

ELECTIONS 101

Vote Center Laws, Helpful Information, and Duties of an Election Clerk

Vote Center LAWS

- Cell phones and other electronic devices are **PROHIBITED** within 100 feet of a Vote Center. That goes for voters AND ELECTION CLERKS. The only person within the Vote Center who is allowed to make and receive phone calls is the Election Judge, **FOR ELECTION DUTIES ONLY.**
- **DO NOT** have any political discussions, books, articles, games, or jokes within the Vote Center.
- Voters with mobility issues can be escorted to the front of the line. Keep your eyes open for voters on canes, walkers, and wheelchairs and voters having other mobility issues.
- Voter's may not wear any clothing in support of a candidate or measure **AT ALL.**



NOTICE

Prohibition of Certain Devices Within 100 Feet of Voting Stations

Persons are not allowed to use wireless communication devices within 100 feet of voting station. Additionally, persons are not allowed to use a mechanical or electronic device to record sound or images within 100 feet of the voting station. Said devices include but are not limited to cell phones, digital phones, cameras, phone cameras and sound recorders.

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 of 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 cause of their employment.



NOTIFICACION

Prohibición de Ciertos Dispositivos Dentro De Cien (100) Pies De La Estación De Votación

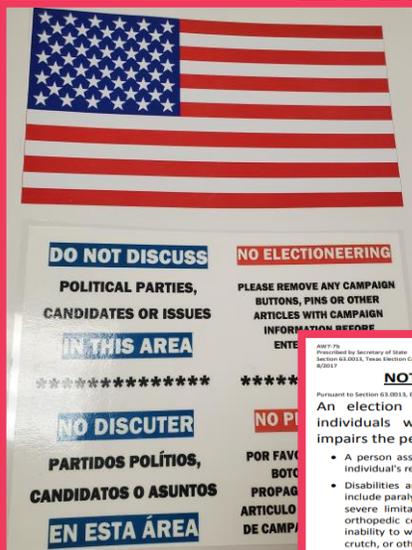
Las personas no están permitidas utilizar dispositivos de comunicación inalámbrica dentro de cien (100) pies de la estación de votación, usar medios mecánicos o electrónicos que graban imágenes o sonido dentro de la estación de votación. Dichos dispositivos incluyen, pero no se limite a teléfonos celulares, cámaras con cámara, o grabadoras.

El juez de elecciones tiene la autoridad de requerir que personas desactiven el dispositivo y la autoridad de exigir que las personas que no cumplen con esto, abandonen el área.

Los observadores de votación están sujetos a reglas adicionales y deberán firmar un juramento declarando que no tienen dispositivos capaces de grabar imágenes o sonido, o que los inhabilitarán o desactivarán.

Las preguntas o aclaraciones deben dirigirse al juez de la estación de su lugar de votación.

Note: This does not apply to election officers conducting official duties or the use of election equipment necessary of 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 cause of their employment.



NOTICE OF VOTING ORDER PRIORITY

Pursuant to Section 63.0033, Election Code:

An election officer may give **voting order priority** to individuals with a **mobility problem** that substantially impairs the person's ability to move around.

- A person assisting an individual with a mobility problem may also, at the individual's request, be given voting order priority.
- Disabilities and conditions that may qualify you for voting order priority include paralysis, lung disease, the use of portable oxygen, cardiac deficiency, severe limitation in the ability to walk due to arthritis, neurological, or orthopedic condition, wheelchair confinement, arthritis, foot disorder, the inability to walk 200 feet without stopping to rest, or use of a brace, cane, crutch, or other assistive device.
- Voters who wish to be given voting order priority, and be accepted for voting before others in line to vote at that polling place, may indicate this to any election officer serving at the polling place. The presiding election judge will determine whether the voter and the voter's assistant, if applicable, will be brought forward to the front of the line.

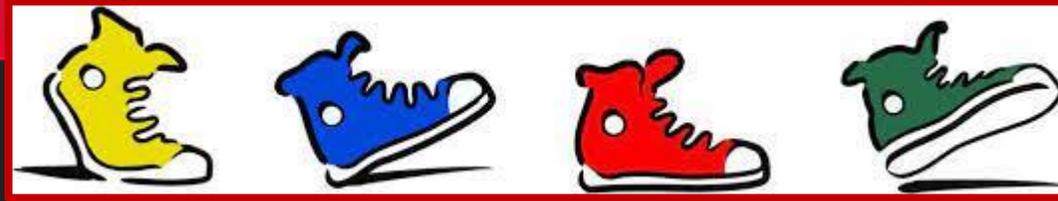
AVISO de PRIORIDAD de ORDEN de VOTACIÓN

De conformidad con la Sección 63.0033, Código Electoral:

Un oficial de elecciones puede dar **prioridad de orden de votación** a individuos con un **problema de movilidad** que dificulta sustancialmente la capacidad de la persona para moverse.

