



Equipment & Supplies

Preparation, Delivery, Pickup, Drop-off & Recovery

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**Preparation
of Supplies
for your
Election**

**Delivery to
the Polling
Place for
Early
Voting and
Election
Day**

**Deputy
Early
Voting
Clerk &
Presiding
Judge's
Pickup of
Supplies**

**Dropoff at
the end of
Early
Voting and
Election
Night**

**Recovery
After
Election
Night**



Organization & Consistency



How to be More Organized?



CREATE job assignments and assign duties in advance



Take time to **TRAIN** your team(s)

- Permanent Staff- supervisors/managers
- Temporary Staff- poll workers



Keep designated areas **CLEAN** to work more efficiently and **MAINTAIN** the safety of the area for everyone.



ALLOW yourself **TIME** to set up your areas



REORGANIZE: Throughout the day. Organization will naturally lead to disorganization.



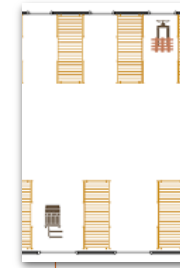
COLOR CODE: Zoned areas, paperwork & folders



Clearly **MARK** designated areas



SEPARATE between your Early Voting and Election Day supplies & equipment



LAYOUT a map of your plan



Meet with your Team. Evaluate & Re-Evaluate!

1. Ensure you are on the right track.

2. Determine whether the outcome is reasonable.

3. Hire enough internal employees to be able to run the process smoothly.

4. Discover what is working and what is not working.

5. Tweak, improve, edit or re-strategize.

6. Implement changes in real time to stay relevant & effective.

Embracing New Technologies





Advantages:

- Quick access to information
- Increases efficiency
- Saves time
- Simplifies tasks or activities
- Safety improvements
- Reports
- Accuracy



Disadvantages:

- Purchasing a program
- Equipment could be expensive
- Maintenance fees
- Program malfunction
- Scheduling & training new processes
- Requires routine updates



IDEAS for Technology:

Live Tracking Inventory Application

In-House Barcode Scanning System

Scanner(s) to scan physical paper trail to electronic

Help Desk Program to track incoming and outgoing calls

Radio communication



Security and Transparency



Tracking Inventory of Equipment & Supplies

- Ensure supplies have not been tampered with
- Maintains trust with the public
- Insight and knowledge of what takes place in the process
- Demonstrate accountability measures
- Honestly convey information



Ways to Keep Inventory

In-House Barcode Scanning System

- Accurate, faster

Spreadsheet

- Color code sections to help differentiate lines

Inventory Management Software

- Help with counts, assigning locations, tracking serial numbers, etc.

Binder with Paper Tracking Sheet

- Consider newer technology if appropriate

Remember: Your paperwork creates a great story!



How often should you take Inventory?

Before your Election:

- Update Forms (Early Voting / Election Day)
- Supply Count – Reorder needed supplies
- Organization
- Preventative Maintenance
- All equipment present and working
- + many more reasons

After Your Election:

- Make sure all supplies were returned
- Replace missing supplies
- Resolve issues with equipment/supplies
- Document any discrepancies – document missing items, missing equipment, plug/cords or technical issues to be maintained.
- Maintenance on equipment
- + many more reasons



Chain of Custody

- Document who has touched the equipment & supplies from start to finish
- Document every place the equipment was taken and who had/has control
- Removal and attachment of seals on equipment: Time / Who did it / What did they do / Seal changes for accidental breakage
- Ensures the security of equipment and supplies
- Travels with equipment and supplies through the life of the election being held



What Equipment & Supplies would you track with a Chain of Custody Form?

Supplies Chain of Custody:

- Forms Kits
- Blank ballot stock
- Signs
- Extension cords
- Keys for buildings
- Emergency ballots, Ballot stock
- Tablet(s)/Laptop(s)
- Cell phone
- Sensitive documents that contain voter info, paper OLRV, spoiled ballots, provisional ballots
- Hotspots/MiFi's

Voting Equipment Chain of Custody

- Voting equipment
- Seals/envelopes
- Keys
- ePollbooks
- Ballot bags/boxes

Consider including the following on the Chain of Custody Form(s)

- Name & Date of Election
- Polling Place Name
- Early Voting or Election Day
- Who uploaded election to equipment
- Who tested
- Who sealed prior to delivery
- Who transferred/delivered to polling place
- Who received the delivery
- Seal Verification, who verified
- Time & Date: Verified/Cut/Reapply of new Seal
- Allow a space to write additional documentation for any discrepancy



Be sure to reserve your polling place at least 6 months in advance.

Re-visit your polling locations prior to determining what supplies are needed.

- Check your wall outlets using an outlet tester
- Is it ADA accessible? (Does it need ramps, doorknobs, cones, signs?)
- Is it easy to find or does it need extra signage?
- Are there enough designated curbside spaces?

Plan for your election voter flow. Make a diagram/map of voting areas.

Use signage to instruct the voter where to begin and where to deposit the ballot.

Ensure all devices are functioning and communicating properly.

- Hotspot/MiFi signal. Do you need to change providers?



Preparation of Equipment & Supplies



Focus on the Preparation of Equipment and Supplies:

1. Early Voting

2. Election Day



Preparing Forms:

- Create, provide and train your election workers on a process to keep paperwork organized.
- Verify forms to ensure that they are the most up to date.
- Distinguish between Early Voting and Election Day.
- Clearly label forms with each polling location name, dates & if it is for Early Voting or Election Day to prevent confusion.
- Color coordinate to differentiate between Early Voting & Election Day forms and envelopes.
- Create a folder for Chain of Custody forms to keep them together (make the folder a bright color to easily identify)



