

# Reporting Requirements for Early Voting and Ballot by Mail

## 2024 TEXAS PRIMARY ELECTIONS

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February 2024



# Early Voting Roster Reporting Requirements

## Information on the roster for:

- A person who **votes an early voting ballot by personal appearance** must be made available for public inspection not later than 11:00 a.m. on the day after the date the information is entered on the roster
- A person who **votes an early voting ballot by mail** must be made available for public inspection not later than 11:00 a.m. on the day following the day the EV clerk receives a ballot voted by mail
- The information above **must be posted** on the county's website or, if the county does not maintain a website, post the roster on the bulletin board used for posting notice of meetings of the commissioners court.



## Early Voting Roster Reporting Requirements (cont.)

Early Voting Clerks shall maintain roster for each election that lists who was sent a ballot by mail, who voted early in person, and who returned a ballot by mail.

### Roster must include:

- Name, address, VUID
- Voter's county election precinct of registration
- Date of voting by personal appearance or date ballot was received from the voter

**For Organizational Purposes:** We recommend that you create a ballot by mail organizational plan. The plan should track a ballot by mail throughout its entire journey from Application to final outcome.



## Friendly Reminder

- If an Early Voting Clerk fails to post their early voting rosters in accordance with Section 87.121, a person registered to vote in the county where the Early Voting Clerk is conducting early voting may file a complaint with the Secretary of State regarding the Early Voting Clerk's noncompliance.
- The Secretary of State by rule shall create and maintain a system for receiving and recording these complaints.



## Helpful Recommendations

- Bookmark the SOS website to the **Conducting your Elections** page for the most current election information or any updates.
- Bookmark the SOS reporting website to review your posted data for accuracy.
- Review the Election Calendar for any deadlines.
- Make sure updates are entered and maintained in TEAM daily.
  - This is how the Ballot by Mail Tracker gets updated.
- Set daily reminders/tasks to complete reports into TEAM.



## Prepare for Daily Reporting

- Set Reminders in your Calendar for required deadlines
  - Report Early Voting voter turnout in TEAM no later than midnight daily.
  - Early Voting rosters must be available to public by 11:00 a.m. the next day.
- Dedicate “quiet” time in your busy day for Early Voting turnout entries in TEAM.
- Ensure that you are submitting the information into the correct election.
- If you’re able, have someone proof the data prior to submission.
- You may wish to create a viewable DAILY LOG on Excel or on Paper for each day of Early Voting that contains a record of entries you submitted in TEAM.



# Example of Viewable Daily Log

EXAMPLE - EV ROSTER SETUP.csv - Excel

PRECINCT	VUID	VOTER_NAME	ADDRESS	DATE	VOTING_METHOD	PARTY
4112	1145070022	BLING, RACHAEL N	3131 DIAMOND WAY	2/21/2024	MAIL-IN	D
1001	2167778881	KORS, DAVID	10010 MK BLVD	2/22/2024	MAIL-IN	D
1111	1139000011	LITTLE, DEBBIE	2822 PANDA AVE	2/20/2024	IN-PERSON	D
3001	2129990001	MARCHAND, ALEXA	9001 SKATELAND WEST	2/20/2024	IN-PERSON	D

DEM - EV ROSTER SETUP   REP - EV ROSTER

EXAMPLE - EV ROSTER SETUP.csv - Excel

PRECINCT	VUID	VOTER_NAME	ADDRESS	DATE	VOTING_METHOD	PARTY
2121	1127714444	WEATHERTESTER, ELIZABETH	7181 FARAWAY PLACE	2/21/2024	MAIL-IN	R
3111	2128989899	ELLISH, EMILY	4410 MANIC MONDAY	2/23/2024	MAIL-IN	R
2001	1088801188	CAMRY, ERIK	8882 QUIET LANE	2/22/2024	IN-PERSON	R
1010	2189090909	DUTTON, BETH	9966 YELLOWSTONE	2/20/2024	IN-PERSON	R

