

Midland County Election Judge Training

Understanding the Process and the Duties of an Election Judge

Election Judge Training

- What is an Election Judge
- What is an Alternate Judge
- Election Judge List
- Approval of Election Judge List
- Appointment of an Election Judge
- Writ of Election
- Building your Team
- Duties of an Election Judge before Election Day
- Duties of an Election Judge on Election Day
- Duties of an Election Judge at the end of Election Day



What is an Election Judge?

- Is the Authority over the Vote Center
- Has the same authority of a District Judge within a Vote Center
- Responsible for communicating with Vote Center contact person
- Responsible for obtaining workers for Vote Center
- Responsible for scheduling of training of all workers
- Responsible for the integrity of the workers
- Responsible for all election equipment
- Responsible for completion of forms
- Responsible for completion of all oaths
- Responsible for end of election duties



What is an Alternate Judge?

- Head Clerk
- Assists the Judge
- Steps in as Judge in the absence of the Judge

Rate of Pay for Election Judge, Alternate Judge and Clerks

Primary & Primary Runoff

Judge \$15.00 p/h

Alternate Judge \$13.00 p/h

Clerks \$12.00 p/h

General & Special Elections

Judge \$15.00 p/h

Alternate Judge \$13.00 p/h

Clerks \$12.00 p/h

During the Primaries there is a Judge appointed from each recognized political party

Election Judge List

Each Party Chairman will contact each Judge and ask if they will commit to a 2-year term as Election Judge.

Explain responsibilities of an Election Judge.

Have Election Judge sign an Acknowledgement of the 2-year commitment of an Election Judge.

Party Chairman's will provide list to the Elections Administrator.

Lists are created by:

- Republican Party Chairman
Leonard Dumire
- Democratic Party Chairman
Cathy Broadrick

Midland County Commissioners Court

- Midland County Election Administrator must request to be on the agenda for Commissioners Court.
- List of Election Judges must be approved by Commissioners Court before September 1 of each odd year.
- List of Election Judges will be approved for a 2-year period.



Approved Election Judge

Each approved Election Judge will receive an Appointment of Election Judge letter from the Midland County Elections Administrator



MIDLAND COUNTY ELECTIONS

2110 NORTH A*PO BOX 3434*MIDLAND TX 79702-3434
TELEPHONE 432/688-4890*FAX 432/688-4912
www.co.midland.tx.us/elections

Name of Judge
Address of Judge

July 27, 2021

Re: Notification of Appointment as Judge

Notice is hereby given that you have been appointed as a Judge by the Midland County Commissioners Court for Precinct #102 from the list given to the court by the County Chair of the Republican Party. Your appointment is for a two-year term beginning September 1, 2021 and expiring on August 31, 2023.

Because Election Day Vote Centers are now used in Midland County, you may be called to work either as the Election Judge or Alternate Judge. **(Remember, if you are required to work an election you will receive a “Writ of Election” notifying you to conduct that election.)**

If you have any questions or concerns, please call your party chairman or contact the Elections Office at 688-4890.

Thank you.

Carolyn Graves
Elections Administrator

Appointment of Judge & Alternate Judge for an Election

Elections Administrator and Assistant Elections Administrator will appoint a Judge and Alternate Judge for each Vote Center for Early Voting and Election Day.

For larger elections, there is one Vote Center in each of the 4 Commissioner's precincts for Early Voting. For smaller elections, the Elections Office is the only Early Voting location required.

Once appointed, the Election Judge and Alternate Judge will be sent a Writ of Election by the Elections Administrator.

Writ of Election

Contains

- Judge's name & contact information
- Alternate Judge name & contact info
- Location you will be serving as Judge
- Date of Election
- Hours of Voting
- Nature of Election
- Number of clerks Appointed by Judge
- Contact information for the location you're assigned to
- Training dates and times

Writ of Election



EARLY VOTING WRIT OF ELECTION

1807 S County Road 1121
Midland, TX 79706
432-553-9414

202 E Dornard Ave
Midland, TX 79705
432-559-2289

Deputy Early Voting Clerk Of: CENTENNIAL LIBRARY – Meeting Room 113

YOU ARE HEREBY NOTIFIED TO HOLD AN ELECTION AT THE FOLLOWING POLLING PLACE.