Statement of Residence

Reasonable Impediment Declaration Form

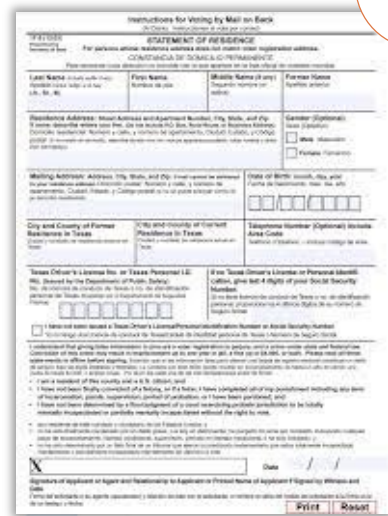
Combination Form

Oaths of Assistance and Interpreter

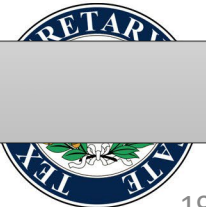
Information of Person That Provided Transportation to Seven or More Voters for Curbside Voting Form

Affidavit of Provisional Voter Envelope

Notice to Provisional Voter



The image shows a sample of a 'STATEMENT OF RESIDENCE' form. The form includes fields for 'Last Name', 'First Name', 'Middle Name (if any)', and 'Former Name'. It also has sections for 'Residence Address', 'Mailing Address', and 'City and County of Former Residence in Texas'. There are checkboxes for 'Texas Driver's License No. or Texas Personal I.D. No.' and 'Texas Driver's License or Personal ID No.'. The form is titled 'Instructions for Voting by Mail on Form 6-A' and 'STATEMENT OF RESIDENCE'.



Notice to Provisional Voter for ID Voters

Secrecy Envelope

Request to Cancel Ballot by Mail for Use in the Polling Place

Standard Affidavit

Chain of Custody Form(s)

Statement of Compensation and Oaths / Timesheets

Register of Surrendered Ballots by Mail



Problem Log Sheet

List of Provisional Voters

Tally Sheet Book (for hand-counted paper ballots, if applicable)

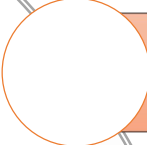
Return Sheet (for hand-counted paper ballots, if applicable)

Envelope #1 (To: Presiding Officer of Canvassing Authority) (see Texas Election Code 66.022, 66.003)


Envelope #2 (To: General Custodian of Election Records) (see Texas Election Code 66.023, 66.003)

Envelope #3 (To: Presiding Judge) (see Texas Election Code 66.024, 66.003)





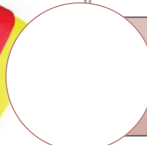
Envelope #4 (To: Voter Registrar) (see Texas Election Code 66.0241, 66.003)



Envelope #5 (Primary Election Only) (To: County Chair only if the County Chair is responsible for paying the election workers)
(see Texas Election Code 32.094)



Envelope for Spoiled Ballots



Envelope for Requests and Cancelled Ballots



Secure Container for Provisional Ballot Affidavit Envelopes




Note: Paperwork should be filed in appropriate return envelopes. Please follow your election authority's procedures for placement.





Primary Forms

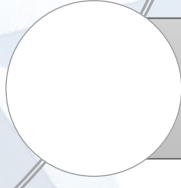


Certificates of Party Affiliation (Primary Election Only) (Texas Election Code 162.009)

Affidavits of Non-Participation and Affiliation (Primary Runoff Election Only) (Texas Election Code 162.008)



Notice of Party Convention Handouts (Primary Election Only) (Texas Election Code 172.1114) (If provided by the parties)



Note: In a separate primary, each party will have its own complete set of forms. In a joint primary, the parties will have a shared results envelope. All other paperwork and envelopes must be kept separately.

Required Postings:

The following forms must be provided to post at your polling place prior to opening the polls. Forms are subject to change and additional forms may be created to post in accordance with Texas election laws or court orders.

ALL postings must be visible to the voter. Place each posting in its required area if instructed by your authority conducting the election. Pay close ATTENTION as you are positioning the postings and ensure that they are placed where they can be viewed at all times and not hidden by doors when propped open/closed. Instruction posters must be printed in English, Spanish, and any other required languages; if separate posters are used, you must post the postings side by side (see Texas Election Code 272.005(a)).

Legally required postings are noted with an asterisk *.

- Notice of Total Number of Voters Who Have Voted* (see Texas Election Code 61.007(c))
- Precinct(s) / Vote Centers Vote(s) Here
- Map of Voting Precinct(s) / Map of Polling Places
- Notice of Voting Order Priority* (see Texas Election Code 63.0015)
- Notice of Prohibition of Handguns in the Polling Place (see Texas Penal Code 46.03(a), 46.15)
- Notice of Prohibition of Certain Devices within 100 Feet of Voting Station* (see Texas Election Code 61.014, 62.0111)
- Distance Marker* / No Electioneering or Loitering within 100 feet of the entrance to the polling place (see Texas Election Code 61.003, 61.004, 62.010)
- Voter Instruction Poster* (see Texas Election Code 62.011(a)-(d)) – Poster must contain certain information in each voting station and one or more other locations in the polling place where it can be read by persons waiting to vote.
- Sample Ballot(s)* / Vote Centers: Bedsheet (see Texas Election Code 62.012)
- List of Declared Write-in Candidates* (if applicable, post near sample ballot and in each voting station)
- Notice of Acceptable Identification Poster (see Texas Election Code 62.016) – Posted in a prominent place on the outside of the polling place
- Voter Information Poster* (see Texas Election Code 62.0115)
- Voter Complaint Information Poster* (see Texas Election Code 62.0112)
- Vote Here Signs* (in order to direct voters to the polling place from the street)
- Disabled Access Postings* (Indicating the direction of an unobstructed path to nearest accessible entrance for voter with disabilities)
- Curbside Assistance Signs / Alert Mechanisms – Place in the area designated for curbside voting. Please follow the instructions provided by the authority conducting the election.
- Notices of Debt Obligation,* if applicable (May be placed in a binder and made available on the check-in table)
- Notice of Four Nearest Countywide Polling Place Locations* (Vote Center Program) (see Texas Election Code 43.007(o))
- Signs for Parties (Primary Election Only)
- Notice of Party Convention* (Primary Election Only – see Texas Election Code 172.1111) (Posted on an outside door through which a voter may enter the building)
- Sign for Joint Primary Election* (see Texas Election Code 172.128)
- Post any other additional signs provided by the authority conducting the election.

The required postings are found on the SOS Opening Polls Checklist.

