



EARLY VOTING

Procedures Specific to Early Voting



EARLY VOTING

- Early Voting Election Judges are referred to as **DEPUTY EARLY VOTING CLERKS**. The Elections Administrator is considered the Election Judge for Early Voting
- **DEPUTY EARLY VOTING CLERKS** have the same authority, with respect to voting, as an Election Judge at Early Voting Vote Centers
- **DEPUTY EARLY VOTING CLERKS** are responsible for picking up supplies and returning supplies at the end of the Election



EARLY VOTING

- The Early Voting time period depends on what kind of election we are conducting. Primary Elections, General Elections, Special Elections ordered by the State, or Elections ordered by the Governor have 2 weeks of Early Voting with voting occurring the weekend between the 2 weeks. All 5 Early Voting Centers MUST be used in these elections.
- Most other elections that will be held will not require the full 2 weeks of Early Voting or the use of all 5 Early Voting Centers



EARLY VOTING

Limited Voters

A Limited Voter is a voter that has MOVED and is **LIVING**, not working, in Midland County but is still registered to voted in their old TEXAS County

A Limited Voter is **only** eligible to vote the races that are in common between the two counties (Midland County & old Texas County)

If you suspect a voter could be a Limited Voter (voter claims to have voted previously but not found in VoteSafe), CALL THE OFFICE. We can look the voter up in our statewide system to verify registration

DO NOT look the voter up yourself to check registration in another county. Phones should only be used to communicate with the office

VOTING A LIMITED BALLOT IS ONLY AVAILABLE DURING EARLY VOTING



EARLY VOTING

- ExpressVotes and DS200 will be turned off DAILY
- The DS200 Clamshell will be closed, locked, and SEALED with a **Blue Zip Seal** daily. You will get enough **Blue Zip Seals** to seal the DS200 Clamshell every night of Early Voting



Only one side
needs to be sealed

- REMEMBER to place 'BALLOTS HERE' sign behind the DS200 Touch Screen daily
- ExpressVotes will be turned off, locked and must also be sealed. Seal ExpressVotes with an **orange zip seal**. You will get enough **orange zip seals** to seal ExpressVotes at the end of every day.

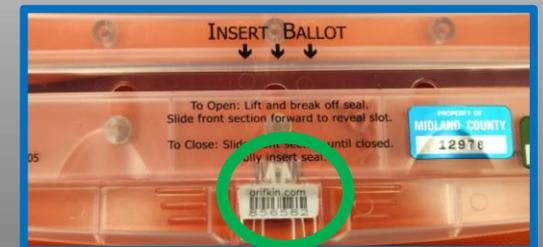




EARLY VOTING

Provisional Ballot Bag

- You will get enough **White Plastic Seals** to seal the Provisional Ballot Bag every night of Early Voting
- Take the Command Hook (inside school box) and place on wall or end of table, wherever will be more convenient to you and your voters to deposit Provisional Ballots. Instructions on how to assemble and attach Command Hook will be in the back of the Judges Book
- Hang the Provisional Ballot Bag from the hook and **LEAVE SEALED** until you have a Provisional Voter

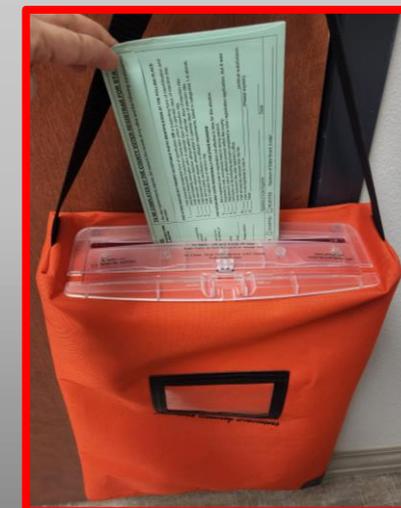
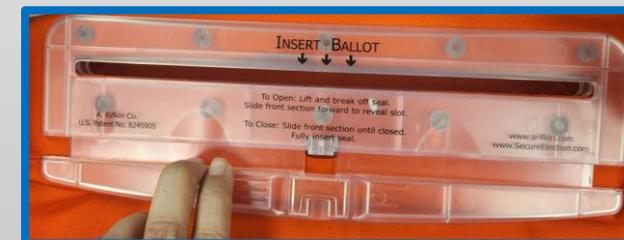




EARLY VOTING

Provisional Ballot Bag, Continued

- Break the seal when/if you have a Provisional Voter. If you have no Provisional Voters for the day, there is no need to remove the existing seal from the bag
- Complete the EV Provisional Ballot Bag Seal Log & Chain of Custody form every night after a new seal is placed on the Provisional Ballot Bag
- Place Provisional Ballot Bag inside blue supply wagon overnight. Be sure to retrieve Provisional Ballot Bag every morning before voting begins
- At the end of the Early Voting period, complete the Chain of Custody portion of the EV Provisional Ballot Bag Seal Log & Chain of Custody form





EARLY VOTING

TIMESHEETS

- You will have different 'sets' of timesheets
 - A Timesheet for set up
 - Timesheets for **each week** of Early Voting
- Only 1 timesheet will be provided for set up. **NO MORE THAN 3 INDIVIDUALS CAN BE PAID 2 HOURS FOR SET UP**
 - 2 hours of set up time is **NOT NEEDED** when setting up your location for Election Day unless equipment has to be packed up the weekend in between



EARLY VOTING

TIMESHEETS, CONTINUED

- Timesheets will be prepopulated with name and employee #. Please make sure everyone signs the correct timesheet
- Timesheets for week 1 of Early Voting will also have Personnel Sheet and Constitutional Oath sheet attached
 - Make sure EVERYONE completes all forms, including SIGNATURES.
- Timesheets will be picked up weekly (if more than 1 week of Early Voting)
- The next set of timesheets (if necessary) will be delivered with your supplies at the end of the Early Voting period



EARLY VOTING

Supplies you will **KEEP** for use on Election Day

- Ballot Printer
- Router
- Surge Protectors
- Hand-Held Scanner and Scanner Stand
- Kiosk Arm Extension
- Display Board
- Ballots Here Sign
- Cone Toppers
- Yard Signs

All remaining components of the Kiosk will be returned with the remainder of your supplies



EARLY VOTING

COURIERS ARE NOT NEEDED FOR EARLY VOTING

- DO NOT send workers to the office with the DS200 Thumb Drive. We DO NOT release results from Early Voting so there is no need to send results in early
- **COURIERS WILL NOT BE PAID TO DELIVER DS200 THUMB DRIVE FOR EARLY VOTING**
- Complete top portions of DS200 Thumb Drive Chain of Custody, Ballot Transfer Case Chain of Custody, and EV Provisional Bag Seals and Chain of Custody forms
- **ALL VOTING RESULTS AND BALLOTS** will be delivered **TOGETHER** by the **DEPUTY EV CLERK & ALTERNATE DEPUTY EV CLERK** (Both Deputy EV Clerks For Primaries)