DEM - EV ROSTER SETUP   REP - EV ROSTER



## Prepare for Daily Reporting (cont.)

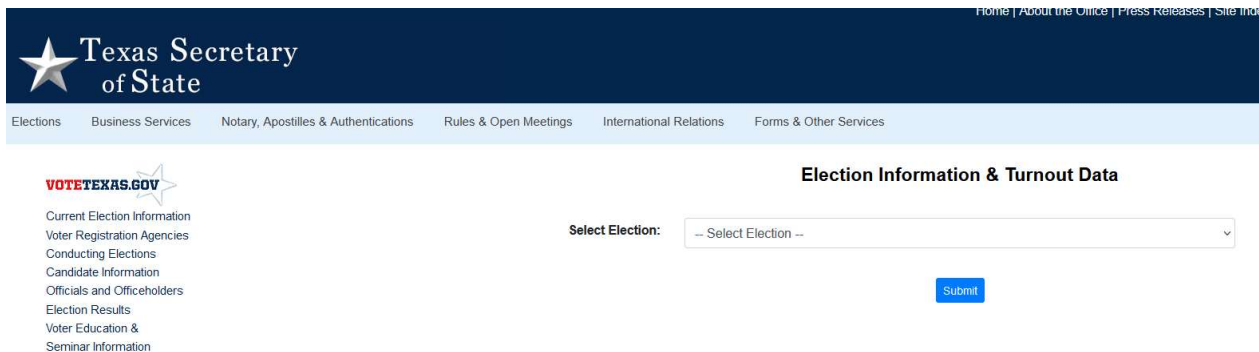
- Compare daily reported numbers match the number of voters qualified to vote with the number of “Voters Who Have Voted” reports and other reconciliation logs.
- Create 2 Rosters for the Public.
  - Early Voting In Person – (Democrat and Republican)
  - Early Voting By Mail – **Ballots received** (Democrat and Republican)
- Create another Roster for Ballot By Mail
  - Mailed but NOT Received
    - Not a Public record
- Print daily reports from TEAM/offline vendor system to have as a reference of daily ballots by mail received and in-person vote totals.
  - Refer to the report if candidates, general public, and media inquire how many people have voted





# Submitting the Daily Report

- Voting rosters must be posted on our website **by 11:00 a.m.** the day after receipt of a mail ballot or voting in person.
- We ask that all counties report voter participation at **the conclusion of each day** of voting or the day a mail ballot is received.
- Voter participation may be manually entered into the state system or uploaded at the discretion of the county. If assistance is needed, please contact the TEAM team.
- Voter participation/rosters are available on the SOS website.



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Texas Secretary of State

Elections Business Services Notary, Apostilles & Authentications Rules & Open Meetings International Relations Forms & Other Services

**VOTETEXAS.GOV**

Current Election Information  
Voter Registration Agencies  
Conducting Elections  
Candidate Information  
Officials and Officeholders  
Election Results  
Voter Education &  
Seminar Information

**Election Information & Turnout Data**

Select Election:



# Submitting the Daily Report

- The SOS website extracts early voting and election turnout information as well as polling locations for all counties.

## 2024 MARCH 5TH REPUBLICAN PRIMARY (March)

**Disclaimer:** All information displayed is provided by county election officials. The Office of the Secretary of State does not alter or modify the data provided in any way. For questions related to this information, please contact the appropriate [county election official](#).

[Past Early Voting Totals](#)

### Unofficial Early Voting Turnout by Date

Last Updated: 02-14-2024 02:07:00 PM

-- Select Early Voting Date --

### Unofficial Polling Place Information by County

Last Updated: 02-14-2024 02:02:10 PM

-- Select County --

### Unofficial Election Day Turnout by County

Last Updated: 02-14-2024 02:21:45 PM

-- Select Date --

[Previous](#) [Submit](#)



# Submitting the Daily Report

- Voter participation is presented on the SOS website daily in a downloadable format.
- You may “Click Here” to review your daily voter participation to ensure accuracy.

## Unofficial Early Voting - February 13, 2024

Disclaimer: All information displayed is provided by county election officials. The Office of the Secretary of State does not alter or modify the data provided in any way. For questions related to this information, please contact the appropriate [county election official](#).

March 05, 2024  
PRIMARY ELECTION  
Cumulative Totals  
Thru Close of Business  
February 13, 2024

County	Party	Registered Voters	# In Person On 02/13/2024	Cumulative In-Person Voters	Cumulative % In-Person	Cumulative By Mail Voters	Cumulative In-Person And Mail Voters	Cumulative Percent Early Voting	Voter Details Report
HARRIS	Republican	2,603,088	0	0	0.0%	1,363	1,363	0.05%	<a href="#">Click here</a>
DALLAS	Republican	1,421,037	0	0	0.0%	238	238	0.02%	<a href="#">Click here</a>
TARRANT	Republican	1,267,449	0	0	0.0%	780	780	0.06%	<a href="#">Click here</a>
BEXAR	Republican	1,241,764	0	0	0.0%	357	357	0.03%	<a href="#">Click here</a>
TRAVIS	Republican	889,428	0	0	0.0%	5	5	0.0%	<a href="#">Click here</a>
COLLIN	Republican	714,712	0	0	0.0%	432	432	0.06%	<a href="#">Click here</a>
DENTON	Republican	629,537	0	0	0.0%	445	445	0.07%	<a href="#">Click here</a>
FORT BEND	Republican	528,813	0	0	0.0%	164	164	0.03%	<a href="#">Click here</a>
EL PASO	Republican	501,624	0	0	0.0%	226	226	0.05%	<a href="#">Click here</a>
MONTGOMERY	Republican	430,428	0	0	0.0%	281	281	0.07%	<a href="#">Click here</a>
HIDALGO	Republican	429,433	0	0	0.0%	7	7	0.0%	<a href="#">Click here</a>
WILLIAMSON	Republican	424,541	0	0	0.0%	78	78	0.02%	<a href="#">Click here</a>