Please email our office if you need a copy at electionsecurity@sos.texas.gov

Provide multiple copies of postings as needed to post around the polling place



Preparation of Election Supplies

- Stock supplies based on a previous “like election” and projected turnout.
- Use Asset tags and number supplies using a spreadsheet, or use barcode scanners to easily keep track of inventory.
- Have designated areas to place supplies with equipment once all testing and tagging has been completed.
- Consider color-coding: by Polling Location or Early Voting versus Election Day.
- Early voting is two weeks – remember to provide enough supplies.
- Call your polling places to ensure there are enough supplies.
- Prioritize by checking busiest locations first.
- Allow enough time for rovers/runners to deliver needed supplies, if applicable.
- Have pre-stocked supplies in vehicles spread out within the county to fulfill the requests in a timely manner.



Texas Election Code Sec. 51.005:

Formula for calculating number of ballots to be ordered:

$$A \times B^* + C = D$$

Legend:

A = percentage of voter turnout in a precinct

B* = current number of registered voters in precinct

C = 25% of A x B

D = minimum number of ballots to be ordered

*Registered voters who appear on the list with a “S” notation do not have to be included in the total of number of registered voters in the precinct.

Use figures from last similar election (November 2021 uniform date or earlier, as applicable) to perform calculations.

Additional Considerations:

- Multi-Page Ballots
- Spoiled Ballots
- Provisional Ballots
- Limited Ballots for Main Early Voting Location
- Emergency Ballots



Preparing Ballot Stock

Early Voting:

- **Requires** the Early Voting Clerk's **Initials**.
- **Stamp of Early Voting Clerk's Initials:** Store with ballot stock
- **Include instructions** with a picture example of where initials should be stamped on the ballot.
 - Include an example of the Early Voting Clerk's name and what the initials should look like to prevent confusion.

Election Day:

- **Requires** the Judge's **full** signature (first last & last name).
- **Include instructions** with a picture example of where the signature should be signed or stamped on the ballot to prevent confusion.

Transfer of Ballot Stock:

- **Track** with a Record of Ballot Distribution and a chain of custody form to provide transparency
- **Record** ballot supplementation on Register of Official Ballots when extra stock arrives at the polling location.





100 foot tape measure/string

Extra Extension Cords and Surge Protectors

Tape

Pens

Indelible Marking Instruments

Belt Stanchions – for crowd control





ADA Signs / Curbside Sign with Contact Number or Doorbell

Clipboards

Note Pad



Seal Cutters

Trash Bags

Zip Ties to bind wiring to prevent accidents





Outlet Tester

Sticky Tack

Cleaning Supplies: Include Paper Towels/microfiber cloths

Initial Stamp for Early Voting

“I Voted” Stickers

Display Totem for Required Postings

Large Umbrella – For curbside voting



Supplies:

- Clipboard
- Cart to hold supplies to take outside
- ePollbook
- Pens
- Ballot Stock
- Electrical Cords
- Umbrella

Forms:

- Combo Form, if applicable
- Statement of Residence
- Reasonable Impediment Declaration
- Oaths of Assistance and Interpreter
- List of Acceptable Forms of ID
- “I Voted” Stickers
- Information of Person that Provided Transportation to Seven or More Voters for Curbside Voting Form



Preparation of Voting Equipment

- Use Asset tags and number equipment using a spreadsheet, or barcode scanner to easily keep track of items
- Coordinate the supplies by polling place, if feasible
- Keep Early Voting separated from Election Day
- Color-code by polling place if applicable or if you are a large county do region colors for your delivery trucks
- Label each piece of equipment by polling place, if feasible
 - Include County Name & Contact Number
- Locking and sealing – Verify your numbers written on your chain of custody form match what is tagged to the equipment and it is going to the correct polling place.
- Complete the Chain of Custody Form anytime custody is transferred. Get signatures of deliverers and receivers




Perform Multiple Quality Checks

 Create a Checklist

 Perform an Itemized Check as the supplies are prepared

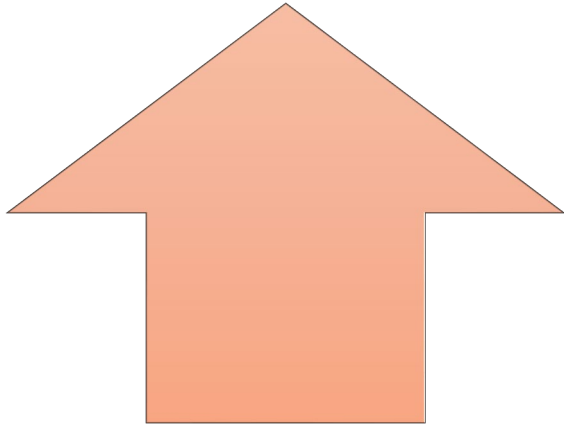
 Perform Periodic Spot Checks for important Items

 Know what is leaving the office

 Quality Checks result in peace of mind

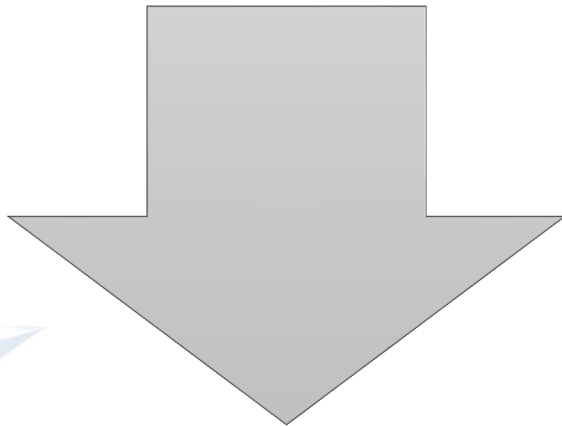
Delivery to the Polling Place





Create a **checklist** of the following:

- Internal Checklist – Assign drivers to locations
- Create a Driver Checklist to include:
 - Polling places on the driver's delivery route
 - Order of drop-off
 - Equipment and supplies to be delivered



Organization:

- Load in reverse order of drop-off so that the first location is the last one to be loaded
- Incorporate color coding or asset tags to prevent confusion



Scheduling

- Notify the Presiding Judge of delivery
- Notify the facility contact person of delivery time
- If deliveries are running behind, update the remaining locations
- Use a Live Tracking Application to notify in real time

Polling Place

- Ensure all voting equipment and supplies are secured before leaving the facility.
 - Lock the door
 - Ensure no unauthorized person is able to access the secure area
 - Alarm is set, if applicable

Chain of Custody

- Be sure that the equipment is checked off at the location and signed for by the person accepting delivery before your staff signs off on the Chain of Custody Form.