- Una persona que asiste a un individuo con un problema de movilidad también puede, a petición del individuo, ser dado prioridad en el orden de votación.
- Discapacidades y condiciones que pueden calificarle para prioridad de orden de votación incluyen parálisis, enfermedad pulmonar, el uso de oxígeno portátil, deficiencia cardíaca, limitación severa en la habilidad para caminar debido a condiciones artríticas, neurológicas u ortopédicas, confinamiento de silla de ruedas, artritis, trastorno de pie, la incapacidad para caminar 200 pies sin parar para descansar, o el uso de una abrazadera, bastón, muleta u otro dispositivo de ayuda.
- Votantes que desean recibir prioridad de orden de votación, y ser aceptados para votar antes que otros en la fila para votar en el lugar de votación, pueden indicar esto a cualquier funcionario de elecciones que prestan servicios en el lugar de votación. El juez presidente de elecciones determinará si el votante y el asistente del votante, si es aplicable, serán adelantado al frente de la línea.

Helpful Information



- Wear comfortable shoes - Election Day is a long day! If you are working Early Voting you will have several long days. Be comfortable!
- Bring lunch with you - All locations are not created equally. Talk to your Election Judge. Find out if you will have access to a kitchen, fridge, or microwave. You may have lunch delivered if you wish
- Bring a sweater – Some rooms can get cold and again... we want you to be comfortable



Helpful Information

What is a Combo form?

- A Combo form is the official Signature Roster for the election. The combo form also contains affidavits for frequently occurring instances at check in.
- In Midland County, signatures are captured **electronically** (on voter tablet). A check in label is affixed to the combo form to keep a paper trail of the check-ins conducted electronically

Are 'Cheat Sheets' allowed within the Vote Center?

- Paper cheat sheets are allowed. Voters may bring sample ballots or a written list of the candidates or measures they wish to vote.
- **CELL PHONES ARE NOT ALLOWED TO BE USED AS CHEAT SHEETS** – Voters must step away from the room voting is taking place and transfer their electronic list to paper

Duties of Election Clerk

- Assist voters through check-in process – Check-in voters in VoteSafe or if you're not comfortable working a computer, you can affix the check-in label to the voter's combo form and hand the voter their ballot
- Assist voters to voting machines (ExpressVotes), if necessary, and answer any basic questions. Most Midland voters are familiar with the voting equipment and will not need assistance
- Assist the Election Judge with keeping count of combo forms or posting signs and notices as necessary
- Cleaning ExpressVote screens between voters - We will provide alcohol and cleaning towels for cleaning screens. **DO NOT** spray alcohol directly on screens. Spray cleaning towel to clean
- If assigned to watch DS200 – make sure voters DO NOT walk out with their ballot in hand. All voters will deposit their ballots in the DS200. Voters should wait until screen says 'Thanks for Voting' to ensure ballot has been counted
- Ballots can be inserted into the DS200 in any orientation. The ballot **DOES NOT** have to face up

Duties of Election Clerk

ExpressVote



Touch Screen for making selections

Voters will insert ballots here. Voters will print their ballot when complete. Ballot will eject from here as well

Headphone jack for ADA (disabled) Voters. Headphones can be found in dark gray bag in blue supply wagon

DS200



Voters will insert their VOTED ballots along the top ballot feed slot. Ballot can be inserted in any orientation (upside down, backwards)

Voted ballots fall into a Ballot Transfer Case

Duties of Election Clerk

At the end of the Election Day, Judges will need help breaking down equipment and cleaning the Vote Center
When breaking down ExpressVotes

- Verify serial number on ExpressVotes matches the serial number on the ExpressVote soft case
- Verify that an **orange zip seal** has been placed on ExpressVotes. If not, your Judge may want help doing this
- Unzip the bag and open compartment that holds machine
- Unplug power cord from surge protector
- Gently lay ExpressVote face down on table and unplug power cord from machine. Slide the outer component up to release plug from ExpressVote
- Push kickstand down and secure stand to the back of the machine
- Place ExpressVote in soft case using hand hold on top of machine. Zip to close
- Neatly coil ExpressVote power cord and place in pocket on end of soft case
- Velcro handle together and place all cases together in one place for facilities to pick up



Frequently Asked Questions

What forms of photo ID is are acceptable?

- Texas Drivers License
- Texas Election Identification Certificate (issued at DPS)
- Texas Personal Identification Card (issued at DPS)
- Texas License to Carry a Handgun
- US Military Identification Card
- US Citizenship Certificate
- US Passport

If one of these forms of ID is not provided, Call the Election Judge

What if a voter has an expired ID?

- A voter's ID can be expired **UP TO 4 YEARS**. If a voter's ID is expired more than 4 years, call Election Judge
- **EXCEPTION** – Voters over the age of 70 can be expired indefinitely

What if the name on the voter's ID is not exactly the same as it appears in VoteSafe?

- The voter will initial a Similar Name Affidavit on the voter tablet and continue check-in
- A similar name affidavit states 'I swear and affirm I am the person on the list of registered voters or the person on the voter registration certificate, and I am one and the same person named on the ID provided'.

Vote Center Don'ts

- DO NOT use or allow the use of a cell phone or any kind of recording device within the Vote Center
- DO NOT have any kind of political discussions with voters
- DO NOT wear any clothing or pins in support of any political party or measure. Everyone must appear to be neutral
- DO NOT have food or snacks out in the voting area. No one wants to see you eating
- DO NOT have any kind of food or drinks near the Voter Kiosk.
- DO NOT be loud. Let's give our voters a quiet pleasant experience at the polls