# Reviewing the Daily Report

- When reviewing, make sure that:
  - No voter is listed more than once.
  - The presented information matches your local voting roster.
  - The total number of voters for that day match your records.
- Common mistakes include:
  - Submitting voter participation more than once; creating duplicate entries.
  - Not including the correct election id number. Remember, there are two elections on March 5<sup>th</sup>. You will need to report to the correct id numbers.
  - Failure to review the confirmation email for any issues.
  - Failure to review voter history error files. This is critically important!
    - If errors are indicated, you may make corrections through the system for individual voters and voting history information.
    - If a large number of issues are discovered, contact the TEAM team for assistance. This may require the reentry/resubmission of your entire daily voter participation information.



## Time Saving Recommendations

Be proactive with Candidates, Media and the Public by providing voter turnout information:

- Where to locate Early Voting Daily Turnout on county website?
- Consider creating an email distribution list for those who want to Early Voting daily Turnout information
- Where to locate roster if posting a hard copy on public bulletin board?
- Have hard copies readily available at your front counter for those that don't have access to the internet or a printer.
- Advise results will be posted by 11:00 a.m. the next day on the county website and the Secretary of State's website.
- Provide the link to Secretary of State's website in case county website is down.



## Time Saving Recommendations (cont.)

### BEST PRACTICE

- Consider creating an information packet or a webpage with helpful information
  - Section on how to obtain a Daily Roster of Voting History for the current elections
  - Section on when Voting History is released
  - Consider including the link to SOS

### THINGS TO KNOW - INFORMATION ON ROSTERS

DAILY ROSTER - VOTING HISTORY
Voters that Voted Early in person, By Mail And On Election Day Is Available For Public Viewing.
EARLY VOTING
A Roster Of Voters that voted each day of Early will be posted on the County's website for Public viewing by 11:00 A.M. the next day and will also be available on the Texas Secretary Of State's website <a href="http://www.sos.state.tx.us">www.sos.state.tx.us</a> .
ELECTION DAY
The Roster will be available on the County's website and on the Texas Secretary Of State's website for public viewing by 11:00 A.M. the next day.
ELECTION NIGHT
POLLS CLOSE
Polls Close At 7:00 P.M. On Election Day. All Voters That Were In Line By 7:00 P.M. Will Be Allowed The Opportunity To Vote.
POST ELECTION
All Results Are Unofficial Results Until The Official Results Have Been Canvassed. <i>It Is Possible That The Unofficial Results May Change Due To Provisional Ballots Cast/Late Ballots Received That Were Post Marked By 7:00 P.M. On Election Day/Fpca And Overseas Ballots Received By The Deadline After Election.</i>
HOW MANY VOTES DOES IT TAKE TO WIN OFFICE
PRIMARY
MAJORITY VOTE
A Candidate Must Receive More Than 50% Of The Total Vote
PRIMARY RUNOFF
REQUIRED IF
No Candidate Received The Vote Necessary To Be Elected In An Election Requiring A Majority Vote
GENERAL
PLURALITY
A Candidate Must Receive More Votes Than Any Other Candidate For The Office