Equipment & Supply Pickup



Is it indoor?

- Designated Parking

Is it a drive-thru?

- Flow of the parking lot

Create a good
Work FLOW on
Supply Pickup
Day:



Organization

Configure the room or create a drive-thru process

- Provide maps to Deputy Early Voting Clerks and Presiding Judges prior to supply pickup day and communicate expectations
- Provide directional signs showing the flow that are easily seen

Create a checklist of equipment & supplies being dispersed

- Scan out supplies
- Consider pre-scanning supplies and equipment prior to pickup day and create a barcode to scan when pick up is being executed



Create an assembly line or stations to keep a consistent work flow

Have one person in charge of Chain of Custody/Transfer of Custody Forms to avoid confusion.

Preassemble equipment and supplies, by location, for easy access

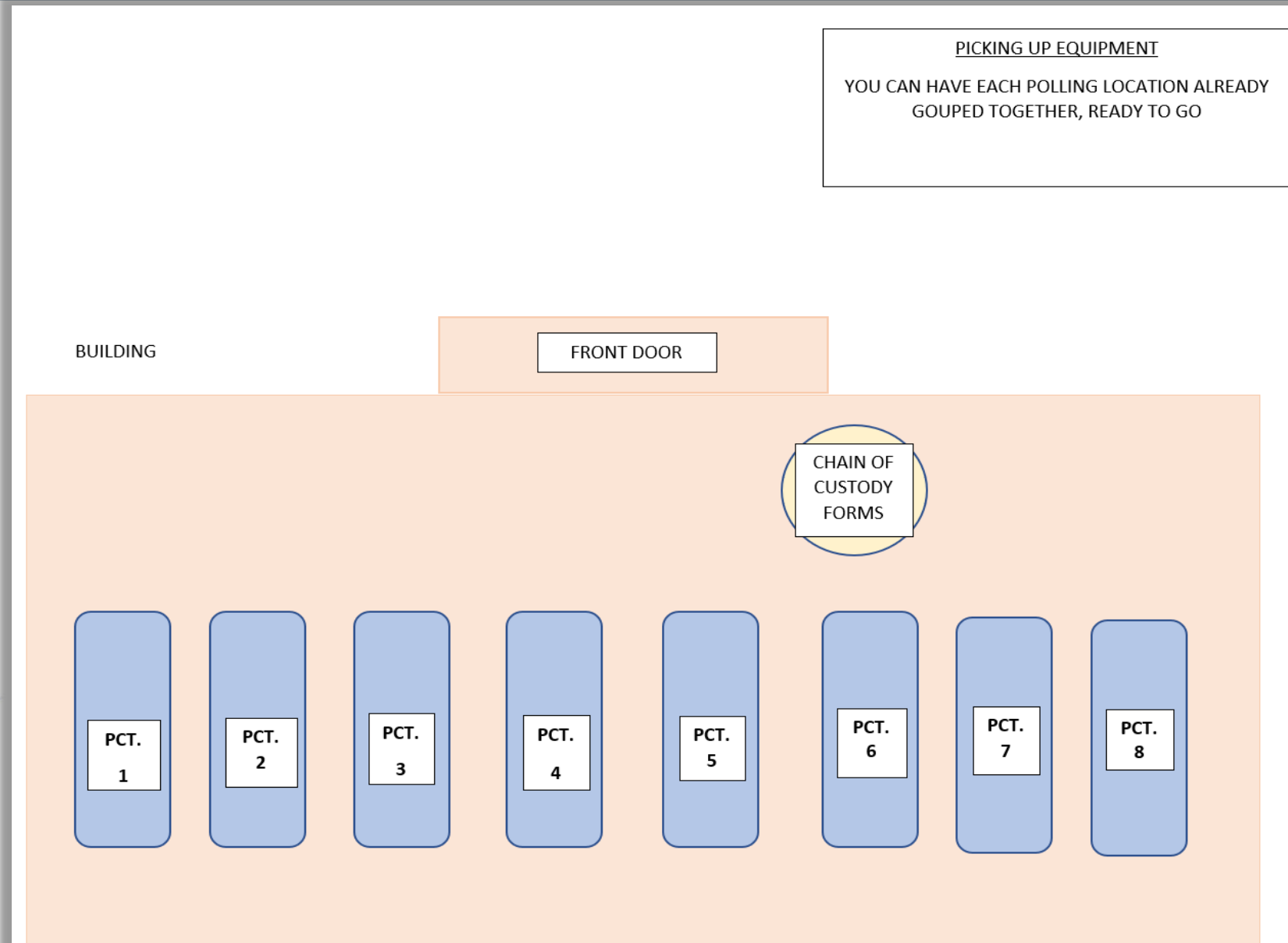
Providing important updates/changes to the Deputy Early Voting Clerk/Judge