Location of Vote Center: MAIN – Elections Office, Room 103
2110 North A Street, Midland, TX 79705

Date of Election: Tuesday November 5, 2024

Date and hours of Early Voting:

Monday, October 21 – Friday October 25	8:00 AM – 5:00 PM
Saturday, October 26	7:00 AM – 7:00 PM
Sunday, October 27	1:00 PM – 7:00 PM
Monday, October 28 – Friday, November 1	7:00 AM – 7:00 PM

Nature of Election: **JOINT GENERAL ELECTION**

Number of Clerks you may appoint: 4. It is the Deputy EV Clerk's responsibility to have an equal representation of R and D workers. This number does not include the Deputy EV Clerk and Alternate Deputy EV Clerk. These positions are appointed by the Elections office.

arrangements for election set-up. Remember that **only the Deputy EV Clerk can pick up and deliver ballots and supplies**. A worker will be assigned, by the Elections Office, to come in and help cover lunch breaks each day. Beth will let you know who your relief worker is. Let Beth know if you need any assistance in getting your clerks.

Training is available on our website at:
<https://www.co.midland.tx.us/914/Online-Training>

Training will be conducted on
October 18th from 8:00 AM – 12:00 PM. Call to RSVP
for information to go over.
for training

October 18th from

Elections Office will include with your writ:

List of other Judges and Alternate Judges for Early Voting and Election Day for the election (so that you will not try to call these Judges/Alternate Judges when building your team)

List of Bilingual Workers

List of Democratic Workers

List of Republican Workers

Dates and times of training



Along with
your Writ

Once you have been Appointed Election Judge

- Confirm with Election Office that you will be able to work election on or before date listed on Writ
 - Contact Alternate Judge
 - Obtain clerks to work election and sign clerks up for training on or before date listed on Writ
 - Provide list of workers and time of training to Election Office
- Go by your location and talk to your contact person for any special instructions
 - Get an after-hours phone number and contact for your location and pass this information onto the Election Office
 - Call all your people before voting starts to confirm that they are still on board!
-

REMEMBER

- Equal representation from each party among your workers
- One bilingual (English & Spanish) within your Team

Primary Elections

During a Primary Election, there will be a Deputy EV Clerk/Judge from each party appointed by the Election Administrator. The Deputy EV Clerk/Judge from each party will be responsible for their workers.

Deputy EV Clerks/Judges should work together to ensure that there is a bilingual worker at your Vote Center.

Set up Day: Total of 3 workers for 2 hours

- Deputy EV Clerk/Judge will pick-up blue supply wagon, kiosk and signs at Annex
- Equipment will be delivered by MC Facilities
- Set up Kiosk with computer and make sure everything is up and running. Contact Elections Office before shutting down. A staff member will go to your location to make sure everything is functioning correctly
- Set up ExpressVotes. ExpressVotes will be sealed. DO NOT remove seals or turn on until the morning voting begins
- Sign all forms requiring a signature
- Know where to find forms – BE PREPARED
- All supplies should be out and ready to use

First Day of Voting

Before Polls Open

- ALL workers need to complete Employee Personnel Sheet, time sheet and all Oaths
- ALL workers should have a name tag with First name, Last name and title
- Appoint position for each worker and then be sure to rotate workers
- BE READY BEFORE POLLS OPEN
- If you have part-time workers, replacement should be there at least 15 minutes prior to shift change
- New workers need to complete Employee Personnel sheet and Oaths before they step in to work
- At the end of each day of voting make sure everyone clocks out

Last Day of Voting

Closing the Polls

- Follow Check List for Closing the Polls
- Clerks should help pack up ExpressVotes
- All signs should be removed
- All surge protectors returned in red bag (EV will leave surge protectors for ED use)
- Whatever you picked up at Annex, you are responsible for returning
- Whatever Facilities brought, they will pick-up. Have everything nice & neatly in one spot.
- Make sure you carry out all trash and leave facility as you found it!

Thank You!
Thank You!



Once again Thank You! We Know that we could not do this without the hard work and commitment of our Election Judges, Alternate Judges and Clerks. We truly appreciate all you do for the Midland County Elections Office and for the residents of Midland County!