# Examples of Election Information & Turnout Data

Example  
of County  
Website  
Posting

ELECTION INFORMATION & TURNOUT DATA													
VOTER TURNOUT +													
County Name:													
Election Name: 2022 - MARCH 1 - PRIMARY ELECTION													
Registered Voters: 4,553													
DATE	EARLY IN PERSON			EARLY BY MAIL			ELECTION DAY			VOTERS VOTED		TOTAL VOTERS	%
	DEM	REP	TOTAL	DEM	REP	TOTAL	DEM	REP	TOTAL	DEM	REP		
02/11/22	0	0	0	1	0	1	0	0	0	1	0	1	0.02%
02/14/22	10	57	67	0	0	0	0	0	0	10	57	67	1.38%
02/15/22	10	60	70	5	0	5	0	0	0	15	60	75	1.55%
02/16/22	4	35	39	9	0	9	0	0	0	13	35	48	0.99%
02/17/22	9	40	49	4	0	4	0	0	0	13	40	53	1.09%
02/18/22	10	61	71	2	3	5	0	0	0	12	64	76	1.57%
02/19/22	3	5	8	5	3	8	0	0	0	8	8	16	0.33%
02/21/22	In observance of Presidents' Day, No Early Voting will be conducted on this date (Sec. 85.005)												
02/22/22	13	45	58	7	0	7	0	0	0	20	45	65	1.34%
02/23/22	8	39	47	1	2	3	0	0	0	9	41	50	1.03%
02/24/22	13	69	82	11	1	12	0	0	0	24	70	94	1.94%
02/25/22	25	92	117	1	0	1	0	0	0	26	92	118	2.43%
02/26/22	0	0	0	0	1	1	0	0	0	0	1	1	0.02%
02/28/22	0	0	0	0	1	1	0	0	0	0	1	1	0.02%
03/01/22	0	0	0	0	0	0	144	563	707	144	563	707	14.57%
OTHER	0	0	0	0	1	1	0	2	2	0	3	3	0.06%
<b>SUMMARY</b>	<b>105</b>	<b>503</b>	<b>608</b>	<b>46</b>	<b>12</b>	<b>58</b>	<b>144</b>	<b>563</b>	<b>707</b>	<b>295</b>	<b>7</b>	<b>1375</b>	<b>28.33%</b>
EARLY VOTING -													
ABSENTEE VOTING - BY MAIL - RECEIVED -													
DEMOCRATIC PARTY													
REPUBLICAN PARTY													
EARLY VOTING - IN PERSON - CUMULATIVE -													
DEMOCRATIC PARTY													
REPUBLICAN PARTY													
EARLY VOTING - IN PERSON - DAILY -													
02/14/2022 -													
DEMOCRATIC PARTY													
REPUBLICAN PARTY													
02/15/2022 +													
02/16/2022 +													



## Do's and Don'ts

### ■ Do

- Provide reports that best suit your county
  - PDFs – Alpha/Precinct Order
  - Excel – Can sort information

### ■ Don't

- Be intimidated to release reports before the appointed time for public inspection. Sometimes candidates, the general public or county officials request information early.
  - Please stick to the legal time frames for releasing information
- Only release information specifically to the voter inquiring about whether his or her ballot was mailed/received before reporting posting.
  - Direct voters to the Ballot by Mail Tracker