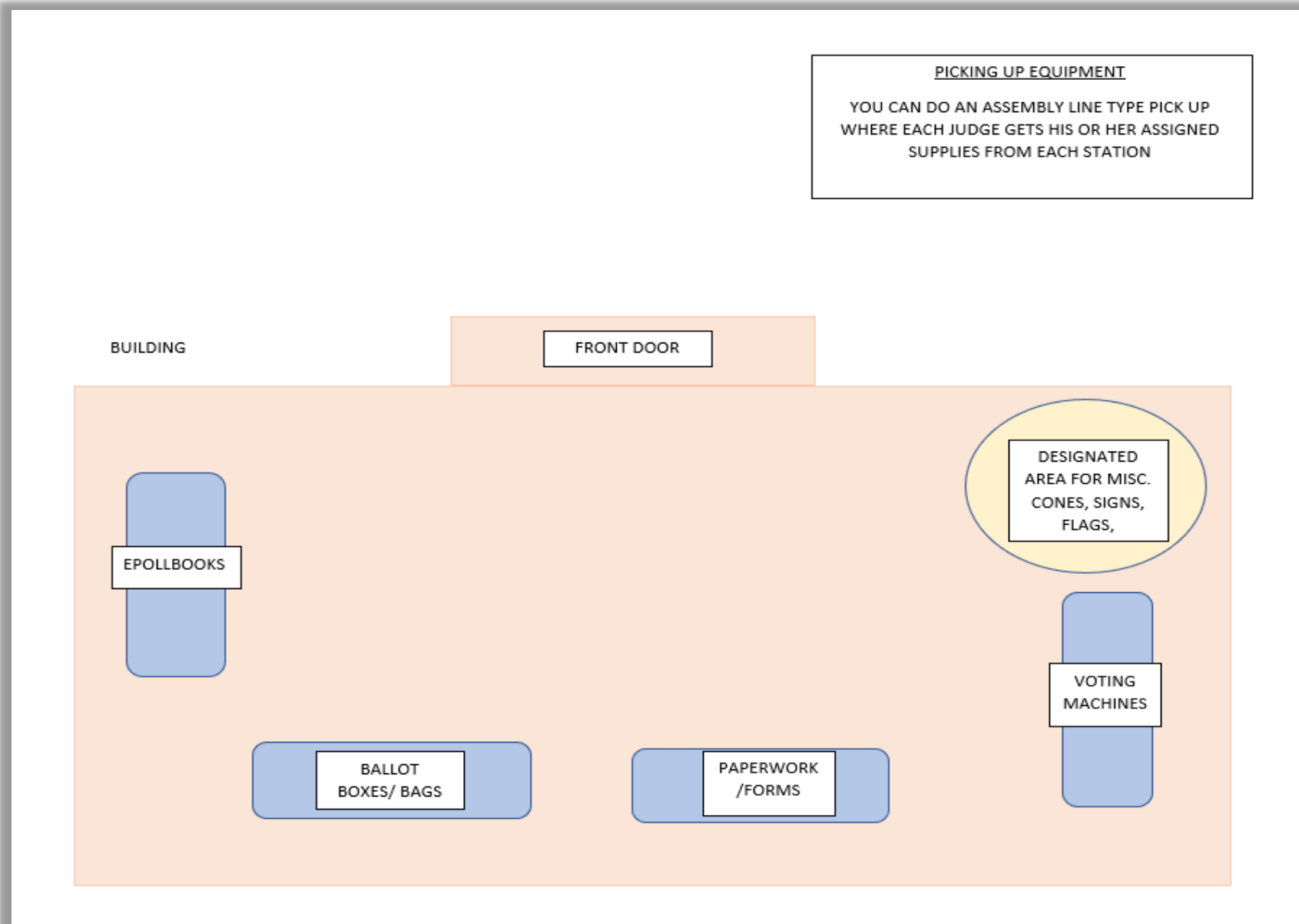
Provide a Q&A table to address any questions or concerns to keep the pickup flow going

Ask for a call once all equipment and supplies are delivered to the polling place

Remind workers of the importance of not leaving **anything** in a vehicle overnight. What if the vehicle gets stolen?







Dropoff at Election Night Headquarters



Organization

- Prepare the layout of room/drive-thru drop-off
- Prepare the area to create a good work flow to avoid congestion
- Place empty boxes at stations/assembly Line to collect and sort paperwork & supplies
- Label boxes ahead of time to prepare for sorting

How are you Receiving Equipment & Supplies

- Plan your pre-paperwork trail or electronic scanning system to ensure all is functional.



Parking Lot Traffic Flow Map

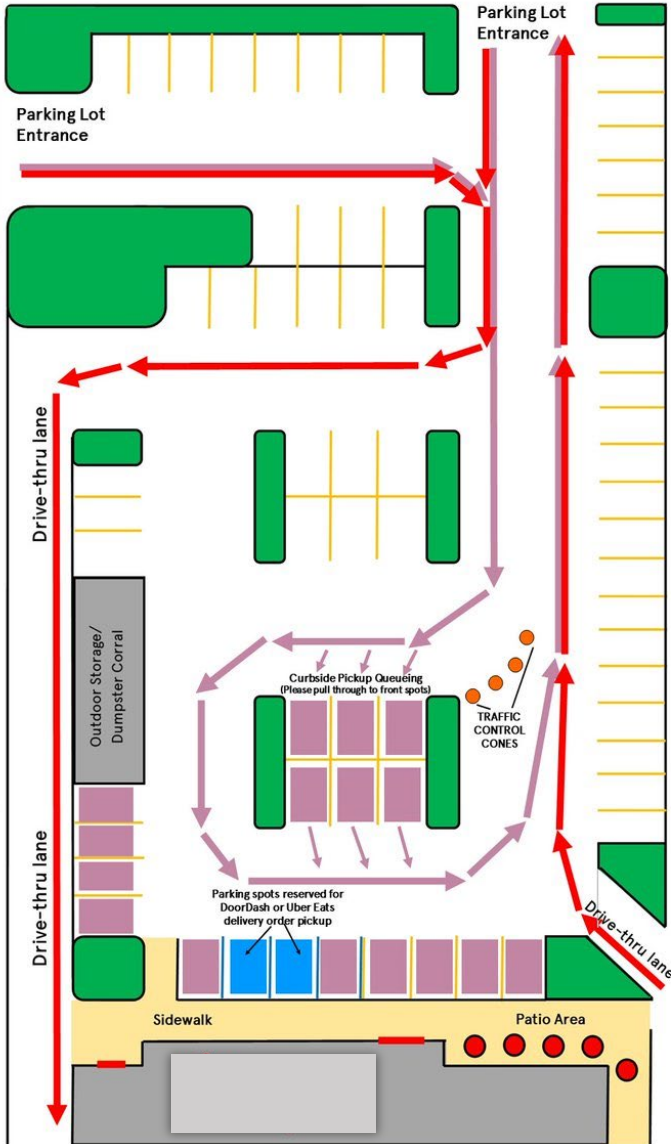
MAP LEGEND/ DIRECTIONS

-  Directional arrow for traffic flow into and out of the drive-thru
-  Directional arrow for traffic flow for curbside mobile order pickup
-  Parking spots reserved for curbside mobile order pickup
-  Parking spots reserved for DoorDash or Uber Eats delivery order pickup

* During peak hours, Chick-fil-A team members may be directing traffic to help expedite the ordering process and promote safety. Please follow their instructions for your safety.

