate containing your photograph
- United States Passport (book or card)

Do not possess and cannot reasonably obtain one of these IDs? Fill out a declaration at the polls describing a reasonable impediment to obtaining it, and show a copy or original of one of the following supporting forms of ID:

- A government document that shows your name and an address, including your voter registration certificate;
- Current utility bill;
- Bank statement;
- Government check;
- Paycheck; or
- (a) A certified domestic (from a U.S. state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes your identity (which may include a foreign birth document).

*With the exception of the U.S. Citizenship Certificate, for voters aged 18-69, the acceptable form of photo identification must be current and have expired no more than 4 years before being presented for voter qualification at the polling place. A person 70 years of age or older may use a form of acceptable photo identification that has expired if the identification is otherwise valid.

Exemptions: Voters with a disability may apply with the county voter registrar for a permanent exemption to showing acceptable photo ID or following the Reasonable Impediment Declaration procedure at the polls. Voters with a religious objection to being photographed or who do not possess an acceptable form of photo identification or who fail the Reasonable Impediment Declaration procedure at the polls because of certain natural disasters may apply for a temporary exemption to showing an acceptable form of photo identification or following the Reasonable Impediment Declaration procedure at the polls. Please contact your voter registrar for more details.

VOTETEXAS.GOV
Example:

**REGISTER OF OFFICIAL BALLOTS/ BALLOT AND SEAL CERTIFICATE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Public Count of Ballots from Ballot Scanner Results</td>
<td>500+60+260 = 820</td>
</tr>
</tbody>
</table>

**Line A:**
1) Location received 2 packages of 500 activation cards with 250 cards per package
2) Received 60 8.5 x 11 full-size paper ballots = 60
3) Location ran out of activation cards + received an additional package of 250

* Line A Total = 880

If there is a difference of 4 or more, notify the office.

← Serial # used to seal blue ballot box

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**Witness:**

- **Presiding Judge:**
- **Alternate Judge:**
- **Poll Watcher (if present):**
- **Poll Watcher (if present):**

White copy (Envelope #1), Yellow copy (Unsealed ballots), Pink copy (Election Judge)
**APPOINTMENT OF POLL WATCHER BY CANDIDATE ON THE BALLOT OR DECLARED WRITE-IN CANDIDATE**

To the Presiding Judge:

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

<table>
<thead>
<tr>
<th>Name of Poll Watcher</th>
<th>Name of Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Address of Poll Watcher</td>
<td>Name and Date of Election</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Voter Registration VLD/ID Number of Poll Watcher</td>
<td>Precinct or other location Poll Watcher is to serve</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Candidate or Other Approving Authority

Title of Approving Authority

Signature of the Watcher

**AFFIDAVIT OF POLL WATCHER**

I, ____________________________, a poll watcher for the above-appointing authority, do hereby 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 at this precinct or I will disable or destroy the device while serving as a watcher.

Signature of Poll Watcher

Date of Affidavit

Signature of Election Judge

Printed Name of Election Judge

**INSTRUCTIONS**

The following persons have the authority to appoint a poll watcher on behalf of a candidate whose name appears on the ballot:

a. In an election for an office of the state government that is filled by voters of more than one county, by the candidate’s campaign treasurer.

b. In an election for an office of the federal government that is filled by voters of more than one county, by the chair or treasurer of the candidate’s principal campaign committee or by a designated agent of the chair or treasurer.
# CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHRIS LYNCH</td>
<td>760-927-2925</td>
</tr>
<tr>
<td>CHRISTY MYERS</td>
<td>972-204-6202</td>
</tr>
<tr>
<td>SHERI NERREN</td>
<td>972-204-6205</td>
</tr>
<tr>
<td>SARAH D</td>
<td>972-204-6203</td>
</tr>
<tr>
<td>SANDRA GONZALEZ</td>
<td>972-204-6200</td>
</tr>
<tr>
<td>JUDGES LINE</td>
<td>972-204-6208</td>
</tr>
</tbody>
</table>
QUESTIONS?