## Resources

- **Election Information & Turnout Data**

<https://www.sos.state.tx.us/elections/historical/index.shtml>

- **2024 Election Calendar**

<https://www.sos.texas.gov/elections/voter/important-election-dates.shtml#2024>

- **Elections Division Advisories – Legal Library**

<https://www.sos.texas.gov/elections/laws/election-division-advisories.shtml>

- **Elections Division Webinars - Training and Education Resources**

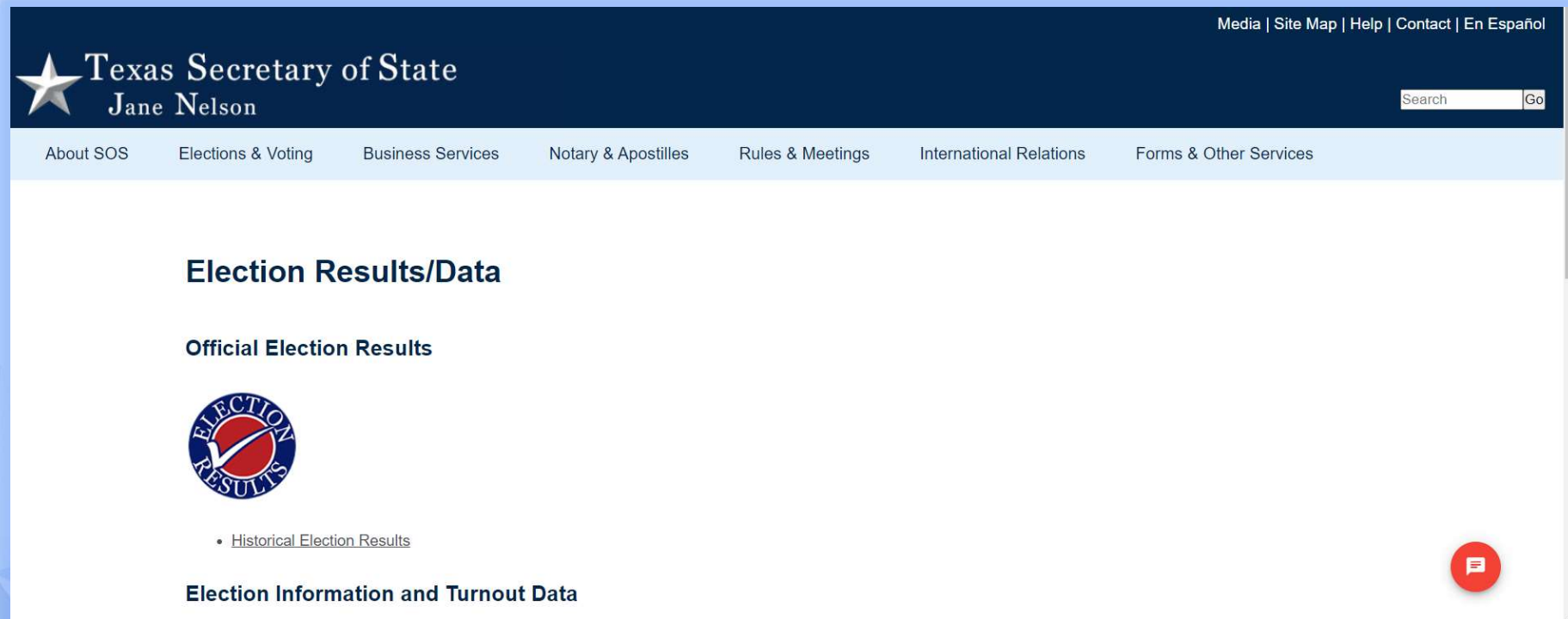
<https://www.sos.state.tx.us/elections/laws/education-resources.shtml>