* There are directional and traffic control signs posted at various spots in the parking lot. Please adhere to them for the safety of all guests.

* When pulling into a curbside spot, please ensure your vehicle is between the lines and not double-parked. This will help us serve as many guests as possible in peak periods.



Plan for the Following:

How many lanes will be needed?

Designated parking onsite or offsite for internal staff

Designated parking for election workers



What resources do you have to help you stay on track?

Create a checklist of the following to help everyone

- Internal checklist to prepare your layout
- List of incoming polling places with election worker contact information
- List of all required items to be received
- List of all important documents
- Receipt of voting materials for one of the delivering officers for electronic voting systems. [TEC 127.068(a)]



How to Help Deputy Early Voting Clerks & Presiding Judges:

Create a checklist for the following:

Items to be delivered to Election Night Headquarters

- Completed paperwork
- Blank ballots/blank ballot stock
- Ballot boxes with voted ballots– including Provisional/Emergency Bags (locks/seals)
- Media sticks or flash drives
- Chain of Custody Form(s)

What should remain at the Polling Place:

- List of items to be left at the polling location in a secured, designated area



Estimate how long is it going to take election workers to deliver supplies to Election Night Headquarters.

Do you call after a certain time?

Do you provide a phone bank or election worker hotline when issues or questions may arise when closing the polls? For example:

Processing final voters at
the polling place

Balancing & completion
of Paperwork

Shutting down and
packing up equipment

Best travel route update
to return supplies



Create and provide main & alternate emergency routes

Checklist(s) of equipment and supplies to drop off after the polls close and what remains at the polling place

Chain of Custody Folder

List of Important Phone Numbers

Include the polling place contact, election office, emergency numbers, troubleshooters or direct hotlines, if applicable.



Create a Checklist to help internal staff:

Inventory List of Serial Numbers to document when receiving:

Voting
Equipment
Media Sticks
Laptops/Tablets
ePollbooks
Cell Phones
Hotspots
Assigned Keys

Important Forms:

Payroll
Chain of
Custody
Receipt of
Delivery
Statement of
Residence

Ballot Boxes/Bags

Voted Ballots
Provisionals
Emergency Slot
Ballots

List of Polling Locations

Include Election
Worker Contact
information



Have a Plan in Place:
Early Voting Closeout

- Determine what you can sort and deliver to the voter registrar ahead of time and what has to be immediately be stored in a secure area.
- Voting Scanners, Paperwork, Ballots, Signs, Curbside Cones, etc....

Receiving Ballots:

- 2 Locks Process on ballot boxes/bags including:
 - Voted Ballots
 - Provisional Ballots
 - Emergency Slot Ballots that scanner would not scan
 - Cancelled Ballot by Mail, Spoiled Ballots
- **Remember:** Provisional Ballots, Cancelled (Surrendered) Ballots and Spoiled Ballots do not go in the same ballot box that contains voted ballots during early voting.

Designate a secure area to
store voted ballots.

- Store voted ballots and equipment in a secure area.
- Each ballot box/bag should be labeled by polling location.
- Do they have to be moved for counting and how far do they have to be moved?
- Will your surveillance camera be able to live stream the ballots or equipment when moving?

Completed Paperwork

- Storage
- Sorting Process
- Is it in a Secure Location?

Remember

Population of 100,000 or more:

- **Required livestream** on voted ballots received in office.
- **Smaller Counties:** Take it to the next level and consider adding livestream for transparency.

When and where are you going to print the totals tapes?

- **Continue** documenting on the **Chain of Custody** form.
- You have an obligation to keep ballots, equipment & paperwork transparent & secure.

TEC 33.0605
Poll Watchers

- Poll watchers can follow from the polling place to the Early Voting Clerk's office.
- While the delivery of election materials, including voted ballots, is not a designated poll watching location, the early voting clerk is permitted to allow whomever he/she chooses into their office.
- **Remember:** The Early Voting Clerk has discretion to allow poll watchers to accompany the early voting clerk to the location where early voting ballots will be stored. If this process is used, it should be applied uniformly.

**Have a Plan in Place:
Election Night Dropoff**

- Determine what can be sorted and delivered to Central Count, voter registrar and what has to be immediately stored in a secure area.
- Voting Scanners, Paperwork, Ballots, Signs, Curbside Signs, Cones etc....

Receiving Ballots:

- Seals on ballot boxes/bags including:
 - Voted Ballots
 - Provisional Ballots – ensuring all paperwork is completed and signed
 - Emergency Slot Ballots that scanner would not scan
 - Cancelled (Surrendered) Ballots by Mail, Spoiled Ballots
- Each ballot bag/box should be labeled by polling location
- Will the surveillance camera be able to live stream the ballots or equipment when moving?

Equipment:

- How are you going to store the equipment in the secure area?
- Check inside the equipment to make sure no ballot is left behind.
- Ensure all assigned equipment is returned from each location, the serial numbers are verified and that they came from the correct location.

Completed Paperwork:

- Ensure that there are no missing signatures or incomplete forms.
- Storage
- Sorting Process
- Is it in a Secure Location?