- **Conducting Your Elections**

<https://www.sos.texas.gov/elections/conducting/index.shtml>



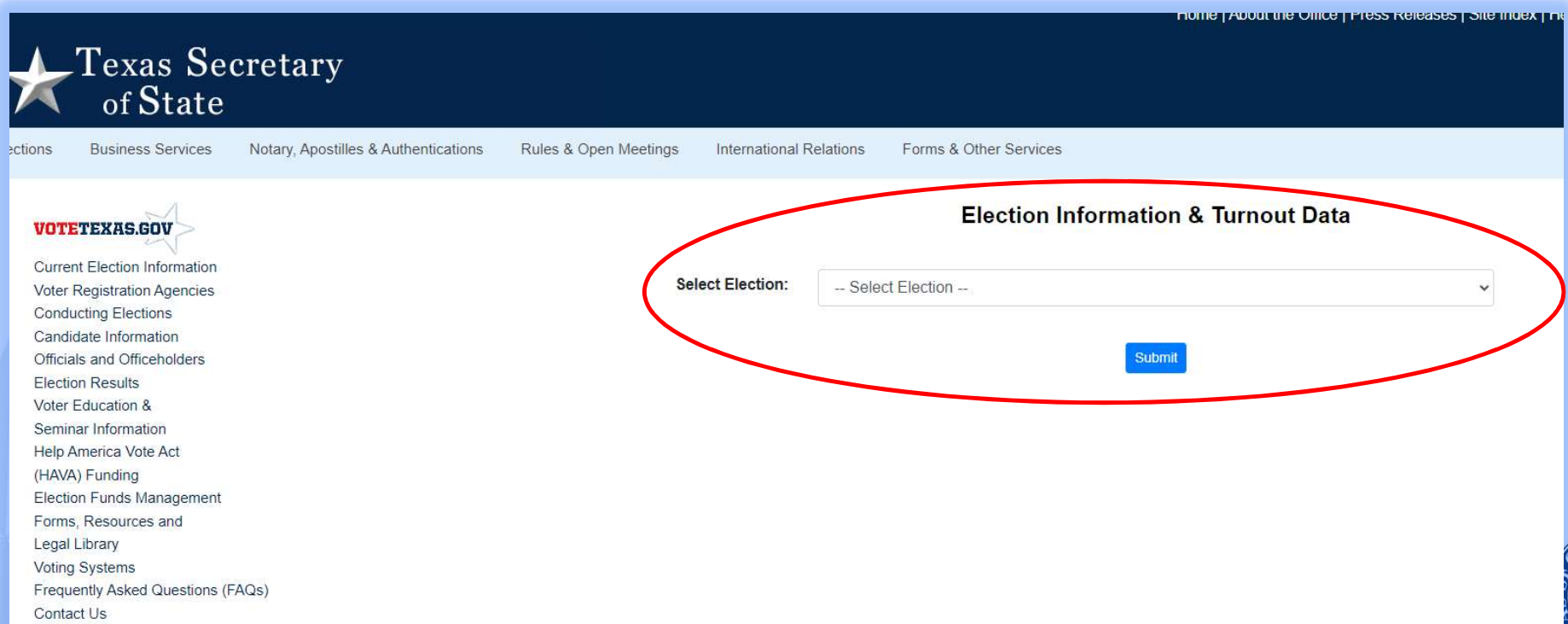
# Election Information and Turnout Data




The screenshot shows the Texas Secretary of State website. At the top right, there are links for Media, Site Map, Help, Contact, and En Español. The main header includes the Texas Secretary of State logo and the name Jane Nelson, along with a search bar. A navigation menu lists: About SOS, Elections & Voting, Business Services, Notary & Apostilles, Rules & Meetings, International Relations, and Forms & Other Services. The main content area features the heading "Election Results/Data" and a sub-heading "Official Election Results". Below this is a circular logo with "ELECTION RESULTS" and a checkmark. A link for "Historical Election Results" is provided. At the bottom of the content area, there is a link for "Election Information and Turnout Data". A red circular icon with a white envelope symbol is located in the bottom right corner of the content area.



# Election Information and Turnout Data



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 Texas Secretary  
of State


[lections](#) [Business Services](#) [Notary, Apostilles & Authentications](#) [Rules & Open Meetings](#) [International Relations](#) [Forms & Other Services](#)

**VOTETEXAS.GOV**

- Current Election Information
- Voter Registration Agencies
- Conducting Elections
- Candidate Information
- Officials and Officeholders
- Election Results
- Voter Education &
- Seminar Information
- Help America Vote Act
- (HAVA) Funding
- Election Funds Management
- Forms, Resources and
- Legal Library
- Voting Systems
- Frequently Asked Questions (FAQs)
- Contact Us

**Election Information & Turnout Data**

Select Election:



# 2024 Election Calendar

## Important Election Dates 2023-2024

[2023](#)


[2024](#)

### Important 2023 Election Dates

May 6, 2023 - Uniform Election Date	
Authority Conducting Elections	Local Political Subdivisions and Counties
Deadline to post candidate requirements <sup>5</sup> <a href="#">Form 1-20 (PDF)</a>	Friday, May 6, 2022
Deadline to Post Notice of Candidate Filing Deadline (Local Political Subdivisions Only) <sup>1</sup>	Monday, December 19, 2022 for local political subdivisions that have a first day to file for their candidates <sup>1</sup>



# Elections Division Advisories – Legal Library

Media | Site Map


[About SOS](#) | [Elections & Voting](#) | [Business Services](#) | [Notary & Apostilles](#) | [Rules & Meetings](#) | [International Relations](#) | [Forms & Other Services](#)

## Elections Division Advisories

### 2024 Advisories and Memos


Release Date	Advisory Number	Advisories and Memos
January 24, 2024	<a href="#">No.2024-05</a>	Public Inspection of Ballot Images and Cast Vote Records and Ballot Security (HB 5180)
January 16, 2024	<a href="#">No.2024-04</a>	Limited Ballot Voters and District Chart (Democratic) (Republican) (Chapters 111 and 112, Texas Election Code)
January 16, 2024	<a href="#">No.2024-03</a>	Emergency Ballot Procedures
January 15, 2024	<a href="#">No.2024-02</a>	Procedures for Federal Write-In Absentee Ballots (FWABs) from FPCA Voters and Voters in Hostile Fire Pay and Combat Zones
January 15, 2024	<a href="#">No.2024-01</a>	Instructions and Deadlines for Mailing/Emailing Ballots Under the Federal "MOVE Act" for Overseas Voters

### 2023 Advisories and Memos

Release Date	Advisory Number	Advisories and Memos
December 23, 2023	<a href="#">No.2023-27</a>	Ballot Preparation and Sample Ballots for March 5, 2024 Primary Election
December 21, 2023	<a href="#">No.2023-26</a>	Voter Registration List Maintenance Under the National Voter Registration Act of 1993 (NVRA) and the Texas Election Code as it Pertains to the Primary Election and Primary Runoff Election
December 18, 2023	<a href="#">No.2023-25</a>	May 4, 2024 Election and June 15, 2024 Runoff Election Law Calendar



# Elections Division Webinars - Training and Education Resources



[About SOS](#) | 
 [Elections & Voting](#) | 
 [Business Services](#) | 
 [Notary & Apostilles](#) | 
 [Rules & Meetings](#) | 
 [International Relations](#) | 
 [Forms & Other Services](#)

## Training and Education Resources

**Poll Worker Training**

- [Online Poll Worker Training Memo](#)
- [Online Poll Worker Training](#)
- [Election Judges and Clerks Handbook \(PDF\)](#)
- [Early Voting Ballot Board Handbook \(PDF\)](#)
- [Central Counting Station Handbook \(PDF\)](#)
- [Signature Verification Committee Handbook \(PDF\)](#)

**Volunteer Deputy Registrars**

- [Volunteer Deputy Registrar Training \(PDF\)](#) | [Spanish \(PDF\)](#)

**Poll Watchers**

- [Poll Watcher Training](#)
- [Poll Watchers Guide \(PDF\)](#)

**Election Inspectors**

- [Election Inspector Handbook \(PDF\)](#)

**Voter Education Outreach**

- [Project V.O.T.E.](#) - A resource for teachers, educators and students
- [VoteTexas.gov](#) - Voter information ranging from registering to vote to questions on voter I.D.

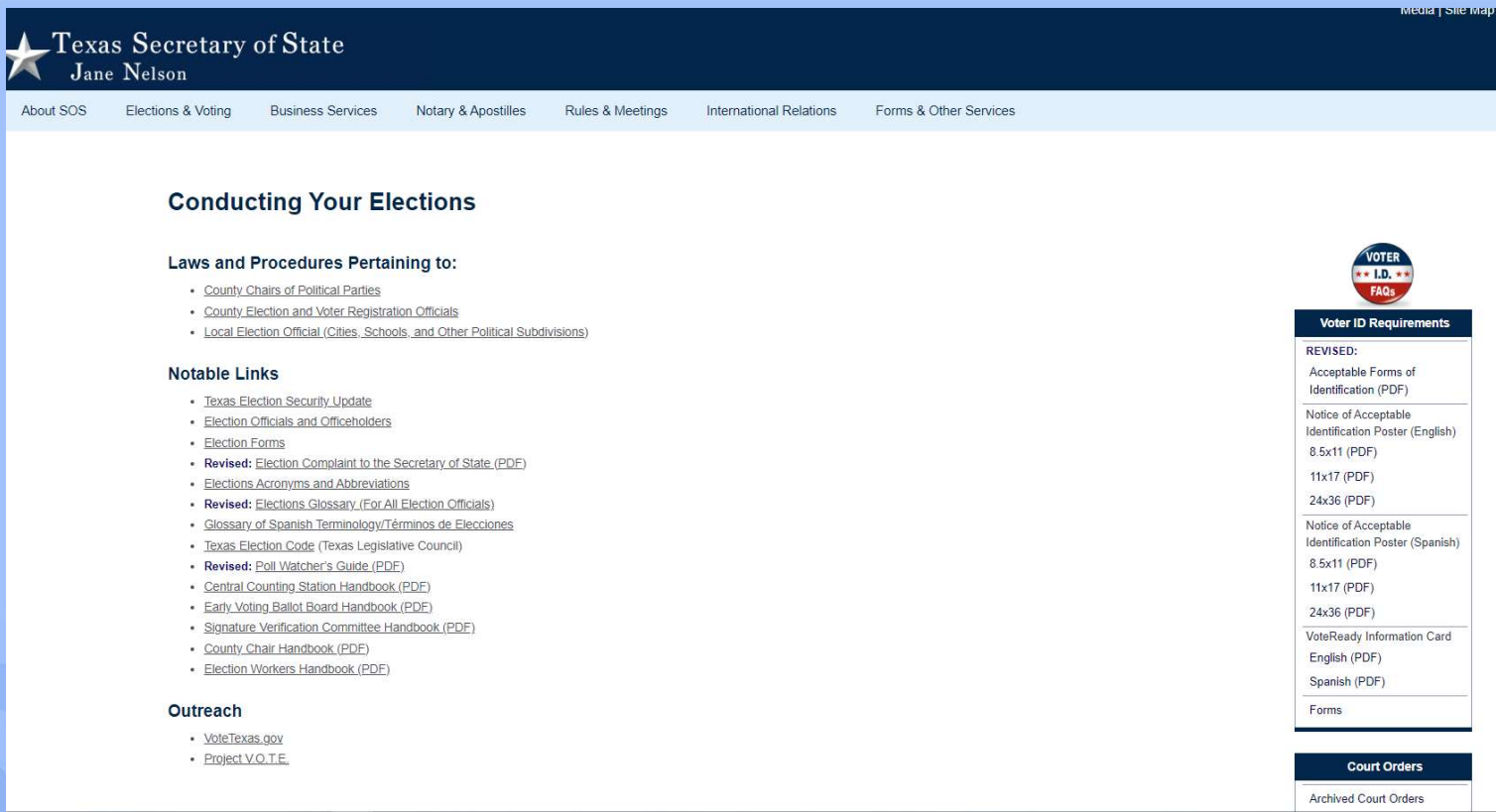
**Election Official Training Materials**