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Chain of Custody

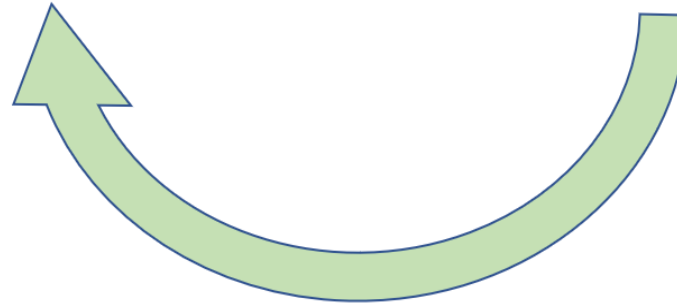
- **Continue** documenting on the **Chain of Custody** form.
- Ensure equipment was sealed upon delivery and the seal numbers were verified according to the list of seal number provided by the authority conducting the election and proper sign off procedures were executed.
- You have an obligation to keep ballots, equipment and paperwork transparent and secure.

Poll Watchers

- May follow the transfer of election materials from the polling place to the regional tabulating center, central counting station, or other location designated to process election materials.
- Once the chain of custody paperwork has been completed for the polling place where the watcher was assigned, he or she must leave unless he or she has a separate certificate of appointment as a watcher for central count. The poll watcher must follow the same check-in process that was completed at the polling place.



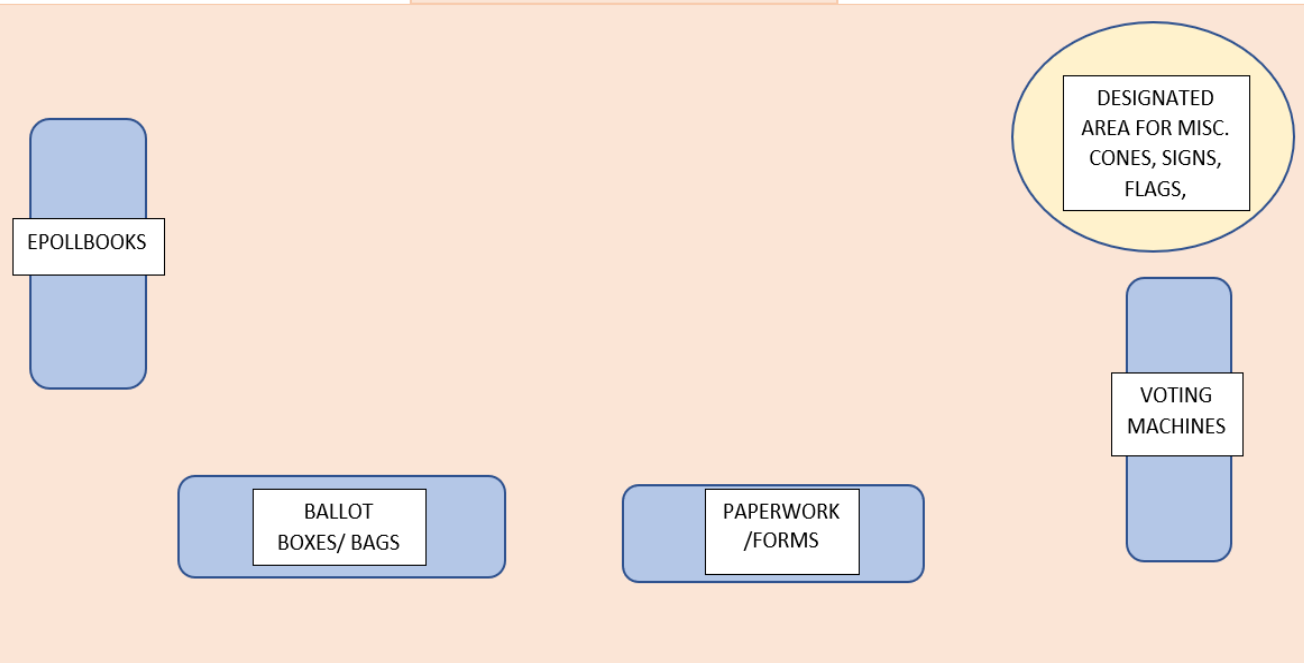
PARKING LOT



AS JUDGES ARRIVE, THEY CAN DRIVE IN, DROP OFF AT THE FRONT DOOR AND PARK TO THE SIDE. JUDGES THEN COME INSIDE AND THE NEXT CAR PULLS UP BEHIND THEM, SO ON & SO ON.

BUILDING

FRONT DOOR



Recovery After the Election



Organization:

- Organize in-house equipment and supplies to make room for incoming items that were picked up at the polling places
- Create designated areas for the delivery crew to drop off at the warehouse/main office

Create a checklist for the following:

- Internal Checklist – assign locations to delivery/pick-up staff
- Driver Checklist to include:
 - Polling places where equipment will be collected
 - Order of pick-up
 - Equipment and supplies to be picked up

Scheduling:

- Notify the facility contact person of pickup time
- If pickups are running behind, update the remaining locations
- Use a Live Tracking Application to notify in real time



Meet with the team to review and prioritize the pickup plan

Map with location and routes to pickup places

List of polling places with election worker contact numbers

Checklist of what is to be picked up

Provide Chain of Custody

Consider using a live tracker as equipment is moving.

Things to Review with the Recovery Team Prior to Pickup:

When picking up equipment and supplies, make sure **no supply is left behind!**

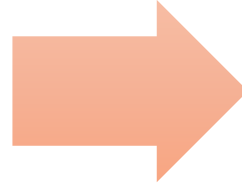
Follow through and Complete Chain of Custody Form.

Ensure polling place is left in good condition and secured.



Organization:

- Sort and organize supplies
- Replenish your stock for future elections
- Clean and service equipment
- Organize and store the election for the required 22-month retention period



Are you Prepared for the following?

- Partial Manual Count
- Recount
- RLA
- Canvass
- Audit



What can HELP you Prepare?