Current Webinars


Topic	Date/Time	Presentation Materials
<b>Webinars for 2024 May Uniform Election</b>		
<a href="#">Checklist for May 2024 Elections (Video)</a>	01/11/2024 2:00 PM	<a href="#">Checklist for May 2024 Elections (PDF)</a>
Accepting/Rejecting Candidate Applications for Local Election Officials		Accepting/Rejecting Candidate Applications for Local Election Officials



# Conducting Your Elections



media | Site map | FR

 Texas Secretary of State  
Jane Nelson

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## Conducting Your Elections

**Laws and Procedures Pertaining to:**


- [County Chairs of Political Parties](#)
- [County Election and Voter Registration Officials](#)
- [Local Election Official \(Cities, Schools, and Other Political Subdivisions\)](#)

**Notable Links**

- [Texas Election Security Update](#)
- [Election Officials and Officeholders](#)
- [Election Forms](#)
- **Revised:** [Election Complaint to the Secretary of State \(PDF\)](#)
- [Elections Acronyms and Abbreviations](#)
- **Revised:** [Elections Glossary \(For All Election Officials\)](#)
- [Glossary of Spanish Terminology/Términos de Elecciones](#)
- [Texas Election Code](#) (Texas Legislative Council)
- **Revised:** [Poll Watcher's Guide \(PDF\)](#)
- [Central Counting Station Handbook \(PDF\)](#)
- [Early Voting Ballot Board Handbook \(PDF\)](#)
- [Signature Verification Committee Handbook \(PDF\)](#)
- [County Chair Handbook \(PDF\)](#)
- [Election Workers Handbook \(PDF\)](#)

**Outreach**

- [VoteTexas.gov](#)
- [Project V.O.T.E.](#)



**Voter ID Requirements**

**REVISED:**

- [Acceptable Forms of Identification \(PDF\)](#)

Notice of Acceptable Identification Poster (English)

- 8.5x11 (PDF)
- 11x17 (PDF)
- 24x36 (PDF)

Notice of Acceptable Identification Poster (Spanish)

- 8.5x11 (PDF)
- 11x17 (PDF)
- 24x36 (PDF)


VoteReady Information Card

- English (PDF)
- Spanish (PDF)

Forms

**Court Orders**

- [Archived Court Orders](#)



# Let's Review





## **1** Early Voting By Mail Roster – Sent Only

- The information on the Early Voting by mail roster tells you who has been sent a ballot by mail in a given election. Information on the roster for a person who has been sent a ballot by mail is not available for public inspection except to the voter seeking to verify that the information pertaining to the voter is accurate, until the first business day after election day. [§ 87.121(f)]
- Remember, the exception to this general rule allows the voter himself or herself to verify that his or her own information is accurate.
  - Voter can call or come in person to inquire



2

## Early Voting in Person Roster

- The early voting roster of who has voted early by personal appearance must be made available for public inspection not later than 11:00 a.m. on the day after the date the information is entered on the roster. [§ 87.121(g)]
- Update the voting history of voters who voted early in person into TEAM at the end of each voting day so that it will be available by the deadline.



## **3** Early Voting By Mail Roster – Received

- The Early Voting roster of who has returned a ballot by mail to the Early Voting Clerk must be made available for public inspection not later than 11:00 a.m. on the day following the day the Early Voting Clerk receives a ballot voted by mail. [§ 87.121(h)].
- Update the voting history of voters who returned a ballot by mail into TEAM at the end of each voting day so that it will be available by the deadline.



## REMEMBER!

- Breathe
- No Shortcuts
- Comply with Election Law Requirements
- Be Transparent
- We are here to support you
- Call us if you need us!
- You got this!!



## AVAILABLE SUPPORT



**WEBINARS**



**TRAINING**



**RESOURCES**

ELECTION SECURITY TRAINERS  
[ElectionSecurity@sos.texas.gov](mailto:ElectionSecurity@sos.texas.gov)



# NEED ASSISTANCE



[elections@sos.texas.gov](mailto:elections@sos.texas.gov) OR

**1-800-252-2216**

see options below

Questions for  
TEAM  
Option 1

Questions for  
Legal  
Option 2

Election Funds  
Management  
Option 3

General/Other  
Option 4