Create an Operations Binder for Internal Staff

- Items that are assigned*
- Who is picking up *
- What polling place is it going to *
- Phone numbers for point of contact *
- Instructions to perform duties
- Parking areas or offsite parking*

Include Checklists

- Pick Up: Equipment & Supplies
- Drop Off: Equipment & Supplies

Include Maps & Pictures

- Include layouts of areas – indoor, outdoor
- List of polling locations as they drop off to perform a countdown of remaining sites to receive
- Designated parking areas: Internal staff, Deputy Early Voting Clerks, Judges



Create an Instructional Binder with tabs for Deputy Early Voting Clerks and Election Day Judges:

Instructions for Early
Voting/Election Day

- Quick References
- How to fill out forms
- Troubleshooting Guides

Checklists of:

- What can be done before the Polls open
- Opening the Polling Place
- What to monitor during Early Voting and Election Day
- Closing the Polling Place
- What to bring back to election night headquarters



Create your Vision: Create a Checklist(s)

Checklists before Early Voting or Election Day

- **Indoor Layout:** Pickup/Dropoff: ensuring a good consistent flow
- **Outdoor Layout:** Pickup/Dropoff: ensuring a good consistent flow
- **Judges Pickup:** What items will the Judge(s) receive and verify at supply pickup
- **Delivery Crew:** What items will be dropped off at each Location

Checklists for Early Voting or Election Day:

- **Assign Times to Complete:** Paperwork throughout the day
- **What:** To return to Election Night Headquarters
- **Election Night Headquarters:** What will be received and ensure that all is completed
- **Central Count:** What locations have been received and processed



Create a Contingency Plan and be Realistic

What happens if:

- Power goes out
- Bad weather (torrential downpour, tornado, hurricane, flash floods, dust storm)
- Pipes break or flood
- Fire
- AC goes out
- Equipment malfunction
 - Equipment down
 - Barcode scanner is not working
 - ePollbooks are down
 - Internet is not working
- Active Shooter
- Accident that has taken place in route to designated pickup and drop-off locations
- Accident or injury to a person at any designated area
- Forgot to send out certain supplies



Following Through:

Chain of Custody:

Entire Life of Election Process

- Equipment
- Ballot Boxes/Bags
- Important Forms
- Blank Ballots/Ballot stock
- Important Supplies

Polling Place Forms:

- Develop an organizational process with your poll workers.
- Teach poll workers to process paperwork throughout the day.
- Blank Forms: Write N/A to show completion if no data is entered.
- Teach poll workers they are accountable for not completing forms.
- Show how incomplete paperwork affects the election office.

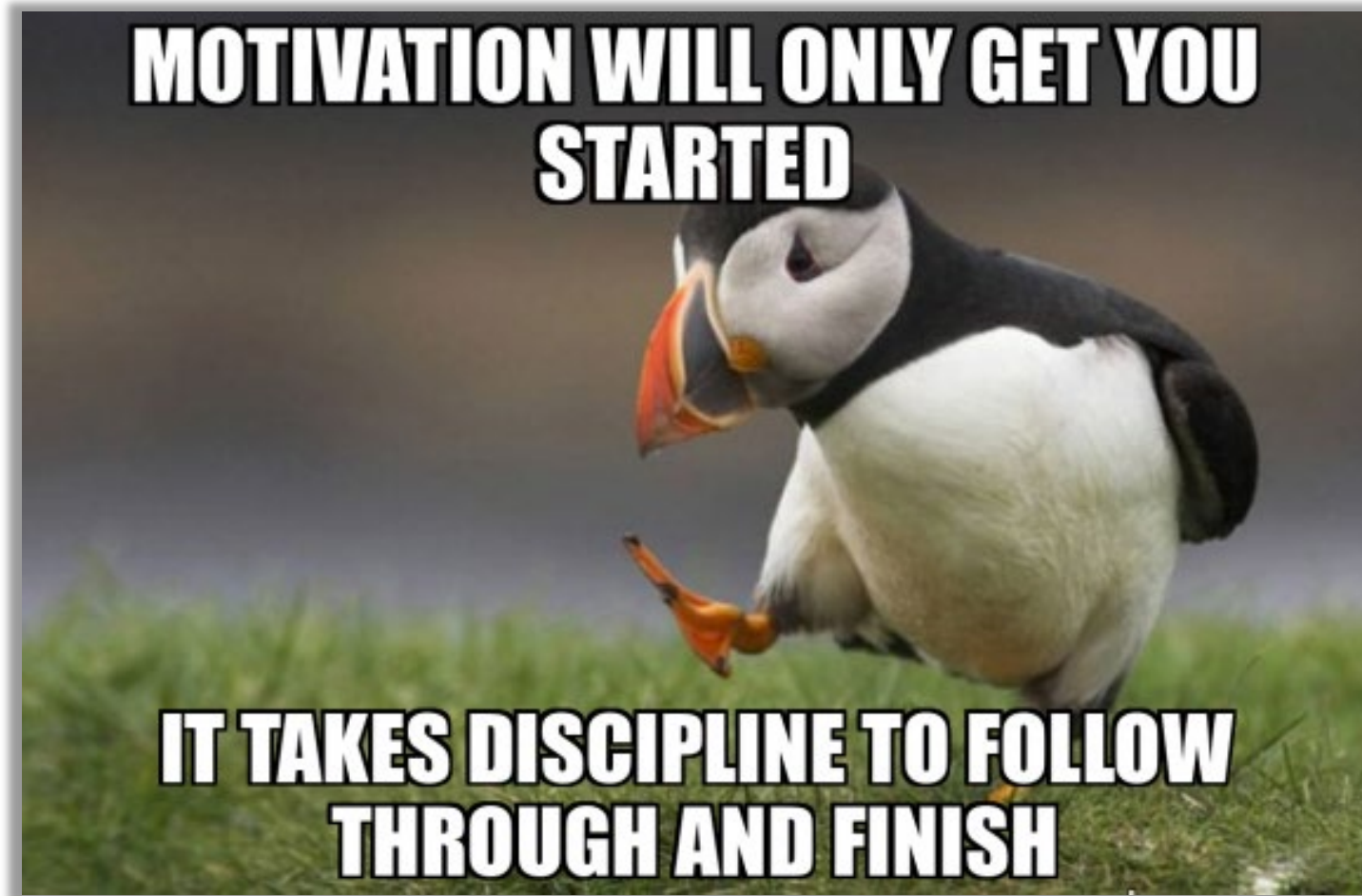
Accountability:

As a County Election Official

- Hold yourself accountable in the role as a County Election Official.
- Ensure that all processes are completed after the election.



Remember:



Questions?

elections@sos.texas.gov

